



**INDIANA UNIVERSITY  
SOUTHEAST**

**Faculty Manual**

Twenty Fourth Edition

August 2007

## FOREWORD

This manual has been prepared for the guidance of the faculty at Indiana University Southeast, both full-time and part-time, and will be issued in revised form at least every other year. It is intended to be a supplement to the *Academic Handbook* and the *Administrative Manual* published by the university at large, and the *Bulletin* and the *Policies and Procedures Manual* of Indiana University Southeast. It will therefore omit or only mention many items of important information that are discussed in detail in those publications. It will also borrow extensively from those publications (often without giving specific credit). This has been done to emphasize important policies and procedures and adapt them to specific problems at Indiana University Southeast, not to supersede or supplant general university policies. This manual is intended to provide general guidelines; it is not a contract. In situations not covered by the instructions herein, please consult your dean or supervisor.

The policies and procedures contained in the *IU Academic Handbook* apply to the entire University. When acting in accordance with authority, appropriate bodies and officers of each campus may develop campus-specific policies and procedures, provided they are not in conflict with those of the University. Such campus-specific policies and procedures are published by each campus. In case of conflict, University policies and procedures naturally govern.

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Constitution and By-Laws of the Faculty Senate of Indiana University Southeast

## **A. MISSION AND ORGANIZATION**

### **A-1. Indiana University**

Indiana University Southeast (IUS) is one of the eight campuses of Indiana University. As such, IUS belongs to a distinguished tradition of academic excellence which began in 1820 with the founding of Indiana University at Bloomington. This tradition emphasizes world-class scholarship in the liberal arts, plus professional education second to none at the undergraduate and graduate levels. IU is a leader in international education, with opportunities for study in over two dozen locations around the globe. Many of these excellent programs are available at IUS.

### **A-2. Indiana University Southeast**

The Southeast campus traces its history to the 1941 opening of the Falls Cities Area Center in Jeffersonville. By 1968, the campus had adopted its present name and was beginning to graduate students with baccalaureate degrees. In 1973, IUS moved to its modern campus in New Albany. Today it offers more than 50 graduate, undergraduate, and associate degree programs in the fastest growing careers, to a student body numbering approximately 6,200.

Dr. Gerald O. Haffner, late Professor Emeritus of History, wrote a brief, informal history of IUS covering the period 1941 to 1973.

### **A-3. Mission and Vision**

#### **Mission**

Indiana University Southeast is the regional campus of Indiana University that serves Southern Indiana and the Greater Louisville metropolitan area. As a public comprehensive university, its mission is to provide high-quality educational programs and services that promote student learning and prepare students for productive citizenship in a diverse society, and to contribute to the intellectual, cultural, and economic development of the region. Its academic programs include a comprehensive array of baccalaureate degrees, a limited number of associate degrees, and a selected set of master's programs. The campus is committed to offering educational programs and services which promote and support diversity in all its aspects. The faculty engage in research and creative activities which strengthen teaching and learning through inquiry into both the content and the pedagogy of the disciplines and create opportunities for students to engage in applied learning. Finally, members of the campus community are committed to using their professional and personal expertise to address the intellectual, cultural, and economic development needs of the campus's service region. In sum, our mission is to be a challenging, innovative and supportive learning community committed to the intellectual and social growth of students, to the cultural and economic well-being of both Southern Indiana and the Greater Louisville metropolitan area, and to the advancement of knowledge in the context of a global society.

#### **Vision**

Indiana University Southeast will become an outstanding regional university by achieving excellence in all its programs and activities, and by providing a broad range of high quality professional services to the communities in its service region. Indiana University Southeast aspires to be and to be recognized as a top-tier regional university.

#### **Commitment to Diversity**

U Southeast strives to continually strengthen and improve diversity in its programming, hiring, student recruitment, business practices, and outreach. Creating a diverse campus in population, programming, and environment is essential to fulfilling our academic mission. The IU Southeast definition of diversity includes such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, veteran status, and socio-economic status.

#### **A-4. Academic Programs**

IUS offers the following degree programs Concentrations or tracks within programs are shown in parentheses. Students who need advice about degree programs or certificates should contact their respective school or division office to arrange for an appointment with an advisor. Full-time freshmen are usually assigned an advisor. The Academic Success Center is the academic division for all new students entering Indiana University Southeast except those who have met the requirements to transfer directly to the school of their choice. After the first semester the responsibility of advising is transferred to the school containing a student's chosen program, except for those undecided majors.

#### **Four Year Degrees**

Biology, B.A., B.S.

Business (Accounting, Economics, Economics and Public Policy, Finance, Information and Operations Management, Management, or Marketing), B.S., B.A.

Chemistry (Biochemistry), B.A., B.S.

Clinical Laboratory Science, B.S.

Communication (Advertising, Speech, Theatre, or Theatre-Business), B.A.

Computer Science (Information Systems or Math/Science), B.S.

Criminal Justice, B.S.

Education (Elementary Education, Secondary Education, or Special Education), B.S.

English (Writing or Literature), B.A.

Fine Arts (Ceramics, Drawing, Graphic Design, Painting, or Printmaking), B.A.

Fine Arts (Ceramics, Drawing, Graphic Design, Painting, or Printmaking), B.F.A.

French, B.A.

General Studies, B.G.S.

Geosciences, B.A.

Germanic Studies, B.A.

History, B.A.

Individualized Major, B.A.

Informatics, B.S.

International Studies, B.A.

Journalism, B.A.

Mathematics, B.A.

Mathematics, B.S.

Music (Business, Composition, Performance, or Technology), B.A.

Nursing (RN to B.S.N. completion program available), B.S.N.

Philosophy (Philosophy or Religious Studies), B.A.

Political Science (Traditional or Public Service), B.A.

Psychology, B.A.

Sociology, B.A.

Spanish, B.A.

## **Graduate Degrees**

Business Administration, M.B.A.  
Education, (Counseling, Elementary Education, or Secondary Education), M.S.  
Liberal Studies, M.L.S.  
Strategic Finance, M.S.S.F.  
Joint M.B.A./M.S.S.F.

## **Other Degrees and Certifications**

### *Two Year Degrees*

Accounting, A.S.  
Biology, A.A.  
Business Administration, A.S.  
Communication Studies (Communication or Theatre), A.A.  
Computer Science, A.S.  
Economics, A.A.  
English, A.A.  
General Studies, A.G.S.  
Journalism, A.S.  
Mathematics, A.A.  
Music, A.A.  
Physics, A.A.

### *Certifications*

Post-Baccalaureate Certificate for Business Professionals  
(Accounting, Economics, Finance, General Business, Information and Operations Management, Management, Marketing)  
Certificate in Coding Technology - [Medical Coding]  
Certificate in Medical Transcription Area Certificate in Women and Gender Studies

## **Purdue School of Technology**

### *Four Year Degree*

Organizational Leadership and Supervision, B.S.

### *Two Year Degree*

Computer Graphics Technology, A.S.  
Electrical Engineering Technology, A.S.  
Mechanical Engineering Technology, A.S.  
Organizational Leadership and Supervision, A.S.

Students may pursue minors in all degree-granting disciplines. A Research Honors Minor and minors in Supervision and Women/Gender Studies are also offered.

In addition to these degree programs, credit and non-credit courses in many other fields are available at IUS. Complete information regarding degree programs and courses can be obtained from the *IUS Bulletin*.

The university has established a Professional Practice Program whereby students may learn and earn credit toward graduation for work in business, industry, and governmental or non-profit agencies. Students interested in this program should be referred to the director of career services and placement.

### **Honors Program**

The Honors Program at Indiana University Southeast is designed to serve the needs and interests of highly motivated students who seek a stimulating and exciting academic experience and formal recognition for completing a challenging program.

Students accepted into Tier One of the Honors Program have the opportunity to choose from at least one multidisciplinary honors elective offered each semester, as well as a two-semester seminar sequence titled Common Intellectual Experience I and II. Honors H103, the first course in the sequence, is typically taken in the fall, while Honors H104, the second course in the sequence, is offered in the spring. These courses are offered to a limited number of Honors students by an instructor who has been carefully chosen for his or her teaching expertise and desire to mentor Honors students.

Additionally, these courses are designed to fulfill selected goals of Indiana University Southeast's General Education program, permitting students to participate in the program without slowing their progress toward the completion of their degree program. Honors H103 fulfills the general education requirements usually fulfilled by English W131 as well as the diversity requirement, while H104 fulfills the requirement usually fulfilled by Speech S121 and the critical thinking requirement.

Students accepted into Tier Two of the Honors Program have the opportunity to take two multidisciplinary honors electives. In addition, students may complete an Honors track of their choice. In order to address the needs of a diverse student population, the Honors Program offers the following tracks: Discipline-Based Honors, Honors Research Minor, and Individualized Honors.

Honors courses explore important topics in depth, through a multi-disciplinary approach. The pace of the courses, and the level and quality of work expected of students requires that participants be self-motivated, and that they exercise good time-management skills; however, the small size of each Honors class (fewer than 18 students per section) insures group discussion, interaction with the instructor, and focused guidance and support of each student's academic goals.

In addition to taking Honors classes, members of the Honors Program participate in various co-curricular activities, including group projects, attending cultural events, and participating in the Upper Midwest Honors Conference in the spring of their first year at IU Southeast.

For more information, please contact the Honors Program at [iushp@ius.edu](mailto:iushp@ius.edu). The Honors Program telephone number is (812) 941-2587.

### **First Year Seminar (FYS)**

The first year seminar courses are special courses for first year students to enhance their academic and social integration into college. FYS provides an introduction to the nature of higher education and a general orientation to the functions and resources of the university. The course is designed to help first year students adjust to the university, develop a better understanding of the learning process, and acquire essential academic survival skills.

The course also provides a support group of students in a critical transition by examining problems common to new students. Faculty who know the IUS campus well teaches FYS courses. Most often, these are full-time faculty or part time faculty who have been recommended by a dean and who have five years of experience on our campus.

Each incoming student is in a small class with a faculty member and the student gets to know the faculty member in a special way (as a mentor, really) and often forms relationships with other students that last throughout the college years. The Passport and required extracurricular meetings for the freshmen ensure that they participate in college by doing more than just going to class. Each incoming student receives training in library usage, learns about the writing center, enhances their social skills while doing group work, analyzes their time management skills, is introduced to a variety of different study strategies and learns about the variety of opportunities available to them at college. Each course uses the IUS Student Success Guide for the FYS component of the course. This text has been designed specifically for our campus to work well with our students. Chapters have been written by faculty and staff on our campus and the information provided in the text will be invaluable for the students as they earn their degree at IUS.

FYS is IUS' major investment in enhancing student retention on this campus. Students who take a FYS during their first semester are more likely to return the following semester than students who do not. Instructors benefit from the satisfaction of helping new students get off to a good start and the joy of some special relationships with students that will last. They also benefit from the camaraderie with colleagues from across the campus who are dedicated to the same purposes. This camaraderie is promoted through informal biweekly discussions. Retreats are held prior to each semester to highlight new materials, techniques or research relevant to the teaching of FYS. Teaching a FYS course is given consideration in annual reviews showing a dedication to the success of first-year students. Faculty also gets compensation tax-free for each FYS course taught.

The standard times for 3-credit classes (4 with the FYS) meeting twice a week are (times in parentheses are if you want a 5-minute break in the middle):

9:05-10:45 (9:00-10:45)  
11:00-12:40 (11:00-12:45)  
12:50-2:30 (12:45-2:30)  
2:45-4:25 (2:45-4:30)  
4:15-5:55 (4:10-5:55)  
5:35-7:15 (5:30-7:15)  
7:30-9:10 (7:30-9:15)

Appropriate schedules can also be developed for 4-credit classes, 2-credit classes, classes that meet once a week, etc. The important thing is to add 50 minutes per week to the class and to try not to interfere with other class time periods any more than necessary. Please contact FYS Director Donna Dahlgren at [ddahlgre@ius.edu](mailto:ddahlgre@ius.edu); tel. ext. 2682, or gain information and reactions from anyone who is teaching an FYS.

### **International Education**

As a leader in international education, the Office of International Affairs at Indiana University provides support and resources for international education efforts on all IU campuses. For available services and related policies, consult OIA's website at <http://www.iupui.edu/~oia/>.

IUS has a faculty with strong interests in international education. It also has an International Studies program, which is an interdisciplinary major that provides students with a foundation drawing from history, economics, political science, geography, and foreign language and culture studies. Consult <http://www.ius.edu/intstudies/> for more information.

### **A-5. Academic Schools and Divisions**

To facilitate the growth and coordination of the academic programs at IUS, the various academic disciplines have been grouped into eight academic units as follows:

1. School of Arts & Letters

Communication Studies  
Theatre  
English  
Fine Arts  
Modern Languages  
Music  
Philosophy

2. School of Business

*Undergraduate Programs*

Business  
Business Administration  
Economics

*Graduate Programs*

Business Administration  
Strategic Finance  
Post-Baccalaureate Certificate for Business Professionals

3. Division of Continuing Studies (a unit of the IU School of Continuing Studies)

*Credit Programs*

General Studies  
Supervision  
Occupational Safety

*Noncredit Programs*

General Audience Programming  
The IU Southeast Diversity Academy

- The Program in Languages
- The Program in Culture and Lifestyle
- The Diversity Leadership Program (Proposed)

Project AHEAD® Enrichment Programming for Children  
Contract Training (Business/Industry/Safety)

4. School of Education

Counseling  
Elementary Education  
Masters in Elementary-Secondary Education, additional licensing areas  
School Administration, Supervision, Education Leadership Program  
Secondary Education  
Special Education

Transition to Teaching  
Additional Licensing Areas

#### 5. School of Natural Sciences

Biology  
Chemistry  
Clinical Laboratory Sciences  
Computer Science  
Double Majors - Biology and Chemistry, Mathematics and Computer Science, Mathematics and Education  
Environmental Science  
Geosciences - Astronomy, Geography (Physical Geography, Cartography, Environmental Conservation), Geology  
Informatics  
Mathematics  
Health Information - Medical Transcription, Coding Specialist  
Physics  
Pre-Allied Health Science - Health Information Technology, Paramedic Science, Radiography, Cytotechnology,  
Health Information Administration, Medical Imaging Technology, Nuclear Medicine Technology, Radiation  
Therapy, Respiratory Therapy, Health Sciences Education, Occupational Therapy, Physical Therapy

#### 6. Division of Nursing (a unit of the IU School of Nursing)

Bachelor of Science in Nursing  
RN-BSN Mobility Program

#### 7. School of Social Sciences

Anthropology  
Criminal Justice  
History  
International Studies  
Journalism  
Political Science  
Psychology  
Sociology  
Women's/Gender Studies

#### 8. Purdue College of Technology Statewide Programs

Electrical Engineering Technology  
Mechanical Engineering  
Computer Graphics Technology  
Organizational Leadership and Supervision

### **A-6. Faculty Meetings**

A general faculty meeting for all members of the faculty and staff at IUS, both full-time and part-time, is held at or near the beginning of the academic year. At this meeting new members of the faculty and professional staff are introduced, awards for distinguished teaching and research are presented, and the chancellor discusses the state of the campus and plans for the year. All faculty members should plan to attend this meeting.

Another general faculty meeting may be held near the end of the academic year to hear reports from committees and boards.

During the year the chancellor may call additional meetings of the faculty to report on current developments and problems at the university. The *Constitution of the Faculty Senate* provides that the Faculty Senate or one-third of the faculty may request the chancellor to call a general faculty meeting to review matters before the Faculty Senate.

Deans call and preside over faculty meetings as needed to discuss problems and plans.

#### **A-7. Faculty Senate**

The Faculty Senate, composed of elected senators representing the academic units, deans and certain administrators, is the academic policy-recommending body at IUS. The Faculty Senate *Constitution* and *By-Laws* are included as Appendix I at the end of this *Manual*.

The officers of the Faculty Senate are: the president, two members of the Executive Committee, and the parliamentarian, all of whom are elected faculty members. The work of the Faculty Senate is facilitated by a number of committees that are described in the *Constitution* and *By-Laws*.

#### **A-8. Faculty Board of Review**

In the spring of each academic year, the elected senators elect a Faculty Board of Review (FBR) according to the rule and procedures outlined in By-Law 3 of the Faculty Senate Constitution (see Appendix).

The jurisdiction of the Faculty Board of Review shall extend to issues of academic freedom, discipline, dismissal, salary adjustment, and the nature and conditions of work, as well as matters of promotion, tenure and reappointment. Information about the purview of the Faculty Boards of Review and their procedures can be found in the IU Academic Handbook and in By-Law No. 3 (see Appendix).

#### **A-9. Administrative Organization**

IUS has been organized into the following administrative units to accomplish its mission:

##### **Office of the Chancellor**

*Chancellor*

Equity and Diversity

##### **Office of Academic Affairs**

*Vice Chancellor for Academic Affairs*

Academic Units:

Arts and Letters

Business

Continuing Studies

Education

Natural Sciences

Nursing

Social Sciences

Institutional Research & Assessment

Library

Regional Economic Development Resource Center

Registrar

Liaison/Coordination with:

Purdue Statewide Technology Programs

*Associate Vice Chancellor for Academic Affairs*

Diversity Coordination  
Academic Publications  
Faculty Development  
Institute for Learning and Teaching Excellence  
Student Development Center  
First Year Seminars  
Liaison for: IHETS  
Virtual Indiana Classroom  
21<sup>st</sup> Century Scholars Offices  
Grants Support

*Dean for Research*

Research & Grants Administration  
Student Research Conference  
Applied Research & Education Center

**Office of Administrative Affairs**

*Vice Chancellor for Administrative Affairs*

Accounting Services  
Bursar  
Purchasing  
Capital Asset Management (CAMS)  
Bookstore  
University Police  
Human Resources  
Paul W. Ogle Cultural and Community Center  
Physical Plant  
Mail Services

**Office of University Advancement**

*Vice Chancellor for University Advancement*

Alumni Association  
Development  
Marketing  
Public Relations

**Office of Student Affairs**

*Vice Chancellor for Student Affairs*

Academic Success Center  
Athletics  
Campus Life  
Career Services  
Center for Mentoring  
Disability Services  
Financial Aid  
Personal Counseling

*Assistant Vice Chancellor for Enrollment Management and Director of Admissions*  
Admissions

**Office of Information Technology and Community Engagement**

*Vice Chancellor for Information Technology and Community Engagement*

IT Media and Web Services

IT Support and Communications  
IT Systems and Operations

## **A-10. Duties of Principal Administrators**

The following descriptions of responsibilities of some of the principal administrative positions may help you decide with whom you should discuss a particular matter.

### 1. Chancellor

As the chief executive officer of an IU campus, the chancellor is responsible for the total operation of the campus and is accountable to the Board of Trustees through the president. The chancellor assures that campus affairs are conducted in accordance with the policies and procedures of Indiana University and all relevant state statutes; oversees the development and enforcement of all campus policies, plans, and regulations; and develops and supervises the administrative organization. Communications between the Office of the President and the campus, and between IUS and its public in the geopolitical region are a special concern. Among the chancellor's duties are overseeing the recruitment, appointment, and promotion of all persons employed by the campus; preparation, review, approval and implementation of budgets, fiscal plans, and academic programs; and the development and utilization of the physical facilities. The chancellor presides over the Administrative Council, the Campus Executive Council, and the Board of Advisors.

### 2. Vice Chancellor for Academic Affairs

As the chief academic officer of an IU campus, the vice chancellor for academic affairs is accountable to the chancellor for the quality, development, coordination and promotion of all academic and noncredit programs and courses on the campus. The vice chancellor oversees, and makes recommendations to the chancellor on the recruitment, selection, evaluation, compensation, promotion, tenure, termination, granting of leaves, and assignments of faculty members and other academic personnel. The vice chancellor has overall responsibility for periodic review of academic programs and for regular assessment of student academic achievement and institutional effectiveness for the purpose of program improvement. The vice chancellor recommends allocation of resources to the academic units and support departments, and supervises their budgets. Along with the associate vice chancellor, the vice chancellor oversees the development and utilization of learning resources, including the Library, and develops programs to improve the quality of teaching and learning, to encourage and support faculty research and creative work, and to promote the cultural and intellectual growth of the academic community. The vice chancellor chairs the Academic Council, supervises the academic advising of students, and oversees preparation of the *Schedule of Classes* and the *IUS Bulletin*.

### 3. Associate Vice Chancellor for Academic Affairs

The associate vice chancellor works as part of a leadership team to advance the campus's strategic agenda in the key areas of equity and diversity, faculty development, enrollment management, and related academic initiatives. Direct reporting units include the Institute for Learning and Teaching Excellence, Student Development Center, First Year Seminars, and 21st Century Scholars Offices. The associate vice chancellor edits the *Faculty Manual*, the *IUS Bulletin*, and other Academic Affairs publications, supports the development of institutional grants, and serves as IHETS Service and VIC Liaison.

### 4. Dean for Research

The dean for research provides information on internal and external funding opportunities, and administers funded research in both pre-award and post-award phases. The dean for research is responsible for compliance with all federal and university regulations governing the protection of human subjects and the humane treatment of animal subjects. Additional information on research opportunities, policies and procedures may be found in the *IUS Research Policy Manual*.

## 5. Vice Chancellor for Information Technology and Community Engagement

The vice chancellor for information technology and community engagement provides leadership, planning, and coordination of information technologies including computing services, media services. The vice chancellor heads the Information Technology Advisory Committee and is a member of several standing committees with the objectives of delivering timely and appropriate technology services to all campus constituencies. In addition, the vice chancellor is the campus representative on university-wide information technology committees and participates in the development of information technology standards for all Indiana University campuses.

## 6. Academic Deans

As the administrative officer in charge of an academic school, the dean is responsible for its educational programs and related activities and is accountable to the vice chancellor for academic affairs. The dean is responsible that the affairs of the school are conducted in accordance with the policies and procedures of Indiana University and IUS, and relevant state statutes. After consultation with the faculty, deans develop and administer policies, plans and regulations for their schools. With the assistance of the faculty, they prepare academic program proposals and implement them after approval. They are responsible for implementation of periodic reviews of academic programs within their units and for regular assessment of student academic achievement for the purpose of program improvement. They recruit, evaluate and administer personnel in the school, including recommending appointment, promotion, tenure, termination, salary, office assignments, and teaching or other work assignments after appropriate consultation with the faculty. The school deans prepare the school's operating budget and administer its fiscal affairs. They call and chair faculty meetings, appointing committees when needed to assist in the administration of the school. They represent the school and work with external stakeholders as appropriate. Maintaining communications within the school and with other units, supervising academic advising of students, handling of complaints from students, encouraging excellence in teaching and research, and assisting in the professional development of the faculty are other important responsibilities.

## 7. Program Coordinators

Program Coordinators are appointed by the chancellor, upon recommendation of the deans and vice chancellor for academic affairs, to coordinate each approved degree program. Working under the supervision of the dean and in consultation with colleagues, the program coordinator is responsible for scheduling courses and other learning experiences so that students in the program have optimal learning opportunities and can meet degree requirements. The coordinator recommends appointment of part-time faculty and oversees their work. The coordinator is responsible for implementing the program's plan for assessment of student academic achievement for the purpose of program improvement. The coordinator advises students with regard to matters such as academic standing, degree requirements, career opportunities, and graduate school admission requirements. When needed, the coordinator calls and chairs meetings of colleagues to discuss curriculum, courses, degree requirements, student progress, purchase of equipment and materials, and similar matters.

Position descriptions for other administrators can be found in the *IUS Policies and Procedures Manual*, which is available in each unit office.

### **A-11. Appointment of Academic Administrators**

IUS uses search and screen committees to advise in the selection of academic administrators. Committees are appointed by the chancellor and may include administrators and students, as well as faculty. Administrators with campus-wide responsibilities have their performance and offices reviewed every five years in accordance with a policy adopted in 1997.

#### 1. Vice Chancellor, Assistant or Associate Vice Chancellor

In the search for a vice chancellor or an assistant or associate vice chancellor, the faculty of each baccalaureate degree-granting unit with at least five full-time faculty members shall choose two nominees to be submitted to the chancellor. From this list the chancellor shall appoint one or more members from each school. The faculty members thus appointed shall constitute two-thirds of the committee. The remainder of the search and screen committee for an assistant or associate vice chancellor shall include at least one staff member directly under that individual's jurisdiction.

After its appointment, the committee meets with the chancellor and/or the vice chancellor for academic affairs to discuss the position and the desired qualifications. The committee chair sends out announcements and advertisements of the vacancy, receives and acknowledges letters of inquiry and supporting papers, and when necessary, requests additional information. The chair is responsible for preparing the necessary affirmative action forms.

The committee screens the candidates and submits the names and credentials of those candidates it believes should be interviewed. After securing the concurrence of the chancellor, vice chancellor, and affirmative action officer, preferred candidates are invited to visit the campus for interviews with all interested parties.

After the interviews have been completed, the search committee sends to the chancellor or the vice chancellor an evaluation of the candidates who have been interviewed, listing acceptable candidates in order of preference and indicating which candidates are unacceptable. The chancellor or the vice chancellor may discuss the candidates with the members of the committee and may request them to continue the search. When the decision is made and the recommendation for appointment prepared, each member of the committee will be notified of the final choice.

## 2. Dean

Deans of schools are appointed for the fiscal year and are normally expected to serve a term of three years. A search for a dean shall be initiated during the third year of a term, or sooner if requested by the chancellor, the vice chancellor for academic affairs, the present dean, or a two-thirds majority of the members of the academic unit (school or division).

If the current dean applies for reappointment, a committee elected by the faculty of the school will conduct a review of the dean. The review will consist of the committee's collecting input for all relevant constituencies (i.e., faculty, staff, students, chancellor, vice chancellor, the dean, etc.), analyzing the data, and reporting their findings to the unit faculty and the vice chancellor for academic affairs. The input should include (but not be limited to) surveys of and/or written reports from the various parties and open meetings with the committee. After reporting its findings, the committee will poll the unit faculty to determine if they choose to recommend reappointment of the dean or to open the search to additional candidates.

When a search is initiated, the faculty of the school shall elect the members of a search and screen committee to nominate candidates for its recommendation. A majority of those elected should be members of the school and should reflect a broad range of the disciplines represented in the school. The committee must also include at least one adjunct faculty member from the school and at least one faculty member from outside the school. After its election, the committee shall be convened by the vice chancellor for academic affairs to discuss its responsibilities and to oversee the election of a chair for the committee.

Normally a dean will be chosen from among the faculty of the school. The search may be opened to candidates from off campus however, if that is deemed appropriate by the chancellor, the vice chancellor for academic affairs, and the faculty of the academic unit.

The committee chair shall send out announcements and advertisements of the vacancy, receive and acknowledge letters of inquiry and supporting papers, and request additional information when necessary. The chair or a designated affirmative action monitor shall also prepare any necessary affirmative action forms and secure the concurrence of the affirmative action officer at appropriate stages of the search and screen process.

In the case of an external search, the committee shall screen the candidates and determine which of them shall be given further consideration.

Such external candidates, and all internal candidates, shall be invited to interviews with the faculty of the school, the vice chancellor for academic affairs, the chancellor, and other parties as deemed appropriate by the committee. When the interviews have been completed, the committee shall provide an opportunity for interested parties to submit comments for its consideration.

The committee shall then inform the chancellor, the vice chancellor, and the academic unit of its evaluation of the candidates who have been interviewed, indicating the strengths and weaknesses of each of the candidates.

The school's recommendation shall be determined by a secret ballot of the faculty of the school. Faculty will be those members of the school with full-time continuing appointments during the current academic year, except the chancellor and vice chancellor for academic affairs. Provision shall be made to 1) ensure that a ballot is provided to all faculty members well in advance of any ballot deadline and 2) provide a means on the ballot for indicating whether or not each nominee is recommended by the voter, and for indicating an order of preference among the nominees recommended should the voter recommend more than one. Only those nominees recommended by a majority of the faculty of the school voting shall be deemed recommended by the school. If more than one nominee is so deemed, the tally of the order of preference votes shall be included in the school's recommendation.

The search and screen committee shall report the school's recommendation in writing to the chancellor, the vice chancellor for academic affairs and the faculty of the school. In the event the chancellor or the vice chancellor is unable or unwilling to agree to the appointment of a recommended individual, he or she shall communicate this result to the committee and shall request another recommendation. The committee shall then report that decision to the academic unit and the candidate(s) recommended, and the school shall reopen the search.

If a search is not completed by the beginning of the last week of the spring semester of the year in which it is initiated, an interim dean shall be appointed to serve until the search for a replacement is completed, which shall be no later than the end of the fall semester.

Whenever the appointment of an interim dean is necessary, either because a dean becomes incapacitated or is otherwise unable to carry out the duties of the office or because a search is not completed, the vice chancellor for academic affairs and the search and screen committee (or, if no search and screen committee exists, an *ad hoc* committee elected by the school) shall meet and reach agreement on a suitable member of the faculty of the school. That person shall then be appointed by the vice chancellor.

#### **A-12. Administrative Council**

Comprised of the chancellor, the vice chancellors, the associate and assistant vice chancellors, and other administrative officers that the chancellor may deem appropriate for service in this administrative group. This group meets monthly and is advisory to the chancellor.

#### **A-13. Academic Council**

Composed of the academic deans and a few other invited administrators, the Academic Council is chaired by the vice chancellor for academic affairs. Its function is to discuss problems, policies and procedures of academic administration.

#### **A-14. Executive Council**

This council comprises the chancellor, the vice chancellors, the associate and assistant vice chancellors, academic deans, representatives of the faculty senate, professional staff council, staff council, student government, and other administrative officers that the chancellor may deem appropriate. The Campus Executive Council meets monthly

and serves as a primary communications group for campus constituents. It also serves as a forum for discussion of campus planning priorities.

### **A-15. Planning Process**

IU Southeast employs a cyclical planning process that is designed to integrate periodic strategic planning with annual planning and budgeting and with assessment of student learning and institutional effectiveness.

There is a campus-wide strategic planning process approximately every five years. This process is conducted by a planning committee that is broadly representative of the key stakeholder groups. The process begins with a comprehensive examination of the campus' current strengths and weaknesses in the context of the environment in all its relevant dimensions. This phase explicitly entails a review of data on institutional effectiveness. The planning committee then defines major goals and objectives and sets out specific strategic initiatives for the next five years. An implementation plan is prepared which specifies for each initiative: what its priority is; who is responsible for carrying it out; what the time frame is for its completion; how success will be evaluated (link to assessment); and what the estimated costs are (link to budgeting).

Annual planning is driven by the strategic plan. Each unit establishes its goals and objectives for the year based on the plan for implementing the initiatives from the overall plan. Some units also engage in their own strategic planning process and develop goals, objectives and initiatives that support those in the campus plan. The annual budgeting process, which occurs each spring, takes into account the priorities defined in the strategic plan for the upcoming year. The multi-year nature of the plan also allows for budget planning that extends beyond the annual budget cycle.

### **A-16. Campus Committees**

In addition to the councils described above, two types of committees are used at IUS. Faculty Senate uses committees to carry out its responsibilities; members are elected by the new Faculty Senate prior to the start of the new academic year. (See the Appendix for a description of Faculty Senate committees and their duties; see current *IUS Campus Register* for membership).

Administrative committees are appointed annually by the chancellor to aid administrators in making policy decisions. It has been found that the group deliberation and oral interchange of ideas in the committee meetings usually produce better solutions to the problems faced by the university.

The duties of each of the committees are listed in the hope that this will prevent duplication of effort and give direction to the deliberations and activities of each committee. All members of the faculty and staff are invited to offer suggestions to any committee if they wish.

The administrative committees are listed in alphabetical order for your convenience. (See current *IUS Campus Register* for membership.)

#### **1. Campus Budgetary Advisory Group (CBAG)**

- a. To advise the chancellor and provide recommendations on budgetary and other fiscal matters on an on-going basis
- b. To serve as a source of information regarding the budget process and budget decisions for campus constituencies at IUS.

#### **2. Campus Facilities and Environment Committee**

- a. To receive, present and evaluate suggestions from the campus community concerning matters of safety and security.
- b. To evaluate the effectiveness of the assigned safety and security personnel in the performance of their duties.

- c. To develop and evaluate campus policies and procedures related to campus safety and security, to traffic control and parking, and to the storage, use and disposition of materials identified as hazardous, in compliance with the federal and state regulations.
- d. To oversee compliance with OSHA regulations regarding blood borne pathogens and to ensure that all departments in which employees are potentially exposed to blood borne pathogens develop exposure control plans, offer employees appropriate protection, and provide training annually.
- e. To make recommendations to the administration regarding campus buildings and their furnishings, parking areas, site development, and energy conservation.
- f. To hear and determine all appeals of charges of violation of the Motor Vehicle, Bicycle, and Traffic Regulations.
- g. To establish rules of procedure for conducting such hearings.
- h. To review and make recommendations on priorities for technology installation in classrooms.
- i. To participate in long-range planning for classroom upgrades (including furnishings).
- j. To review and make recommendations for use and scheduling of classrooms.
- k. To review and make recommendations for the number and size of general purpose classrooms in new construction projects.
- l. To participate in university-wide initiatives regarding classrooms.

### 3. Classification Appeals Committee

To review the classification of any clerical or technical position brought to the members on appeal.

### 4. Diversity Council

- a. To advise the chancellor and the director of equity and diversity on policies and procedures concerning affirmative action.
- b. To oversee the collection and maintenance of statistical data that can be used to complete federal and state reports for the campus concerning equity, diversity and affirmative action.
- c. To review the affirmative action plan for the campus regularly.
- d. To review the university's affirmative action goals and progress toward these goals regularly.
- e. To review the university's policies, procedures, and programs regularly to assure that they are compatible with the affirmative action plan.
- f. To advise as appropriate the affirmative action planning in the various schools, divisions, departments, and offices on campus.
- g. To oversee the organization and production of various programs that promote equity and diversity on campus.
- h. To promote the mission of the Office of Equity and Diversity.

### 5. Enrollment Management Committee

- a. To insure communication and coordination among administrative units and faculty committees whose responsibilities are directly related to enrollment management.
- b. To develop and oversee implementation of specific action plans related to enrollment management and to review relevant action plans developed by administrative units.
- c. To provide advice and make suggestions to faculty committees and responsible administrators regarding policies that affect enrollment management.
- d. To communicate to the campus community about important issues affecting enrollment management.

### 6. Institutional Animal Care & Use Committee (IACUC)

- a. To review, at least once every 6 months, the research facility's program, using USDA Regulations/Guide as basis.
- b. To inspect, at least once every 6 months, all of the animal facilities, including animal study areas/satellite facilities, using USDA Regulations/Guide as basis.
- c. To prepare reports of IACUC evaluations and submit the reports to the Dean for Research.
- d. To review and investigate legitimate concerns involving the care and use of animals at the research facility

resulting from public complaints and from reports of non-compliance received from facility personnel or employees.

- e. To make recommendations to the Dean for Research regarding any aspect of the research facility's animal program, facilities or personnel training.
- f. To review and approve, require modifications in (to secure approval), or withhold approval of those components of proposed activities related to the care and use of animals.
- g. To review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the care and use of animals in ongoing activities.
- h. To suspend an activity involving animals when necessary; take corrective action and report to funding agency and USDA.

#### 7. Institutional Review Board for the Protection of Human Subjects in Research (IRB)

- a. To review research proposals and approve, require modifications (to secure approval), or withhold approval in order to assure that human research subjects are not placed at unacceptable risk and that their rights and welfare are adequately protected.
- b. To review research proposals and approve, require modification (to secure approval), or withhold approval in order to assure that informed consent is obtained from human subjects.
- c. To require and receive annual reports of research involving human subjects and to suspend activities if such reports are not received.
- d. To make recommendations to the administration regarding the use of human research subjects.

#### 8. Marketing Committee

- a. To implement plans to help make the internal and external communities aware of the extensive programs, services, and activities at IU Southeast, and their quality.
- b. To propose specific activities to market the campus and its programs.

#### 9. Student Computing Technology Fee Advisory Committee

- a. To identify student-related computer support including new or expanded services, new or replacement equipment, and software requirements.
- b. To recommend a plan of action to achieve the desired support capability.
- c. To review the technology fee on an annual basis and make a recommendation to the chancellor concerning increases or decreases and the amount thereof.

#### 10. Student Life Committee

- a. To develop plans and review suggestions for improving campus life and student services and to promote student participation in extracurricular activities.
- b. To assist the Student Program Council (SPC) to develop a balanced program of convocations, films, speeches, exhibits, etc. for the intellectual, social, and cultural development of the students, faculty, and public and to review the budget for the series of campus events.
- c. To recommend policies for the promotion, operation and supervision of all aspects of intramural, extramural, and intercollegiate athletics programs and to review the operation of various programs to see that these are consistent with the mission of IUS.
- d. To advise the chancellor regarding the allocation of the funds derived from the Student Activity Fee.

#### **A-17. Kentuckiana Metroversity, Inc.**

The Board of Trustees of the university has authorized the participation by IUS in the consortium of institutions of higher education in the Greater Louisville metropolitan area. Other institutions in the consortium are: Bellarmine College, Spalding University, Louisville Presbyterian Seminary, Southern Baptist Theological Seminary, Jefferson Community College, and the University of Louisville. The consortium has offices at 200 West Broadway, Suite

700 in Louisville. The telephone number is 897-3374.

The consortium was formed to facilitate cooperation and coordination between the colleges in the metropolitan area. It has organized a Visiting Student Program whereby our students may take courses at other institutions. See the *Bulletin* for details. It has arranged that faculty and students may borrow books from libraries of all Metroversity institutions and it sponsors a number of student activities, faculty development programs, and other activities.

IUS is represented by faculty members, administrators, and students on operating committees of the Metroversity. Those appointed have a special obligation to participate fully in the deliberations and activities of the committees so that IUS may receive maximum benefit from membership in the consortium.

#### **A-18. Indiana College Network (ICN)**

The Indiana College Network (ICN) was launched in July 1994 by Indiana's colleges and universities, acting collectively through the Indiana Higher Education Telecommunication System (IHETS) and one of its key leadership groups, the Indiana Partnership for Statewide Education (IPSE). ICN was created to serve as an information clearinghouse for students and student services coordinators. To that end, it encompassed a print catalog and online database of classes and degree and certificate programs, a telephone hotline to answer questions, print and online explanations of distance education and higher education procedures, and eventually a way for students to request enrollment through the ICN Web site. One of the key things that enabled the launch of ICN was a policy document known as the Home Institution Model, at that time a revolutionary statewide agreement to assure students consistent recording of their class progress and the ability to cross-register between institutions without jeopardizing their financial aid.

## **B. FACULTY MATTERS**

### **B-1. Academic Appointments**

#### 1. Tenure-track Appointments

The tenure-track faculty includes those appointed in the ranks of professor, associate professor, assistant professor, and instructor (the latter rank is not currently in use). Tenure-track librarian appointments comprise the ranks of Librarian, Associate Librarian, and Assistant Librarian.

Only full-time tenure-track faculty members and librarians are eligible to be awarded tenure or sabbatical leaves. Tenure-track appointments usually require that appointees hold the terminal degree in their respective discipline.

#### 2. Non-tenure-track Appointments

Non-tenure-track faculty appointments include clinical and lecturer ranks as well as the designations “acting”, “visiting” and “adjunct” in association with a rank. Clinical appointments are used for those whose primary duties are teaching and clinical work. Lecturer appointments are used for those whose primary work is teaching (and research and service that support teaching). The term “visiting” is used to designate an appointment that is temporary in nature. The term “acting” is used for a temporary appointment with the understanding that when a specific condition is met (usually completion of the terminal degree), the appointee will receive a regular appointment. Normally visiting and acting appointments are limited to two years’ duration, except with special approval by the vice chancellor for academic affairs. “Adjunct” is used in conjunction with an academic rank to designate part-time appointments.

Except in rare situations approved by the vice chancellor for academic affairs, academic appointees who teach undergraduate courses will have at least the master's degree, and those who teach graduate courses will have an appropriate terminal degree.

If an academic unit should wish to convert a non-tenure-track position to a tenure-track position, it must request and receive authorization for a new faculty position. Recruitment procedures shall be those normally followed in filling tenure-track faculty vacancies. (Policy amended 2002)

#### 3. Part-time Lecturers and Part-time Clinical Appointees

While the primary assignment of part-time members is teaching in the classroom and laboratory, they are also expected to participate in the student evaluation of teaching (SET) program, to hold conferences with students by appointment, to attend academic unit meetings when requested, and to participate in cultural and social activities at the university if their time permits. They have an obligation to continue to read and study in the discipline they teach so that they keep abreast of new knowledge and developments in their fields.

### **B-2. Recruitment of Full-Time Academic Appointees**

#### **Equal Employment Opportunity**

##### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY**

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of

traditional policies and procedures with regard to the disabled, minorities, women and Vietnam-era veterans. (Board of Trustees, Nov. 21, 1969; Amended: Board of Trustees, December 4, 1992)

The University administration and faculty governance regularly review policy to maintain compliance with current EEOC regulations and guidelines.

### **Academic Appointees with Disabilities**

#### **BACKGROUND AND SUMMARY**

Prior to 1990, the University complied with the nondiscrimination provisions of Sections 503 and 504 of the Rehabilitation Act of 1973. The Americans with Disabilities Act (ADA), Public Law 101-336, was enacted on July 26, 1990, "to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities." This latter federal legislation requires equal treatment of all persons in employment, public services and transportation, public accommodations, and telecommunication services.

Indiana University, a public institution as set forth in the American with Disabilities Act, is subject to its requirements. Title I of the ADA prohibits discrimination against qualified individuals with disabilities in employment practices. Title II of the ADA prohibits discrimination against qualified individuals with disabilities with regard to the services, programs, and activities at the university.

#### **INDIANA UNIVERSITY POLICY REGARDING PEOPLE WITH DISABILITIES**

Indiana University historically has been committed to the principles of affirmative action which guarantee fair and equitable treatment of all persons, including the mentally and physically disabled. The University provides equal employment opportunities to all employees and applicants for employment who are qualified.

The University has instituted various administrative policies, practices, and procedures to ensure nondiscrimination. These have been amended to comply with the requirements of the ADA. Accordingly, "no qualified individual with a disability shall, by reason of such disability, be either excluded from participation in or be denied the benefits of the services, programs, or activities" of Indiana University. Moreover, no qualified individual with a disability shall be discriminated against because of the disability of that individual with regard to job application procedures, the hiring or discharge of employees, compensation, advancement, job training, and other terms, conditions, and privileges of employment.

#### **The Recruitment Process**

After the chancellor explicitly authorizes a unit to commence recruitment for a new or vacant full-time academic position, a job description will be prepared before active recruitment commences. The description shall be as explicit as possible with respect to the nature of the job, the requisite qualifications, rank, possible salary range and other relevant information.

Faculty members who are appointed to chair a recruitment committee should study the *Policies and Procedures Manual* for a detailed description of the recruitment procedure.

Vacancies will be advertised in relevant professional journals, listed with appropriate minority and women's organizations, and listed with appropriate officials of institutions of higher education, and in the *IU Professional Opportunities Bulletin*.

A recruitment committee will be appointed to evaluate dossiers of all applicants. No qualified applicant may be excluded from consideration on the basis of race, ethnicity or national origin, gender, marital status, religion, physical handicap, sexual orientation, relationship to present employees, or, within the legitimate limits of university regulations, on the basis of age. Visa status may be a valid criterion, however. The committee must document its efforts and all correspondence and documents relevant to the filling of a specific position must be retained for two years.

A formal interview may be scheduled after the recruitment committee has filed a written statement (Form B) with the vice chancellor for academic affairs and the director of equity and diversity indicating the procedures followed in meeting the unit's affirmative action goal. The interview may be scheduled if no objection has been lodged by the vice chancellor or the director within three working days.

Only candidates who are American citizens or who hold valid permanent immigrant visas are eligible to be invited for employment interviews for regular or tenure track positions at IUS. The chair of the recruitment committee and the employing administrator are responsible for determining the immigration status of the candidate and enforcing this policy.

Before either a verbal offer is made or an offer letter is sent to the candidate, the vice chancellor must be satisfied that affirmative action procedures have been observed. The recommended appointment is to be made at a rank and salary and involving conditions of work commensurate with the qualifications of the candidate. It is not to be made on the basis of race, ethnicity or national origin, gender, marital status, religion, physical handicap, sexual orientation, relationship to a present employee of the university, or, within the legitimate limits of university regulations, on the basis of age.

### **B-3. Faculty Work Assignments and Activities**

Academic deans are responsible for preparation of the schedule of courses for their schools and the assignment of work. Full-time faculty members are expected to help with student advising and registration (a SafeWord card can be obtained from IT helpdesk which is required to access student progress reports online), to serve on committees, boards, and the Faculty Senate (if elected). A full-time faculty member's basic teaching assignment is 12 credit hours per semester, or the equivalent. This assignment should be scheduled to ensure adequate and distributed time for contact with students outside of class, service responsibilities, and research/creative work (where appropriate). Persons in the ranks of professor, associate professor, and assistant professor may use the space provided on the Annual Report form to request reassigned time from teaching to engage in research or creative work. The dean makes a recommendation to the vice chancellor, with due consideration for the value of the project, the professor's past record of scholarly productivity, the need for special teaching competencies, and the budget situation. Faculty members who have been given reassigned time are expected to report on their research or creative activities annually.

Each tenured faculty member who receives reassigned time for research or creative work will have that reassignment reviewed by the appropriate School Review Committee (SRC) at least each three years unless the faculty member has been reviewed for promotion during that period. The purpose of this review is to determine whether the reassignment should be continued. The SRC will provide a written recommendation to be submitted to the vice chancellor for academic affairs through the dean, who will attach a recommendation.

A part-time faculty member may not teach in excess of 6 credit hours per semester, except in emergency situations, with the approval of the vice chancellor for academic affairs.

Full-time faculty members shall not devote more than an average of one day per week to outside work during the period they are on the payroll. They may engage in such outside research and consulting activities only provided the nature of the activity is compatible with the broad objectives of the university and will enhance their effectiveness as teachers and scholars. In all cases the professor's obligation to the university must take priority over any outside commitments of an income-producing character and the professor should keep the dean of the school informed of such activities.

### **B-4. Overload Assignments**

Full-time faculty members who teach 12 credit hours per semester may be paid overload compensation at adjunct faculty salary rates for additional classes if the teaching involves:

1. Weekend University courses
2. Off-campus courses, or
3. Non-credit courses

The dean and the vice chancellor for academic affairs must approve such assignments in advance. At a minimum, faculty members must be performing at a "good" or "excellent" level in teaching as attested by the dean to receive an overload assignment. Schools may adopt additional conditions for overload assignments.

Faculty members with teaching assignments of less than 12 credit hours because of research or creative projects or administrative assignments may receive overload pay under similar circumstances if approved by the vice chancellor for academic affairs. It is expected that faculty members who have reassigned time for research or administrative duties will not routinely teach compensated overload courses. Such faculty members may occasionally teach such courses with approval of the dean and the vice chancellor for academic affairs. The dean must justify requests for overload assignments in these circumstances. At a minimum, the dean must attest to at least "good" or "excellent" performance in teaching and in the area(s) for which reassigned time has been given (i.e., research or administration). The faculty member may be asked to indicate in writing how the overload teaching assignment may be expected to affect productivity/effectiveness during the semester in question.

Compensated overload teaching assignments for credit-bearing courses other than those taught on the weekends or off-campus will only be given to full-time faculty members in unusual situations. Such assignments must be approved by the vice chancellor for academic affairs. An unusual situation is understood to be one that by definition is not a recurring event.

In some cases the full-time faculty member may teach in excess of 12 credit hours in one semester to be offset by a reduced number of credit hours in another semester. Under these circumstances overload pay is not allowed unless the total load during the academic year exceeds 24 credit hours or the equivalent.

#### **B-5. Academic Freedom and Ethics**

Academic freedom, accompanied by responsibility, attaches to all aspects of a teacher's professional conduct.

Teachers shall have full freedom of investigation, subject to adequate fulfillment of academic duties. No limitation shall be placed upon teachers' freedom of exposition of their subjects inside or outside of the classroom. Teachers should not subject students to discussion in the classroom of topics irrelevant to the content of the course. In public utterances, teachers shall be free of institutional control, but when writing or speaking as citizens, they should endeavor to avoid the appearance of speaking for the university. Teachers should recognize the obligation to be accurate, to exercise appropriate restraint, and to show respect for the right of others to express their views.

The *Code of Academic Ethics* in the *Indiana University Academic Handbook* describes in detail the rights and responsibilities of faculty members at all IU campuses and the procedures for enforcement of the code. It should be studied closely by all members of the faculty.

IU maintains the highest ethical standards for faculty research and creative activities and adheres to federal policies regarding research with live human and animal subjects and hazardous materials, as well as those policies regarding research misconduct and fraud. Appropriate definitions and actions are outlined in the document, *Research Ethics: Policies and Procedures (September 1989)* and the *IUS Research Policy Manual*, which are available from the Office of Academic Affairs.

#### **B-6. Political Activity**

IUS as a public institution of higher education does not participate in partisan politics, support any candidate for public office, or expend funds for political purposes. Employees will not engage in political activity during working

hours or use the resources of the university in support of a political candidate or party.

Employees may distribute political literature on their own time and at their own expense. It should be recognized, however, that the distribution of literature that demeans or insults people on the basis of such attributes as religion, race, ethnicity, national origin, gender, sexual orientation, age, or disability is inconsistent with the educational mission of the campus.

University facilities shall not be used for political rallies or for campaign purposes that would further the interests of the candidate or candidates of any one political party, except that the university may from time to time invite political candidates to speak at university convocations. In such cases, it is the policy of the university to extend invitations to the candidates of the different major parties on an equal basis. This rule is not interpreted as prohibiting the meeting of student political groups which are open to attendance by students, faculty and other members of IUS, but which are not open to the general public.

### **B-7. Annual Reports**

All full-time faculty members are required to submit an annual report at the end of each calendar year. Forms on which these reports are to be written are provided by the Office of Academic Affairs.

The annual report form provides a means for faculty members to report on their teaching, research, and service activities, and suggestions for improvement of the institution.

The annual report becomes part of one's personnel file and should be written with care. It plays an important role in the evaluation of the professor for reappointment, promotion, and tenure decisions.

### **B-8. Annual Review**

During the spring semester the dean of each school has an interview with each full-time faculty member to review the faculty member's annual report and the dean's annual review. In this interview they discuss the faculty member's teaching, research or creative work, service to the university and the public, and such other matters as may be appropriate. A written copy of each annual review will be kept in the individual's school file, a copy will be given to the faculty member, and a copy will be sent to the vice chancellor for academic affairs to be placed in the faculty member's personnel file.

### **B-9. Support of Research**

Among the duties and responsibilities of tenured and tenure-track faculty members at IUS, teaching and research or creative work appropriate to the discipline are complementary activities. Such work is vital to the maintenance of scholarly standards in the classroom and to the continuing development of the faculty member as a teacher-scholar.

Research and creative endeavor is encouraged and supported in various ways. Course loads may be reduced and schedules designed to accommodate the faculty member's requirements for research time within the context of the university's responsibilities for instruction. (See Section B-3 regarding faculty work assignments.) Faculty members are encouraged to apply through their respective deans for these kinds of support.

Financial assistance is available in the form of grants-in-aid and summer faculty fellowships. Faculty members are encouraged to incorporate undergraduate students into research projects as assistants and collaborators. Funding is available for this purpose from campus and university sources; inquiries and requests should be directed to the dean for research. Any faculty or staff member who is contemplating application for a grant from a government agency or a private foundation should first contact the dean for research. No grant proposal, including preliminary proposals, should be sent by an individual faculty or staff member directly to an agency or foundation. Such proposals must be sent by the dean for research to Sponsored Research Services (SRS) in Bloomington and must be accompanied by forms signed by administrators on this campus. Failure to comply may result in the refusal of the university to

accept an award.

Further information on research support and policies relating to research and creative activities can be found in the *IUS Research Policy Manual*.

Library resources, including professional journals, are (or can be made) available. Although the campus library is not designed to be a research library, a central reference and distribution system and a number of interlibrary loan programs make it possible for faculty members to get needed reference works with considerable ease. For assistance, see one of the reference librarians. The dean for research and/or associate vice chancellor for academic affairs can also provide assistance in locating sources of support within the IU System and from government agencies and private foundations. Limited assistance with grant writing may also be available.

## **B-10. Intellectual Property and Financial Conflicts of Interest**

### Intellectual Property

As specified in the Indiana University Intellectual Property Policy and other documents, the university exercises intellectual property rights to all inventions, creations, innovations, discoveries, and improvements *other than* traditional works of scholarship and instructional materials that have been developed with significant University resources. Primary responsibility for identifying, protecting, and managing applicable intellectual property resides with the Office of Technology Transfer, under policies developed and supervised by the Intellectual Property Policy Committee and the vice president for research and dean of the university graduate school. Questions about intellectual property should be referred to, and copies of all relevant documents may be obtained from, the Office of Academic Affairs or the University Office of Technology Transfer.

### Financial Conflicts of Interest

Indiana University requires an annual report of possible conflicts of interest in order that significant outside financial interests should be disclosed and reviewed to ensure that they are not improperly influencing teaching, research, or service, regardless of the source of funding. Disclosures must be completed by (1) all full-time tenured or tenure-track faculty, (2) all visiting faculty, and (3) all other academic appointees who are currently principal investigators on research projects. The disclosure form and instructions may be obtained from Academic Affairs or at the following web site: <http://www.indiana.edu/~uhrs/pubs/forms/coi-disclose.pdf>.

## **B-11. Faculty Review Prior to the Tenure Decision Process**

The purpose of this section is to provide information regarding the faculty review processes, with particular emphasis on what occurs prior to the tenure and/or promotion review year. This section in combination with other parts of the Indiana University *Academic Handbook* provides information about types of documentation related to reviews, specific evaluation procedures at each point of review, criteria to be used to assess the documentation submitted, and the sequence of the review processes.

Individuals holding tenure-track appointments during the probationary period (from this point on in this section referred to as "tenure-track faculty") will be reviewed annually by their dean and at least once by peers before the tenure review. Though assistance will be provided, preparation of the faculty annual report and the candidate's portion of the third-year review are the faculty member's responsibility. The gathering of documentation is an on-going process which starts immediately upon being hired.

### 1. Faculty Annual Report

Early in the spring semester, each faculty member prepares an annual report on a form provided and submits a copy to the dean, who then forwards it to the vice chancellor for academic affairs. The report contains the faculty member's documentation to support her/his achievements in teaching, scholarship and service. Depending on the

school, the annual report may also be reviewed by a school committee for purposes of merit pay. A copy of the current standard faculty annual report form will be given by the vice chancellor for academic affairs to each new faculty member at his/her initial orientation. (More information about the annual report is contained in section B.7). New faculty are encouraged to seek advice from the dean and colleagues regarding preparation of the report.

## 2. Points of Review

### a. Dean's Annual Review.

Following the submission of the faculty annual report in the spring semester, the appropriate dean shall complete an annual review of each faculty member. The review should include an evaluation of the faculty member's progress toward promotion and tenure. The dean is required to meet with each tenure-track faculty member to discuss the faculty annual report and the dean's annual review. A copy of the annual review will be kept in the individual's school file and another will be given to the faculty member. An additional copy will be forwarded to the vice chancellor for academic affairs. During faculty orientation in the initial appointment year, a copy of the current standard Dean's Annual Review Form will be given to each new faculty member. (More information about the annual review is contained in section B.8).

In response to the progress statement in the dean's annual review, all tenure track faculty members are encouraged to submit to the dean a developmental plan for teaching, scholarship, and service, including any requests for specific support. The plan is placed in the candidate's school file only and will be revisited by the dean and the faculty member no later than the next annual review time. The candidate may choose to include the plans as part of the documents submitted for subsequent reviews.

Although it is the dean's responsibility to evaluate accurately each tenure-track faculty member's performance in the annual review, the faculty member and any subsequent evaluator does well to remember that an annual review reflects one individual's judgment whereas several parties are involved in promotion and tenure decisions.

### b. Notification of Reappointment

Annually, according to the time schedule specified in the Indiana University *Academic Handbook*, each tenure-track faculty member and lecturer will receive written notification of review for reappointment or non-reappointment. In addition, the dean shall provide a copy of his/her recommendation concerning reappointment/ non-reappointment to the faculty member at the time it is submitted to the vice chancellor for academic affairs. Because satisfactory progress toward promotion and tenure requires a higher standard than that for reappointment, reappointment does not necessarily signify satisfactory progress toward promotion and tenure. (See Indiana University *Academic Handbook*, "Faculty And Library Tenure," for detailed information.)

### c. Third-Year Review.

The purpose of the third-year review is to have peers in the individual's school evaluate the tenure-track faculty member's progress toward promotion and tenure based on his/her teaching, scholarship, and service. The third-year peer review will normally be completed in the spring semester of the third year of tenure-probationary service, and no later than two years prior to the year in which the tenure decision process is initiated.

By March 1 of the review year, the tenure-track faculty member will submit a mini-dossier to the School Review Committee. The mini-dossier will follow the model specified in Section B.14.3.

For the third-year review, the School Review Committee shall:

- \* Obtain from the dean: the appointment documents, the Faculty Annual Reports, and the Dean's Annual Reviews.
- \* Receive and review the mini-dossier.

\* Solicit commentary from discipline colleagues and other faculty wishing to provide information relevant to the review.

\* Request additional information from the candidate when necessary.

\* Discuss the candidate's case and prepare a preliminary written evaluation, including important strengths and areas of concern.

\* Provide the preliminary written evaluation to the candidate and invite the candidate to meet with the School Review Committee to discuss the preliminary written evaluation.

\* Write the final evaluation after meeting with the candidate. Copies shall be given to the candidate and to the dean for the school file only.

### 3. Pre-tenure Assistance

#### a. Appointment Documents

The appointment documents shall contain any stipulations or agreements specific to the position, including:

\* date of degree completion for all ABD candidates,

\* any resources (e.g., equipment) required,

\* workload (e.g., reassigned time) negotiated, and

\* the number of years credited toward tenure. (See Section B.13.2.d.)

Newly hired faculty should retain their initial letter of appointment, since it will be referenced in reviews.

#### b. Orientation

Orientation for newly hired faculty shall offer opportunities for learning about promotion and tenure criteria and procedures. Faculty who are unable to attend an all-campus orientation, should make alternate arrangements with the vice chancellor for academic affairs.

Deans of the schools hold the primary responsibility for orienting faculty to their respective schools. In addition, schools are encouraged to develop a formal or informal faculty mentoring program and newly hired faculty will be given the opportunity to participate in the program.

#### c. Relevant Documents

At the time of the initial orientation, the vice chancellor for academic affairs shall give each tenure-track faculty member these documents:

\* Indiana University Southeast *Faculty Manual*,

\* Indiana University *Academic Handbook*,

\* School/Discipline Criteria Document,

\* Specialized school procedures for the third-year review, if any,

- \* Current Faculty Annual Report Form,
- \* Current Dean's Annual Review Form,
- \* Guidelines for vita preparation.

Each faculty member's personnel file in the office of the vice chancellor for academic affairs shall contain a checklist that verifies through the member's signature that s/he has received these items. As revisions of those documents are made, faculty members shall receive updates.

#### d. Faculty Development

Other faculty development opportunities related to teaching, scholarship, and service shall be offered annually by the Office of Academic Affairs and the Institute for Learning and Teaching Excellence (ILTE). Periodically, these should include workshops on appropriate documentation of teaching, scholarship, and service.

### **B-12. Review of Non-tenure-track Appointees**

#### 1. Full-Time

The purpose of this section is to provide information regarding the review process for full-time academic appointees who are not on the tenure track. This section in combination with other parts of the Indiana University *Academic Handbook* provides information regarding the review process leading to promotion and long-term contracts. Nothing in this statement should be interpreted as contradicting the policies and standards of the University as contained in the Indiana University *Academic Handbook*.

Mechanisms for appointment, reappointment, review and promotion of full-time Lecturers and Clinical appointees will follow the same guidelines as those for tenure-track faculty except that Lecturers and Clinical appointees will be evaluated on teaching and appropriate service, but will not be evaluated on research. After a probationary period of no longer than seven years (analogous to the tenure process) candidates who are successfully promoted to Senior Lecturer or Associate Clinical Professor will be awarded long term contracts structured as rolling three-year contracts.

§B-11.1 and 2 a-c regarding Annual Reports and Points of Review apply to non-tenure-track as well as tenure-track appointees except that the former are reviewed only on teaching and service, and not on scholarship.

The General Expectations regarding teaching and service as outlined in §B-13.2 a and c and the suggested forms of supporting material for the dossier given in §B-14.3 a and c apply to candidates for promotion to Senior Lecturer, Associate Clinical Professor, and Clinical Professor as well as to tenure-track appointees.

#### 2. Part-Time

Mechanisms for appointment, reappointment, review and promotion of those part-time Lecturers and part-time Clinical appointees who are not appointed as adjunct faculty will follow the same guidelines as those for tenure-track faculty except that such part-time Lecturers and part-time Clinical appointees will be evaluated on teaching and appropriate service, but will not be evaluated on research.

After a pro-rated probationary period of no longer than seven years, part-time, non-adjunct faculty members who are successfully promoted to Senior Lecturer or Associate Clinical Professor will be awarded long term contracts structured as rolling three-year contracts.

## **B-13. Criteria for Promotion and Tenure**

*Note: Faculty members appointed prior to 1996 should refer to section B-13.6, Grandfather Clause, regarding criteria for promotion. Questions about these matters should be directed to the Vice Chancellor for Academic Affairs.*

### **1. Statement of Purpose**

Academic promotion and tenure decisions assure the campus of a faculty who form a community of teacher-scholars dedicated to creating, sharing, and advancing knowledge. The tenure probationary period and time-in-rank for promotion are considered developmental periods in which faculty members receive direct and systematic professional support and feedback for the purpose of improving their performance. Performance review, including annual reviews and third-year reviews shall (1) serve the purpose of review and evaluation of prior achievement and (2) serve as feedback to the faculty member about ways to improve performance. Promotion to any rank is recognition of past achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments (IU *Academic Handbook*, 1992, p.27). Following the appropriate probationary period, tenure shall be granted to those faculty whose professional characteristics indicate that they will continue to serve with distinction in their appointed roles. (IU *Academic Handbook*, 1992, p. 26).

Within the context of the mission of Indiana University Southeast, we recognize teaching, scholarship, and service are central to the work of faculty. When considering criteria for promotion and tenure there are general expectations about accomplishments in these areas that are applicable across the campus. But it is also recognized that the academic units differ sufficiently to require that the specific applications be developed in each school/discipline. Therefore, this document specifies the criteria defined in terms of general standards based on the common goals we share. The more explicit and detailed formulation of the criteria is formulated by each school/discipline following the guidelines specified in Section B-13-5. Regardless of the school or discipline, however, an assessment of the performance of a faculty member in all three of these areas should be the basis for the promotion and tenure evaluation process.

These criteria for promotion and tenure are based on a body of shared expectations about the characteristics of effective teaching, scholarship and service.

### **2. General Expectations**

#### **a. Teaching**

An effective teacher communicates well with students and colleagues. Effective teaching includes imaginative and conscientious course design, ongoing efforts to maintain and develop subject area expertise, and the use of appropriately diverse and effective teaching techniques. An effective teacher:

- \* demonstrates good organization in course outlines, lectures, labs, discussions, course materials and tests (or other assessment tools),
- \* demonstrates a high level of knowledge and understanding in subject areas,
- \* is enthusiastic about teaching and is effective in conveying knowledge to students,
- \* exhibits a positive attitude toward students and a fairness in all interactions, including grading,
- \* involves students and excites enthusiasm for learning,
- \* serves as a role model and mentor for students and colleagues.
- \* demonstrates flexibility and cooperation in the development of discipline curriculum and course scheduling.

- \* works constructively with colleagues to promote high academic standards.

#### b. Scholarship

Scholarship entails systematic inquiry or performance, attainment of a level of expertise through active involvement, and communication of that expertise to others. An effective scholar:

- \* has an identified area(s) of expertise.
- \* contributes to this area through a systematic body of work.
- \* shares contributions with professionals beyond the campus through publications, exhibits, presentations at professional meetings, and documentation of application of expertise to applied situations.

#### c. Service

Maintaining an effective university community requires that faculty be involved in planning, monitoring and supporting the work of university. In addition it is important to share expertise and resources to support professional and community organizations, government and other elements of society. Effective service includes:

- \* contributions at all levels of organization; system, campus, school, discipline.
- \* facilitating the enhancement of student involvement with the campus community and support of student organizations.
- \* student academic advising.
- \* mentoring of colleagues and students.
- \* active participation in professional organizations.
- \* partnership with outside organizations.
- \* contributions of time and talent to government and community organizations.

Compensated and non-compensated service shall both be eligible for evaluation as service.

#### d. Credit for Achievements at Other Institutions

If accomplishments at another institution are accepted at time of hire toward promotion or tenure at Indiana University Southeast, evidence of such accomplishments as well as an appointment document which contains a written agreement must be placed in the individual's personnel file within the first semester after the time of hire and made available to evaluators by inclusion in the dossier at the time of promotion and/or tenure review. In the absence of such documentation, only performance of the individual at Indiana University Southeast shall be considered in promotion and tenure cases.

If the faculty member seeks time toward tenure based on these prior accomplishments, the amount of time granted is negotiated with the dean of the appropriate school and the vice chancellor for academic affairs.

#### e. Time in Rank

At the time of nomination for promotion to associate professor, candidates will normally have completed a minimum

of five years in rank as assistant professor and promotion review will occur along with tenure review in the faculty member's sixth year. This may include time negotiated toward tenure at the time of hire.

At the start of the sixth year in rank as assistant professor, a tenure-track faculty must undergo tenure review. This may include time negotiated toward tenure. Any request to stop the tenure clock because of extraordinary circumstances will be handled on a case by case basis. Requests will be made by the faculty member through his/her dean to the vice chancellor for academic affairs who will make the final decision. Written documentation of the approval should be made available to subsequent evaluators by inclusion in the tenure dossier.

Consideration for promotion to associate professor rank before the normal time in rank may be requested any time after the initial appointment. Early promotion should be considered only in unusual cases when the individual has demonstrated excellence in more than one of the areas of evaluation.

Consideration for tenure before the end of the recommended probationary period can be requested any time after the initial appointment. However, request for early tenure should normally be discouraged. A faculty member who applies for early tenure should be forewarned that a candidate for tenure can expect only one full review. Early tenure would only be considered for candidates who have already been promoted to the associate level and have an extraordinarily strong record that demonstrates future promise. A faculty member who requests early tenure shall be notified of any negative recommendation concerning his/her request prior to the final decision by the president. A faculty member may withdraw his/her request at any time prior to the final decision by the president.

There is no minimum time in rank required for promotion from associate professor to professor.

#### f. Guiding Principles for Evaluators

The quality of the decisions made during the evaluation of candidates for promotion and tenure bears directly upon the well-being of the university community. The materials available to the evaluators, the procedures and criteria to be followed, and the diligence with which the procedures are followed affect the quality of the decisions made. The criteria for promotion and tenure are specified in Section B-11. The procedures for promotion and tenure are specified in Section B-13. In this section guiding principles for individuals and committees are specified:

- \* Because there is substantial diversity among disciplines and within disciplines, there is no single determinant of what constitutes quality professional and disciplinary work or scholarship. It is the responsibility of the committee and each of its members or the individual reviewer to apply standards appropriate to the discipline of the candidate being evaluated.
- \* These individuals and committees function as representatives of the campus and, therefore, must follow high levels of professional and personal ethics in their deliberations. Ultimately, each evaluator must make her/his best professional judgment.
- \* Confidentiality is expected from all individuals and committee members.
- \* Individuals and committee members must diligently work to apply the procedures and criteria accurately, equally, and fairly.

### 3. Criteria for Promotion

Consistent with the *IU Academic Handbook*, the candidate's performance in teaching, scholarship, and service shall be evaluated. Performance in each area shall be rated as excellent, satisfactory, or unsatisfactory. In order to meet the criteria for promotion above the level of Assistant Professor, a candidate's performance shall normally be excellent in one area and at least satisfactory in the other two areas. (See, Section B-13-3c for balanced case.)

The general standards for applying these criteria at each level of promotion are specified in the following sections of

this document. Each school shall develop a document that articulates more specifically the application of these criteria for their use in making promotion and tenure decisions. (See Section B-13-5)

a. Promotion from Assistant Professor to Associate Professor

To achieve the rank of associate professor, faculty are expected to establish (1) a record of effective teaching in an appropriate range of courses, (2) a post-doctoral program of scholarship (research or creative activity) and a record of successful sharing of this work with professionals beyond the campus, and (3) a record of service to various levels of the university, to the profession, and/or to the external community.

i. Criteria for Teaching

Excellent-- has developed an outstanding record of effective teaching across a range of courses that supports the mission and needs of the discipline/school.

Satisfactory-- has developed a record of effective teaching in an appropriate range of courses that supports the mission and needs of the discipline/school.

Unsatisfactory-- has not developed a record of effective teaching in an appropriate range of courses that adequately supports the mission and needs of the discipline/school.

ii. Criteria for Scholarship

Excellent-- has developed a post-doctoral program of scholarship and has produced an outstanding record of sharing this work within the profession.

Satisfactory-- has developed a post-doctoral program of scholarship and has produced a record of successful sharing of this work with professionals.

Unsatisfactory-- has not developed a post-doctoral program of scholarship and/or has not produced a record of successful sharing of the work with professionals.

iii. Criteria for Service

Excellent-- has developed an outstanding record of service to various levels of the university, the profession, and/or the external community and is a contributing member of the academic community.

Satisfactory-- has developed a strong record of service to various levels of the university, the profession, and/or the external community and is a contributing member of the academic community.

Unsatisfactory-- has not developed a strong record of service to the university, the profession, and/or the external community and/or become a contributing member of the academic community.

b. Promotion from Associate Professor to Full Professor

To achieve the rank of professor, faculty are expected to establish while at the rank of Associate Professor (1) a record of effective teaching plus evidence of functioning as a senior model and leader within the discipline, campus, university, and/or profession, (2) a record of contributions to scholarship within the area of expertise through sharing of original research or creative work and/or consultation based on established expertise, and (3) a record of extensive service and leadership to various levels of the university, the profession, and/or the external community.

i. Criteria for Teaching

Excellent-- has developed a consistently outstanding record of effective teaching and evidence of unusually effective functioning as a model and leader within the discipline, campus, university and/or profession.

Satisfactory-- has developed a consistent record of effective teaching and evidence of functioning as a model and leader within the discipline, campus, university and/or profession.

Unsatisfactory-- has not developed both a consistent record of effective teaching and evidence of functioning as a model and leader within the discipline, campus, university, or profession.

#### ii. Criteria for Scholarship

Excellent-- has developed a consistently outstanding record of scholarly contributions within the area(s) of expertise through sharing of original research or creative work and/or consultation based on established expertise.

Satisfactory-- has developed a strong and consistent record of scholarly contributions within the area(s) of expertise through sharing of original research or creative work and/or consultation based on established expertise.

Unsatisfactory-- has not developed a strong and consistent record of scholarly contributions within the area(s) of expertise through sharing of original research or creative work and/or consultation based on established expertise.

#### iii. Criteria for Service

Excellent-- has developed a consistently outstanding record of service and leadership to various levels of the university, the profession and/or the community and is a contributing member of the academic community.

Satisfactory-- has developed an extensive and consistent record of service and leadership to various levels of the university, the profession, and/or the community and is a contributing member of the academic community.

Unsatisfactory-- has not developed an extensive and consistent record of service and leadership to various levels of the university, the profession, and/or the community and/or been a contributing member of the academic community.

#### c. Balanced Case

Normally, a candidate will be evaluated using the criteria and standards described above. However, in exceptional cases, a candidate may present evidence of balanced strengths in teaching, scholarship and service "that promise excellent overall performance of comparable benefit to the university over time." (modified from the 3/7/94 University Faculty Council amendment to the *IU Academic Handbook*)

#### 4. Criteria for Tenure

After the appropriate probationary period, tenure may be granted to those faculty members whose professional characteristics indicate that they will continue to serve with distinction in their appointed roles. The principle of faculty tenure imposes reciprocal responsibilities upon the university and upon the faculty member: the university provides academic freedom and economic security; the faculty member, on the other hand, is obligated to maintain high standards of professional performance and professional ethics. Tenure means that the faculty member has become a full and permanent member of the academic body of the university. Tenure will generally be conferred only to those who have achieved, or give strong evidence of potential to achieve, promotion in rank according to the criteria at Indiana University Southeast. The granting of tenure will also reflect careful consideration of the qualifications of the faculty member in terms of the missions, professional standards, and needs of his/her division/discipline, the campus, and the university.

#### 5. School/Discipline Criteria Document

The faculty of each school shall draft a mission statement describing the unique role of the school within the overall mission of the university. The mission statement shall be adopted by a majority vote of the full-time continuing faculty of the school.

The mission statement will be the basis for the school-specific and/or discipline-specific promotion/tenure criteria document. This document:

- \* will be created by the faculty of the school and/or discipline.
- \* will include lists of valid evidence used to document valued performance.
- \* will include the school-specific and/or discipline-specific definition of "excellent" and "satisfactory" within the general guidelines in Sections B-13-3, B-13-4 and the *IU Academic Handbook* (1992, pp. 26-28).
- \* will be reviewed by the school/discipline, revised (if necessary), and readopted at least every three (3) years.

The school-specific and or discipline-specific promotion/tenure document will, after its original adoption and after each readoption, be submitted to the Faculty Senate for discussion.

The vice chancellor for academic affairs is charged with the responsibility of:

- \* reviewing such documents with respect to whether they are consistent with such documents at higher levels,
- \* maintaining a current file of such documents,
- \* providing each probationary faculty member with a copy of the document at the beginning of probationary service.

## 6. Grandfather Clause

A candidate will be evaluated using the rating standards and scales for promotion and tenure set forth in the *IUS Faculty Manual* in effect at the beginning of the candidate's evaluation period. A candidate may, however, indicate in writing no later than the time of dossier submission that s/he chooses to be evaluated using the standards and scales in place at the time of the promotion and tenure decisions.

## **B-14. Procedures for Promotion and Tenure**

### 1. Initiation of the Promotion Review Process

In the spring semester of each academic year, the vice chancellor for academic affairs will issue the schedule for promotion reviews for the next academic year, which will contain deadlines for each review activity. A period of at least two weeks must elapse between each level of evaluation.

### 2. Nominations

A faculty member's promotion may be self-initiated or may be proposed by any other member of the faculty. This nomination is given in writing to the faculty member's school dean who then notifies the nominated faculty member. The nominee may withdraw his/her candidacy at any time prior to the final decision by the president.

### 3. Preparation of Dossier and Gathering of Evidence

The complete dossier of a candidate will consist of a candidate-prepared dossier and a confidential dossier. Timely preparation of the dossier is the responsibility of the candidate. As a part of the dossier, the candidate will provide a

current vita. Guidelines for the preparation of the dossier should be provided at the time of hire. The schedule for dossier preparation may be obtained from the office of the vice chancellor for academic affairs.

The body of the candidate-prepared dossier should be no more than 100 pages. The candidate's evidence supporting promotion/tenure should be clearly spelled out in this dossier and should reflect the candidate's contribution toward fulfilling the mission of the school/discipline, the campus, and the university. The candidate prepared dossier, along with the confidential dossier, constitutes the required review material for subsequent evaluators. Supplementary files, if submitted, should be concise, include a table of contents, and are intended only for reference and/or verification. Extraneous material in the dossier or supplementary files may actually be detrimental to the candidate's case.

The candidate may add appropriate material (e.g. notice of acceptance of publication) at any time for consideration of subsequent reviewers.

Support for promotion to a higher rank shall reflect only activity generated since a previous successful promotion.

Prior to review, a candidate will submit a list of names to the dean of the school from whom letters must be requested. Normally, this list will include colleagues, current and former students, as well as other professionals in the discipline outside Indiana University Southeast. The school dean and/or the SRC may request input from other sources.

The scholarship portion of the dossier must be reviewed by two or more appropriately qualified external evaluators. The candidate must provide a list of potential reviewers to conduct the review. The dean and/or SRC may request evaluations from one or more additional sources.

The candidate's confidential dossier will be compiled by the dean and will contain all letters solicited by the dean and/or SRC as well as the annual reports and annual reviews of the candidate for the time being evaluated. Third-year reviews will not be included in the candidate's confidential dossier. The candidate may or may not include any or all of these documents in the candidate prepared dossier.

The confidentiality of the dossier, particularly letters of recommendation, is the responsibility of the dean as well as other reviewing bodies.

These lists of materials relevant to promotion and tenure decisions are intended to serve as general guidelines for candidates and decision makers. They are developed from the preceding statements on General Expectations for teaching, scholarship, and service (see Section B-13-2). These general guidelines will be made more explicit in each school's/discipline's criteria document (see Section B-13-5).

Appropriate supporting materials for the candidate-prepared dossier follow.

a. Teaching

Evidence of appropriate student learning outcomes as measured by pre-post test scores, scores on standardized tests, success in subsequent courses, student or alumni reports, admission to graduate programs, placement score, etc.

Evidence of being an effective teacher as manifest in good course design, current course content, diverse and effective teaching techniques as measured by teaching awards won, analysis of organization and content of course materials;

Evaluation of teaching by students, colleagues, and/or the candidate; review of the teaching techniques used by the candidate, the reasons for their use, and evaluation of their effectiveness.

Evidence of fair and positive interactions with students as measured by self report, classroom observation, structured

interview and/or student responses to surveys.

Evidence of effective mentoring of students as measured by solicited and unsolicited letters from former students and colleagues, awards or acclaim for effective student mentoring.

Evidence of effective student advising as measured by reported levels of activity, student feedback about effectiveness, self evaluation, letters from individuals knowledgeable about the candidate's advising activities. Evidence of participation in the pedagogy of teaching as measured by participation in aspects of professional organizations focusing on teaching, publications, presentations related to effective teaching, and participation in workshops and seminars designed to enhance teaching effectiveness and/or increase diversity of effective teaching techniques.

Especially for promotion to professor, evidence of effective mentoring of other faculty, especially newer faculty, as indicated by self reports, reports of mentees and other colleagues.

#### b. Scholarship

Description by the candidate of area(s) of expertise and the systematic manner in which contributions are being pursued.

Evidence of productivity as measured by status reports on work in progress.

Evidence of quality of the contributions as measured by evaluation of the scholarship in materials such as reviews or comments received by the candidate.

Evidence of sharing with professionals beyond the campus as indicated by publications, exhibits, recitals, presentations at professional meetings, and documentation of application of expertise to applied situations.

Evidence of grants or awards applied for and/or received.

Description of future plans.

#### c. Service

Evidence of being an effective member of the university community which includes participation in and leadership of discipline, division, campus and system committees, task forces, and projects.

Evidence of effective service to students through mentoring, support of student organizations, and other student related activities.

Evidence of participation in professional organizations through attending meetings, participating in the operations of the organization, serving as an officer.

Evidence of service to community and government organizations through volunteering, presentations to these organizations, consultation, membership, and/or service as an officer.

Evidence of recognition of service through awards, citations, or commendations earned.

#### 4. Responsibilities of Reviewers and Rights of Candidates during the Review

All evaluators at any level of the review process are required to review the candidate-prepared dossier and the confidential dossier for each candidate. Evaluators may use the supplementary files for additional information and/or verification.

Each evaluator will rate each candidate and, in the final analysis, a candidate will be considered excellent in a particular criterion if a majority of the members of a review committee rate the candidate as being excellent in that criterion.

All recommendations by the School Review Committee, the dean, the Campus Review Committee, the vice chancellor for academic affairs and the chancellor must include 1) specific ratings, consistent with the rating scales applicable to the candidate, in each of the three recognized categories for faculty evaluation (teaching, scholarship, and service) and 2) a written indication for the basis of each of those ratings. Recommendation letters for promotion must be separate from recommendation letters for tenure. Candidates should receive copies of all recommendation letters at the same time that they are sent to subsequent reviewers.

The affected faculty member has the right to respond in writing to the recommendations at any level in the process and to have the response(s) included and sent forward with the other materials. If the candidate chooses to respond, the recommending party at the same level may choose to reconsider and/or respond to the candidate's letter. All new documents become a part of the permanent record.

Each recommending party in evaluating the candidate should consider prior recommendations. However, it will render its own distinct recommendations.

The candidate-prepared dossier and the confidential dossier including all prior recommendations must be passed along to the next evaluating party including the all-university level. Supplemental files provided by the candidate will not be sent to the all-university level but will be available if requested.

At any level, prior to a recommendation, the existence and general content of evidence leading to a negative decision must be conveyed to the candidate so that the candidate may respond.

Each evaluating body must conform to the rating standards for promotion and tenure set forth in the *IUS Faculty Manual* in effect at the beginning of the candidate's evaluation period.

#### a. School Review Committee

Each academic unit and the library will have a review committee. The School Review Committee (SRC) will consist of a minimum of four members. Each school will decide whether it will elect the members or have them appointed by the dean.

The SRC will receive, discuss, and evaluate the complete dossier of each candidate and submit its recommendation to the Campus Review Committee (CRC) through the vice chancellor for academic affairs, with a copy to the dean and to the candidate.

The candidate must be given a written invitation to meet with the SRC to answer any questions or concerns prior to the SRC's reaching a final recommendation.

A member of the SRC shall not serve on the CRC for promotion or the CRC for tenure in the same year unless there is an insufficient number of eligible members in the academic unit.

The candidate for promotion or tenure may not be a member of the SRC in the year that his/her case is being considered.

A person may sit on a SRC for an individual for whom that person has written a letter of information. However, the SRC member should refrain from including a positive or negative recommendation in the letter.

At least four weeks should elapse from the time dossiers are submitted to the SRC until it transmits the dossiers to

the dean.

b. Dean of the Candidate's School

The candidate must be given a written invitation to meet with the dean to answer any questions or concerns prior to the dean's final recommendation.

The dean will submit his/her recommendation to the vice chancellor for academic affairs.

The dean will not make a recommendation in his/her own case for promotion and/or tenure.

c. Campus Review Committee

A Campus Review Committee for Promotion (CRCP) and a Campus Review Committee for Tenure (CRCT) will be elected each year. Each committee will be composed of one tenured member from each school, who will be elected from the two highest professorial ranks in the school. The dean of the school may not be elected to either CRC.

The CRC will receive, discuss, and evaluate the complete dossier of each candidate and submit its recommendation to the vice chancellor for academic affairs, with a copy to the candidate.

A person may sit on a CRC for an individual for whom that person has written a letter of information. However, the CRC member should refrain from including a positive or negative recommendation in the letter.

A member of the SRC shall not serve on the CRCP or the CRCT in the same year unless there is an insufficient number of eligible members in the school.

The candidate for promotion may not be a member of the CRCP in the year that his/her case is being considered.

A person may not serve on both the CRCT and the CRCP in the same year unless there is an insufficient number of eligible members in the school.

d. Campus Administration

The vice chancellor for academic affairs will make a written recommendation to the chancellor, who, in turn, will prepare a recommendation to the president of the university or his/her designee. The chancellor will notify the candidate, the dean, the School Review Committee, and the Campus Review Committee of the actions taken before the recommendations are sent to the president.

5. Procedural Violations

When a case is reviewed by the Faculty Board of Review (FBR) and that body finds evidence of procedural irregularities, the case must be reevaluated as soon as possible beginning at least with the earliest stage in the review at which an irregularity was noted. In a tenure case, an FBR review can come only after the final decision has been made.

**B-15. Salary Policies**

IU Southeast adheres to Indiana University policy with respect to determination of annual faculty salary increases. In general, this policy recognizes that a number of factors affect salary increases, including merit, salary minima, remedial equity, and inflation. The policy states that "Merit has primacy among these." See the IU Academic Handbook for the full text of the university policy.

Further details about campus practices and policies of academic units with respect to faculty salaries can be found by

going to the Office of Academic Affairs website.

#### **B-16. Policy for Faculty Members Holding Administrative Positions**

The following Board of Trustees approved policy shall apply to the Vice Presidents, Chancellors, Vice Chancellors, Deans, Directors, and other administrative positions as identified by the Chancellors or President and shall be used to determine the salary of an individual who holds both a faculty and administrative position when the individual relinquishes or is removed from the administrative position.

At the time an individual assumes both faculty and administrative positions, a memorandum shall be created that sets forth the twelve month salary of the individual. A determination shall then be made by the appointing official that establishes the portion of the salary that shall be considered the faculty component of the individual's salary and the portion of the salary that shall be considered the administrative component of the salary. From year to year, as raises may be given, the raises shall be apportioned between the faculty component of the salary and the administrative component of the salary. These figures shall be maintained by the appointing official with a copy provided to the faculty member/administrator and to the appropriate campus faculty records office.

At such time as a faculty member relinquishes or is removed from the administrative position, the faculty member's salary shall return to the faculty component of the salary and the faculty member shall no longer be entitled to the administrative component and the faculty component of the salary shall revert to ten twelfths (10/12) of the faculty component if the individual returns to an academic year teaching position.

#### **B-17. Sabbatical Leaves of Absence**

##### **1. Purpose of Sabbatical Leaves**

Tenured and tenure-track faculty members have three principal academic functions: teaching, service, and research or creative work which enriches their own teaching and that of their colleagues. The sabbatical leave program enables a faculty member better to perform these functions. It provides time for research, and for its attendant travel to libraries, research centers, and to areas where field investigations may be conducted. It enables faculty members to keep abreast of developments in their fields of service to the university.

The sabbatical leave is granted on the basis of an acceptable proposal from the faculty member, indicating the manner by which these general objectives are to be achieved. It is expected that the plan will be adhered to with reasonable diligence. The faculty member should advise the dean for research and the Research and Grants Committee about **any** change in sabbatical plans which might occur after a sabbatical proposal has been approved. If the changes result in a completely new project, then a new proposal should be submitted for review.

Within three months after the termination of the leave, the faculty member will submit a report to the Office of Academic Affairs on a form designed for the purpose. One copy of this report will be delivered to the appropriate dean and one to the Office of Academic Affairs, and it will be available to the Research and Grants Committee for use in evaluating future applications for such leaves.

Acceptable programs for the use of time may include:

- a. Research on significant problems.
- b. Important creative or descriptive work in any means of expression, for example, writing, painting, and so forth.
- c. Postdoctoral study along a specified line at another institution.
- d. Retraining to teach in a new discipline or area.

e. Other projects satisfactory to the Research and Grants Committee.

## 2. Terms of Leave

Sabbatical leave will encompass one semester at full salary or one academic year at half salary. A sabbatical leave need not be taken in a single academic year but may be divided over several academic years. The sabbatical leave program requires that persons on sabbatical leave devote full time to the scholarly activity for which leave is granted and will receive no salary or stipend from other sources than the university except that:

(1) persons on leave for a year at half pay may engage in other scholarly activity consistent with that for which leave is granted and receive salary, stipend, or honoraria from other sources in such amounts that total salary, stipend, and honoraria do not exceed approximately the annual income normally earned, and

(2) persons on leave may receive grants from other sources for travel and research expenses incidental to their scholarly activity. Faculty members who receive sabbatical leave for a full year at half salary should discuss the potential impact on their retirement benefits with the human resources staff.

Once a full-year sabbatical has received final approval, it cannot ordinarily be shortened to one semester. In special cases the vice chancellor for academic affairs, on the recommendation of the dean of the applicant's school and the Research and Grants Committee, may make an exception to this rule. Approval of such a change would depend upon the establishment of a legitimate need for the change and evidence that the quality of the project would not be seriously compromised. The faculty member should ordinarily be compensated on the same basis as others receiving one-semester sabbaticals. However, other personnel commitments or fiscal stringency may sometimes preclude full payment for the sabbatical-leave semester and/or return to full-time status for the other semester.

Under special circumstances permission may be granted for a faculty member to augment a full-year, half-salary sabbatical stipend through part-time teaching at a host institution. The purpose of such an exception is to make it possible for a faculty member lacking outside support to pursue an opportunity for research or creative activity during a full-year rather than a half-year sabbatical leave. The faculty member must explain in writing how the prospects for a productive sabbatical leave will be enhanced, and must specify the nature and extent of the proposed teaching. The dean of the applicant's school must then recommend the exception to the vice chancellor for academic affairs, who will make the final determination as to whether or not it can be allowed. Under no circumstances may total stipends, salaries, etc., exceed the salary the faculty member would have received had he or she been on normal appointment at IUS.

## 3. Eligibility

A faculty member is eligible for one sabbatical leave during each period of seven years full-time service (including time on sabbatical leave), following the completion of his or her first six years of full-time service at IUS. For example, a faculty member may be granted one sabbatical leave in the seventh, eighth, ninth, tenth, eleventh, twelfth, or thirteenth year of service, and one in the fourteenth, fifteenth, sixteenth, seventeenth, eighteenth, nineteenth, or twentieth year of service. Ordinarily, however, sabbatical leave will not be granted within less than four years following a preceding sabbatical leave. For example, a faculty member who is granted sabbatical leave in his or her twelfth year would not again be eligible until his or her seventeenth year. Leaves without pay do not count as part of the period by which eligibility for sabbatical leave is determined. The sabbatical leave program applies only to persons who will return to their positions at IUS for at least one academic year following a period of sabbatical leave. For example, a sabbatical leave will not be granted for the last year of a faculty member's service prior to retirement.

## 4. Scheduling

As far as possible, departmental schedules should be arranged so as to permit eligible members of the faculty to take sabbatical leaves. In order to facilitate budgeting and scheduling, faculty members should notify deans of their

schools of their intent to apply for sabbatical leave in the spring of the year preceding their formal application. In arranging schedules, an attempt should be made to minimize the cost of substitute instruction and the disruption of the department program.

#### 5. Administration

Application for leave will initiate with the eligible faculty member. In order to facilitate planning and budgeting and to assist faculty members in developing viable proposals, application is made in three stages: Advisory Notification, Preliminary or Draft Proposal, and Final Proposal. Advisory Notification is by memorandum, a form for Preliminary and Final Proposals is available from the academic affairs office. The form is described, and the dates by which proposals are due are specified, in the *IUS Research Policy Manual*. The successive administrative stages through which proposals are routed are as follows:

##### a. School

The dean of the school will forward the preliminary or draft application to the dean for research. The dean of the school will attach a statement confined to showing the proposed schedule adjustments to permit the leave and the additional staff or other expenditure that will be necessary.

##### b. Dean for Research

The dean for research will forward the application to the Research and Grants Committee with any appropriate remarks concerning budgeting or scheduling.

##### c. Research and Grants Committee

The Research and Grants Committee will review the preliminary version of the application and make recommendations for revision if necessary. Upon receiving the final version of the application, the Research and Grants Committee consider it and formulate an appropriate recommendation for action. In arriving at its recommendation, the committee may call on the dean and other members of the applicant's discipline or school for an evaluation of the worth of the proposed project. It may also call on the dean of the school if scheduling problems are the only bar to the leave.

The committee will recommend approval or non-approval based upon the acceptability of the proposed project in terms of the criteria specified above. The applicant shall be given the opportunity to make representation to the committee, if he or she considers it advisable, to support the application. The committee will notify each applicant for sabbatical leave of its recommendation to the vice chancellor for academic affairs as soon as the committee's decision is made, and a copy of the notification will be sent to the appropriate school dean.

Notification that the committee recommends approval of application for sabbatical leave will include a statement that leave is not granted until approved by the vice chancellor for academic affairs, the chancellor, the president, and the Board of Trustees. A favorable recommendation by the vice chancellor establishes sufficient likelihood of a grant of leave so that applicants are justified in proceeding with plans and arrangements for leave.

##### d. Vice Chancellor for Academic Affairs

If the cost of leave applied for or its prospective disruption of schedule appears excessive, the vice chancellor for academic affairs may, personally or through an appropriate committee, review with the school or discipline concerned the problem of scheduling.

#### **B-18. Leave Without Pay**

##### REQUEST FOR LEAVE

When a faculty member or other academic employee wants to take such a leave (LWOP), he or she should initiate a request through normal administrative channels. This request should be accompanied by a brief statement of the reasons for which the leave is sought. Leaves of absence without pay are limited to one year. Under unusual circumstances, exceptions can be approved.

#### STATUS OF TIME SPENT ON LEAVE WITHOUT PAY

A year or semester on LWOP does not count as a year or semester of service to the University. This means that such leave will not be counted in reckoning:

1. University obligations to make contributions to retirement funds.
2. Year's credit toward tenure, except that it may be counted if the leave is spent as a full-time faculty member at some other institution.
3. Year's credit towards sabbatical eligibility.
4. Years of service which may be relevant under any other University regulations, such as those concerned with early retirement.

#### BENEFITS WHILE ON LEAVE WITHOUT PAY

##### Group Life Insurance

During leave without pay, the University will continue the insurance in force for three months. If the leave extends for more than three months, the insurance will be suspended unless the employee elects its continuance by the advance payment of premiums at the campus human resources Office. If the insurance is suspended during the leave, when the appointee returns it will be automatically reinstated in accordance with the plan certificate.

##### Group Medical Insurance

It is the policy of the University to continue its contributions toward medical insurance for faculty or staff members on leave of absence without pay for as long as the appointee continues paying the employee share of the premium. The appointee must make arrangements with the University in advance of the beginning of the leave to pay the employee's share of medical insurance premiums. Continuation in the plan is optional. If it is dropped, re-enrollment procedures are necessary to re-enter the plan, either immediately upon return from leave, or at the annual open enrollment date.

##### IU Retirement Plan Contributions

It is the policy of the University not to make retirement plan contributions while an appointee is on leave without pay. A participant in an IU retirement plan who plans to take leave of absence without pay should make appropriate arrangements with his or her prospective employer or grantor agency to cover his or her contributions. Such contributions can be made directly to the plan provider by the employing institution whether or not that institution participates in that particular program. Alternatively, the employing institution could set the level of compensation at a figure which would permit the individual to make payments to the plan provider, although tax disadvantages would usually result from such an arrangement.

#### **B-19. Family and Medical Leave**

The *Family and Medical Leave Act* (FMLA or the Act) became effective on August 5, 1993. This law gives eligible IU employees the right to take up to 12 weeks of leave in a calendar year because of:

1. Birth of a child and to care for a newborn child;
2. The placement with the employee of a son or daughter for adoption or foster care;
3. The need to care for the employee's spouse or registered same sex domestic partner, son, daughter, or parent with a serious health condition;
4. A serious health condition that renders the employee unable to perform the functions of his or her job.

Each of these four situations is considered a qualifying reason under the law.

In the case of illness or other qualifying situation, a full-time academic employee shall be paid six weeks' full salary and one-half salary for the balance of the semester in case the illness or situation lasts that long. Where prognosis for early recovery is favorable, the University may extend this leave beyond the limits of one semester to a total maximum of six weeks at full pay and nine additional weeks at one-half pay.

In the case of the birth or adoption of a child or for the serious health condition of the appointee's spouse or registered same sex domestic partner, child or parent of whom the appointee is primary or co-primary caretaker, after three years of service and with a frequency not to exceed once every three years, a full-time academic appointee is eligible for *partially paid leave*. For the birth or adoption of a child, such leave must be concluded within twelve months of the date of the birth or placement for adoption of the child. The partially paid leave shall be for a period not to exceed fifteen weeks or the end of the semester, whichever occurs first. During the partially paid leave, the appointee shall be paid an amount not to exceed one-half the appointee's salary; contributions to the employee's retirement plan shall be based on the salary actually paid. During the period of leave, a teaching faculty member is relieved from teaching duties while continuing research, creative work and service activities, and upon return to regular duties shall not be required to assume a heavier teaching load than normal. The continuing duties of a librarian or of a clinical faculty member shall be negotiated.

#### **B-20. Retirement and Emeritus Status**

Any faculty member may submit a recommendation for awarding emeritus status to a retiring faculty member. This recommendation should be submitted early in the fall semester. The chancellor will solicit the advice of the dean of the candidate's school, the vice chancellor for academic affairs, and the full professors of the candidate's school before making a recommendation to the president and the Board of Trustees. Emeritus status is awarded in recognition of the individual's contributions to the university and the profession.

In the spring semester of each academic year, Human Resources will arrange a social event to honor all employees who are retiring after ten or more years of full-time employment. Their names and dates of service will be engraved on the retirement plaque located in the lobby of the Administrative Wing of the University Center.

Retired personnel who wish it will be placed on the circulation list for the student newspaper and other campus publications and receive these publications without charge. They shall also retain all faculty library privileges and, if it is desired and feasible, will be provided with an office. Office assignments will be on a space available basis and will in all likelihood be different than the office used while on active status.

Retired faculty members may be asked by the dean to teach on an adjunct basis if their services are needed and the vice chancellor for academic affairs approves. Teaching by retired faculty members must be approved by the Board of Trustees and is typically restricted to one course per semester. Only in cases of exceptional need, approved by the dean and the vice chancellor, will retired faculty members be asked to teach additional courses or sections.

#### **B-21. Grievance Procedures**

Faculty members with a problem or complaint should present it first to the dean of their school. This may be done orally, or in writing if either the faculty member or the dean thinks this is preferable.

If the faculty member is not satisfied with the decision of the dean, he or she may appeal the decision in writing to the School-Level Grievance Committee (if one exists). If the faculty member is not satisfied with the recommendation of the grievance committee or the dean's response to that recommendation, he or she may appeal in writing to the vice chancellor for academic affairs.

If the faculty member regards the decision of the vice chancellor as unfair, he or she may appeal in writing to the Faculty Board of Review (FBR) except in promotion and tenure cases. Procedures for handling an FBR case are

described in By-Law No. 3 in the Appendix. The FBR will not take appeal cases regarding promotion and tenure until after the chancellor has announced a decision on the promotion or tenure recommendation.

## **B-22. Discrimination Grievance Procedures**

These procedures are drawn up solely for cases involving discrimination grievances related to gender, race, minority status, national origin, sexual orientation, religion, age, handicap, or status as a disabled or Vietnam-era veteran.

A discrimination grievance review should be viewed as a final attempt to settle a complaint. It is generally expected that an employee requesting a review will have previously attempted to work out a solution through discussions with the appropriate supervisors and/or through the mediation efforts of the Office of Equity and Diversity or Human Resources.

### **Initiating and Conducting a Grievance Procedure**

If an employee has an affirmative action grievance and, after talking to the Affirmative Action Officer, wants to request a formal review, he or she should obtain a grievance review request form from the Office of Equity and Diversity and return the completed form to the director of this office.

The Affirmative Action Officer, who directs the Office of Equity and Diversity, performs the first investigation using the Guidelines for Investigating and Resolving Complaints. The Affirmative Action Officer will investigate, and make a written report of the findings and recommend a final decision to the chancellor within thirty working days of receipt of the complaint. This report shall be also sent to the parties directly involved in the complaint and a copy shall be kept in the Office of Equity and Diversity. An appeal may be made of the Affirmative Action Officer decision within fifteen working days of the final report.

For more details regarding the procedures, contact the Office of Equity and Diversity at (812) 941-2306.

## **B-23. Sexual Harassment**

### **1. Policy (as approved by the Board of Trustees 6/15/98)**

Harassment on the basis of sex is a violation of federal and state law. Indiana University does not tolerate sexual harassment of its faculty, staff or students. Individuals who believe they are victims of sexual harassment, as well as those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly. Indiana University will investigate every sexual harassment complaint in a timely manner and, when there is a finding of sexual harassment, take corrective action to stop the harassment and prevent the misconduct from recurring. The severity of the corrective action, up to and including discharge or expulsion of the offender, will depend on the circumstances of the particular case.

Once a person in a position of authority at Indiana University has knowledge, or should have had knowledge, of conduct constituting sexual harassment, the University could be exposed to liability. Therefore, any administrator, supervisor, manager or faculty member who is aware of sexual harassment and condones it, by action or inaction, is subject to disciplinary action.

### **2. Definitions**

Following federal guidelines, Indiana University defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's

employment or academic advancement;

b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or

c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

### 3. Application

This University policy is designed to protect all members of the University community. It applies to relationships among peers as well as to superior/subordinate relationships. It also applies to all individuals, regardless of their gender or sexual orientation.

### 4. Provisions

a. Faculty, staff, and students have the right to raise the issue of sexual harassment. Further harassment against complainants or retaliation against complainants or others who participate in the investigation of a complaint will not be tolerated. Appropriate and prompt disciplinary or remedial action will be taken against persons found to be engaging in such further harassment.

b. The University will deal with reports of sexual harassment in a fair and thorough manner, which includes protecting, to the extent possible and to the extent permitted by law, the privacy and reputational interests of the accusing and accused parties.

c. Education is the best tool for the prevention and elimination of sexual harassment. Each dean, director, department chair, and/or administrative officer is responsible within his/her area of jurisdiction for the implementation of this policy, including its dissemination and explanation.

d. It is the obligation and shared responsibility of all members of the University community to adhere to this policy.

### 5. Enforcement Principles

Enforcement and implementation of this sexual harassment policy will observe the following principles:

a. Each campus must have procedures - consistent with notions of due process - for implementing this policy including where complaints are made, who investigates complaints, how complaints are resolved, what procedures are available for appeals, and how records are kept.

b. At IUS, the Affirmative Action Officer shall serve as a resource with regard to interpretation of sexual harassment guidelines.

c. Confidentiality of information relating to investigations of complaints of sexual harassment shall be maintained to the extent practical and appropriate under the circumstances and to the extent permitted by law. Individuals charged with implementing this policy shall share information with regard to given incidents of sexual harassment only with those who have a "need to know" in order to implement this policy.

d. Investigations must be conducted promptly and thoroughly.

e. Whether particular actions constitute sexual harassment will be determined from the facts, on a case-by-case basis. The University will look at the record as a whole, as well as the context in which the misconduct occurred.

f. Both the charging party and the respondent will be notified of the outcome of the investigation.

g. In the event it is found that sexual harassment has occurred, corrective action, up to and including discharge or expulsion of the offender, will be taken through the appropriate channels of the university. The corrective action will reflect the severity and persistence of the harassment, as well as the effectiveness of any previous remedial action. In addition, the university will make follow-up inquiries to ensure the harassment has not resumed and the complainant has not suffered retaliation.

## **B-24. Sexual or Amorous Relationships**

### **1. Relations with Other Employees**

In the interest of avoiding actual or perceived conflict of interest, academic personnel should not directly supervise employees with whom they are having sexual or amorous relationships. Academic supervisors shall disqualify themselves from employment-related decisions concerning such employees and, in consultation with the employee involved and other appropriate persons, the vice chancellor for academic affairs or other equivalent campus administrator shall take steps for the appointment of a surrogate supervisor.

### **2. Relations with Students**

With regard to relations with students, the term "faculty" or "faculty member" means all those who teach and/or do research at the university, including (but not limited to) tenured and tenure-track faculty, lecturers, librarians, holders of research or clinical ranks, graduate students with teaching responsibilities, visiting and part-time faculty, and other instructional personnel, including coaches, advisors, and counselors.

The university's educational mission is promoted by professionalism in faculty-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the university's educational mission. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse their power in such a context violate their duty to the university community.

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. All amorous or sexual relationships between faculty members and students are unacceptable when the faculty member has any professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the university will view it as a violation of the *Code of Academic Ethics* if faculty members engage in amorous or sexual relations with students for whom they have professional responsibility, as defined in number a. or b. below, even when both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non-instructional contexts.

#### **a. Relationships in the Instructional Context**

A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a class being taught by the faculty member or whose performance is being supervised or evaluated by the faculty member.

#### **b. Relationships outside the Instructional Context**

A faculty member should be careful to distance himself or herself from any decisions that may reward or penalize a

student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty member and student are in the same academic unit or in units that are allied academically.

## **B-25. Safety and Security**

For the safety and security of all concerned, faculty members should report all accidents, injuries, acts of vandalism or threats of harm to persons or property promptly to the University Police, UC 027, ext. 2400.

### Firearms Prohibitions:

Unauthorized firearms, weapons, ammunition, explosives, and other items that the campus police consider to be dangerous are prohibited on university premises and at IU events. This policy includes activities such as introducing, possessing, using, buying or selling firearms even with a valid state firearms permit. Only law enforcement officers and others, in exceptional circumstances, who have prior approval by the police chief, are authorized to carry a firearm. This prohibition extends to all University-controlled sites where University employees are working or University-directed activities are being held. For additional information on this policy, refer to the *IU Personnel Policies for Professional Staff and Support Staff*.

### Alcohol & Drug-Free Campus:

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substances Act) and alcohol is prohibited on University property or in the course of a University activity except at specifically authorized events. The complete University policy on this subject is available in the *IU Personnel Policies for Professional Staff and Support Staff*.

### Tobacco-Free Campus:

Effective July 1, 2007, tobacco (all types) is strictly prohibited on all University grounds and University-owned or leased buildings to include offices, hallways, lounges, rest rooms, elevators, classrooms, meeting rooms, dining areas and all community areas. Tobacco is permitted only in one's personal vehicle (University-owned or leased automobiles remain tobacco-free). This policy applies to all employees, students and visitors. The complete University policy on this subject is available in the Office of Human Resources.

### Building Security

Normally, campus buildings will be open from 7:00 a.m. to 11:00 p.m. during the period of time when classes are in session. On weekends and days which classes are not in session, buildings will normally be locked at 6:00 p.m. In the interest of security, buildings may be closed earlier in the event that scheduled activities terminate at an earlier time or there are no scheduled activities. Buildings will remain closed and locked until 7:00 a.m. of the day on which regular scheduled activities resume. The Activities Building, the Library, and Student Computing Labs will be open in accordance with the schedules established by those departments. Copies of those schedules are to be sent to the University Police Department. If a building must be open for a specific University-sanctioned event, the University Police Department should be notified at least 48 hours in advance. All buildings will be closed and locked on holidays and other announced days that the campus is officially closed.

## **B-26. Alcohol and Drug Abuse**

### 1. Basic Philosophy

In fulfilling its purpose as an institution of higher education, IU has many responsibilities, one of which is that of employer. In this role, the university develops policies and practices of employment to obtain an effective staff and maintain the respect of employer and employee for each other.

One aspect of this philosophy is an Alcohol and Drug Abuse Procedure, the objectives of which are:

- a. To establish and maintain a safe, healthy working environment for all employees;
- b. To reduce the incidence of accidental injury to person or property;
- c. To reduce absenteeism, tardiness, and poor or indifferent job performance;
- d. To insure the positive reputation of the university and its employees as worthy of the responsibilities entrusted to us; and
- e. To provide assistance toward rehabilitation for any employee who seeks help in overcoming an addiction or dependence on alcohol or drugs.

## 2. Regulations

The university does not and cannot accept or condone alcohol or drug abuse by its employees. Alcohol and drug abusers do not suffer alone. Their abuse is also detrimental to the university, to fellow employees, and to the public we serve. Therefore the following applies to faculty and all other employees.

- a. No alcoholic beverage will be brought onto or consumed on IU or IUS property except for specifically authorized events. Further, no illegal drug will be brought onto or consumed on university or campus property at any time.
- b. Any employee whose off-work use of alcohol or drugs can reasonably be established to be the cause of excessive absenteeism or tardiness, or the cause of accidents or poor work performance will be counseled to seek rehabilitation from available community resources.
- c. Rehabilitation itself is the responsibility of the employee. An employee seeking medical attention for alcoholism or drug addiction is entitled to appropriate health insurance benefits. Such treatment is an acceptable purpose for a leave of absence subject to consideration of the other conditions listed in the leave of absence personnel policy.
- d. An employee's request for assistance will be treated as confidential by the supervisor receiving it and only those persons **needing to know** will be made aware of the request.

### **B-27. Service Recognition**

Full-time faculty members with five years of service will receive a certificate of appreciation. Those who complete ten years of service will be given a certificate at Recognition Day ceremonies.

A reception for the entire IUS community will be held each year to recognize ten, fifteen, twenty, and twenty-five year honorees. They will receive a certificate and an IU service pin. Twenty and twenty-five year honorees will receive a gift from the university. A colored photograph, appropriately identified, of each twenty-five year veteran will be displayed in the Administrative Wing.

## C. INSTRUCTION

### C-1. Calendar and Schedule of Classes

#### 1. Holidays:

- A) Martin Luther King, Jr., Day, Memorial Day, and Labor Day will all be recognized holidays with no classes.
- B) The Fourth of July will be a holiday when it falls on a Monday, Tuesday, Wednesday, or Thursday. When the 4th falls on a Friday or Saturday, it will be a school holiday, but no classes will be missed. When the 4th falls on a Sunday, the following Monday will be a holiday with no classes.
- C) Thanksgiving break begins after the last class on the Monday preceding Thanksgiving; classes resume the Monday following Thanksgiving.

#### 2. Semester start dates:

- A) There should be a two-week break between the end of summer II classes and the beginning of classes for the fall semester.
- B) There should be at least a two-week break between the end of classes for the fall semester and the beginning of classes for the spring semester.
- C) The spring semester will start on a date that will cause grades to be due during the week before commencement.
- D) Summer session I classes will begin the Tuesday after commencement.

[As a guiding principle: Spring – start Monday; Fall – start Monday; Summer I – Tuesday; Summer II – Monday]

#### 3. Final Exams:

- A) In the fall and spring semesters, faculty teaching regular weekday classes will have at least three days to grade final exams.
- B) Faculty teaching weekend classes will have at least two days to grade final exams.
- C) Students will have one full study day between the last day of class and the beginning of the exam period.
- D) Final exams in summer sessions are to be given during the last scheduled class period, with no study day planned.

#### 4. In the spring semester, grades will be due the week before commencement.

5. The spring recess will be listed as "to be announced." The current policy for setting spring recess dates is as follows: "Spring recess shall be held in conjunction with spring recess of the public schools in the surrounding counties unless the latter falls later than the twelfth week of the semester. Should the spring recess of the public schools fall later than the twelfth week of the semester, then the Indiana University Southeast spring recess would be held following the eighth week of classes." The current policy of the local public schools is to hold spring recess during the last full week of March.

The Academic Calendar for each semester is published in the *Schedule of Classes*. Instructors are expected to hold classes upon the basis of the regular schedule of classes. The number of class meetings and the length of each class period have been set to meet university and accrediting standards. They should not be altered without prior clearance with the dean of the appropriate school or the vice chancellor for academic affairs. The first class meeting of any course should run for the major part of the scheduled period.

An instructor who needs to change the location or time of an individual class meeting should clear this with the school dean and registrar's office. A master room schedule to prevent conflicts in room utilization is maintained at the Information Desk; therefore, room change forms must be completed and approved by the dean and the vice chancellor for academic affairs prior to initiating a long-term change in class meeting location or time.

## **C-2. Course Cancellations**

Whenever registration for a section is considered insufficient, the university reserves the right to cancel that section. Lower (100 and 200) level classes will ordinarily be canceled if enrollment is below 15. Upper level courses will usually be canceled if enrollment is below 10.

When it is necessary to cancel a section taught by a full-time faculty member because of low enrollment, the university reserves the right to replace part-time instructors in other sections with full-time faculty.

## **C-3. Assignments**

Instructors are expected to develop a course syllabus (calendar and assignment sheet) for each course. Such syllabi should give definite instructions to the students as to assignments, library references, term reports, examinations, make-up policy, and other course requirements, and policies. Faculty members are encouraged to deliver copies of each course syllabus to the dean for files maintained in the office of each school, and to post their syllabi on the internet via their personal homepages or Oncourse.

Library assignments and reading lists should be developed with the advice and assistance of the library faculty.

Most students in courses on the 100 and 200 level need assistance in the development of efficient study procedures. It is essential that assignments be definite, that tests be given within the first five weeks of the semester, and that written work be graded and returned to students early in the semester. Conferences with students should be regarded as a part of the process of instruction in most courses. Students should be given a clear sense of how well they are progressing before the last day to withdraw from courses.

## **C-4. Delay or Cancellation of Class Meetings**

Unless a decision to the contrary is announced by the Office of the Chancellor, IUS will operate as scheduled and all instructors are expected to meet every scheduled class.

If the chancellor or a designated representative decides that weather conditions are so hazardous that morning classes should be delayed, an announcement will be made on the campus web site and area radio and television stations to follow the "SNOW SCHEDULE" as follows.

Monday through Friday:

8:00 a.m. classes meet at 10:00 a.m. for 50 minutes

9:30 a.m. classes meet at 11:00 a.m. for 50 minutes

11:00 a.m. classes meet at 12:00 Noon for 50 minutes

Saturday:

9:00 a.m. classes meet at 10:30 a.m. for 90 minutes

When the Snow Schedule is in effect, faculty members should **not** come to the campus before 10:00 a.m. to avoid interfering with snow removal from driveways and parking lots.

If conditions are so hazardous that classes cannot be held, it will be announced via the web site and radio and television stations that the campus is CLOSED and faculty members should not report. If the campus is closed, off-campus classes are also cancelled. If an off-campus class is offered at a public school or other facility that is closed due to weather, the class is cancelled even if the IUS campus is open.

Information about delays or cancellations may also be obtained by dialing the IUS "Scoop Line" at 941-2662. This information will also be sent to campus e-mail users under the heading "Important Notice" highlighted with an exclamation mark.

Since many students come from distant places where the weather may be quite different from that at the campus, faculty members are urged to be lenient in excusing absences and arranging for making up work missed during periods of severe weather.

If it is necessary to miss a scheduled class because of illness, death in the family, or other urgent matter, the faculty member should:

1. Arrange for a replacement instructor, if possible, so that the class will not have to be canceled. Payment of a substitute or "colleague coverage" is the personal responsibility of the regular instructor.
2. If cancellation is unavoidable, the instructor should notify the secretary in the office of the instructor's school, who will notify the Information Desk to help inform students.
3. If class meetings must be canceled, the sessions should be made up by special meetings or by the assignment of additional academic work.

### **C-5. Copying and Duplicating**

Requests for copying and duplicating of materials should be given to the secretaries who will process the request and return the materials at the time and place designated.

Only examinations, syllabi, and other brief items which are essential to the course should be duplicated at university expense and distributed free to students.

Syllabi which are longer than ten pages should be sold through the Campus Bookstore or distributed electronically. To facilitate the sale of materials, the instructor must provide the Bookstore with typed masters or copy that is camera-ready for duplication. A "Request for Class Material to be Copied and Sold by the Bookstore" form (each school secretary has a supply) should be prepared to indicate the number of copies, the type of duplicating process, and the style of binding. If desired, the Bookstore personnel will assist the faculty member in making these decisions.

### **C-6. Oncourse™**

Oncourse™ is IU's online teaching and learning environment. It can be used to supplement face-to-face classes or to teach classes on-line. Faculty is encouraged to use instructional technology including web-based teaching and learning. For assistance in using Oncourse™ consult the ILTE staff. Also see **A-18** for information about the Indiana College Network (ICN), which is important for marketing on-line courses.

### **C-7. Writing Across the Curriculum**

It is recommended that some expository writing be required in all courses and that, whenever feasible, examinations should include some discussion or essay questions. All written work submitted by students should be carefully checked for English usage. Grades might reflect the quality of English usage shown by the student.

### **C-8. Final Examinations**

The final assessment activity for a course should be conducted during the week set aside for final examinations. This period is part of the 15-week semester and should be utilized to be fair to students and to meet standards acceptable to accrediting agencies. A final examination schedule appears in the *Schedule of Classes* for each semester. The instructor should inform the class of the scope of the final assessment activity early in the semester so that students can plan accordingly. As a general matter of principle, prior to week 14 of the semester, students should have already earned the majority of the credit possible for the course. Every effort should be made to complete all grading

and give feedback to students on their performance to date before the final assessment activity.

### **C-9. Examinations and Proctoring**

Copy for examinations which are to be duplicated should be given to the appropriate secretary at least one week before they are needed.

If a faculty member wishes to give an examination during a class period when he or she must be absent, the faculty member should arrange to have a colleague on the faculty supervise that examination. Clerical employees or student assistants should not be asked to proctor examinations as neither has the authority to handle cheating cases.

### **C-10. Academic Dishonesty**

All members of the faculty have a responsibility to foster the intellectual honesty as well as the intellectual development of students. They should carefully scrutinize their methods of teaching and assignments in order to be sure that they encourage students to be honest. If necessary, the faculty member should explain clearly the meaning of cheating and plagiarism as they apply to the course.

The following suggestions and comments should be applied by instructors in order to minimize the incidence of cheating:

1. Insure security of examinations while they are being prepared.
2. Provide for adequate and thorough proctoring of examinations.
3. Consider the possibility that students may have the teacher's guide to the texts currently being used.
4. Require arbitrary seating of students at examinations so as to break up pre-arranged groups.
5. Avoid the use of the same form of an examination for succeeding sections and for makeup examinations.
6. A request for an incomplete may be considered a form of cheating when it is used to avoid low grades and protect grade averages. The common approach is to request an incomplete when grades are low, and then persuade the instructor to remove the incomplete with a grade of W.

Should the faculty member detect signs of plagiarism or cheating, it is a **most serious obligation** to investigate these thoroughly and to take appropriate action as discussed in the *Code of Student Rights, Responsibilities, and Conduct*. The *Code* contains definitions of cheating, plagiarism, possible penalties, and procedures for handling cases. Students' attention should be called to the appropriate pages in the *Code*.

### **C-11. Office Hours**

Consultation with students is an important part of instruction. Full-time faculty members should schedule a minimum of six hours per week during which students can meet with them in their offices. Part-time faculty members should be available to students before and after class and by appointment.

To facilitate these meetings with students and to avoid interruption at other times, each full-time instructor should post on the office door and announce at the first class meeting of each class, office hours for that semester. **Having announced office hours, he or she should then make a special effort to be on hand at these times.** Secretaries will prepare a summary of office hours for the Information Desk so that agency will know when instructors are available to inquiring students.

### **C-12. Student Development Center**

The Student Development Center, located in University Center South, Room 203, provides academic help for students by means of placement testing, CLEP exams, tutoring, and a learning skills center, as well as special study skills seminars and developmental courses in reading and study skills. The center has a lending library and study skills videotapes.

### **C-13. Writing Help Center**

The Writing Help Center, located in Knobview Hall 208, provides free assistance and tutorial support in writing to all IUS students through individual tutorials and small workshops. Center services are available to students at all levels and in all disciplines.

### **C-14. Mathematics Resource Lab**

The Mathematics Resource Lab located in LF101 employs current technology to support teaching and learning of quantitative and problem solving skills. The lab serves all students in all disciplines with resources and tutoring.

### **C-15. Library Services**

In addition to holding over 600,000 books, periodical volumes and microforms, the Library subscribes to over 1,200 periodicals, newspapers, and offers access to an increasing array of Internet and World Wide Web resources. The Library also houses several special collections, including a map collection and a K-12 Curriculum Materials Center, as well as the IUS Archives, the archives of the IUS Oral History Project, and those of Ars Femina and the William L. Simon Sheet Music Collection. Additionally, the Library is a selective depository of U.S. Government Publications.

Library hours are as follows:

Monday – Thursday 8:00 a.m. - 10:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

Sunday noon - 6:00 p.m.

Special hours are posted.

If questions or problems arise about any library service or policy described below, please contact the Director of Library Services or a Reference Librarian.

IUS Library operations are grouped into several functional areas, each of which is coordinated by a member of the Library Faculty. The areas are: Public Services, Library Instruction; Technical Services and Electronic Systems; Access Services; Collection Development and Special Collections; and Electronic Resources.

Access to the IUS Library collections is through IUCAT, IU's online public access catalog. The database includes the holding of all eight IU campuses.. Several periodical indexes as well as selected full-text articles are also accessible through the Library's webpage. There are public access terminals and printers in the Library. The IUS Library webpage and all its features can also be accessed from anywhere on or off-campus via the Internet and the Library's proxy server at all times. (Please check with the Library for further information.)

General circulation policy provides for a student check-out period of 45 days and electronic renewal and telephone renewals are accepted. Fines are 25 cents per day for each item. The check-out period for faculty is 120 days. The Library uses an on-line computer based circulation system, and an IUS i.d. card is required in order to check out materials. A book return box is located on the campus next to the bus stop shelter.

Special services offered to faculty include placing materials on reserve, , faculty privileges at all Kentuckiana Metroversity and IU libraries, inter-library loan services and other reference and bibliographic assistance.

To place materials on reserve, the instructor should complete the appropriate reserve request form which is available to faculty in the Library or on the Course Reserve website. The form should be brought to the Library or mailed, together with any personally owned materials which have been listed on the form, to the Circulation Desk at least three weeks prior to the time the material is to be available to students. Print Reserve materials are shelved at the Circulation Desk under the last name of the instructor. Electronic Reserves are available for certain materials. The IUS Library follows U.S. Copyright law when placing materials on reserve.

Faculty privileges are accorded to IUS faculty members who visit the libraries of any Kentuckiana Metroversity campus or any of the IU system libraries. In addition, the IUS Library can secure materials for faculty and students from these and other libraries through interlibrary loan. Request forms for these services are available on the Library's website. Please allow at least 10 days for receipt of materials.

### **Library Instruction:**

Library instruction refers to single or multiple class sessions, taught by reference librarians, that introduce students to library research strategies and the basic information sources needed for effective use of the library. Library instruction sessions are designed to complement particular courses or fields of study. In addition, First Year Seminar (FYS) students are given a library instruction session as a part of the program requirements. Instruction covers use of local resources including the library's website and online catalog (IUCAT), as well as electronic indexes and databases, subject-specific print indexes, and major bibliographies and reference tools. Procedures for the retrieval and use of information resources are also covered.

For further details about library instruction, please look at the IU Southeast Library's instruction policy <http://www.ius.edu/library/pdf/instructionpolicy.pdf>

The Technical Services Staff is responsible for maintaining the on-line public access catalog (IUCAT), acquisitions, cataloging, processing periodicals and other serials, and binding.

These requests should be submitted on the appropriate form which is available on-line. Faculty members are encouraged to submit requests for library materials directly to the library staff via the web-based request procedure. Faculty members will be notified when materials are received. Please allow at least three months for processing, receipt and cataloging of materials.

### **Selection of Library Materials**

The importance of wise selection of library materials has grown in proportion to the increase in quantity of available materials, the cost of these materials, and the expense of acquiring, cataloging, housing, and servicing them. Faculty members are largely responsible for recommending the acquisition of materials in their special subject fields. Any member of the faculty or staff may request that an item be added to the collection by completing an electronic purchase request form on the Library's website.

### **The IUS Library General Collection**

The objectives of the Library General Collection are:

A. To support the curriculum with adequate materials in those subject areas taught by the University. This involves supplying books and periodicals for required, supplementary and ancillary reading for courses, and a broad based reference collection.

B. To provide a basic collection aimed at the development of the humane and liberally education person in addition to curriculum requirements. This involves a collection of standard authors and works, representative collections of the best modern fiction and non-fiction, and a collection of outstanding current periodicals and back files.

In striving to meet its objectives within the limits of its resources, the Library will be guided by the following policies and procedures:

1. To meet the needs of students with differing levels of ability, the Library will acquire materials ranging in difficulty from those for junior college to those for graduate students.
2. In the acquisition of new titles, the major emphasis will be on current publications, and among those, works which promise to fulfill future as well as current needs.
3. If materials are judged to be of marginal use to the collection, the holdings of IU system libraries will be consulted to avoid unnecessary duplication. Highly specialized materials needed for research can be obtained through inter-library loan.
4. Electronic resources, including online access, DVD or CD-Rom will be included in the collection as a necessary tools in the research process. The inclusion of these resources will be based on curriculum requirements and financial considerations.
5. Multiple copies of titles will not be purchased.
6. Materials in foreign languages which are used for teaching and exercises in language courses offered at the University are desirable purchases for the Library. Foreign language materials, other than reference tools, will be purchased for non-language subjects only when there is evidence of their immediate usefulness to students and faculty.
7. No materials will be excluded from the collection because of the race, gender, sexual orientation or nationality of the authors; or the political, moral, or religious views expressed. All sides of a controversial issue should be represented in the collection.
8. For back files of serials publications, (electronic format over mf/paper/) microforms will be selected over paper copies when both are available.
9. Gifts of either library materials or money to purchase them will be accepted provided they fit into the above policies and provided there are no restrictions attached. The library must be free to dispose of any materials which are not needed.
10. The removal of obsolete materials for purposes of de-selection is considered an integral part of the total organized effort to develop the collection. Badly damaged copies will be withdrawn and items will be weeded if they contain outdated or inaccurate information.

#### The IUS Library Curriculum Materials Center (CULAB)

The objective of the Curriculum Materials Center is to provide a collection of K-12 print and non-print materials for students in Education to support their practice teaching, methods courses and research.

To meet its objective within the limits of its resources, the Curriculum Materials Center will be guided by the following policies and procedures:

1. To maintain a collection of commercially published textbooks for grades K-12. Presently, these texts are acquired through donations from publishers as part of the Indiana Textbook Adoption Cycle. IUS is one of ten regional Public Textbook Review sites in the state.
2. To acquire high-quality non-fiction trade publications to supplement the textbook collection, or to be used independently for instruction. (Materials which cover the history or theory of education are located in the IUS

Library General collections.)

3. To build a collection of children's and young adult literature including the winners of Newberry and Caldecott awards. This collection includes picture books, easy readers, intermediate and adolescent fiction, folktales and fairytales.

4. The Curriculum Materials Center Reference Collection includes dictionaries, encyclopedias, and other reference sources as would be used by K-12 students.

5. A collection of non-print media representative of those currently used in elementary and secondary school classrooms includes video materials, audio recordings, multimedia kits, games and manipulatives.

#### The Center for Cultural Resources

Housed in the Library, the Center collects and organizes resource materials to provide diverse cultural enrichment activities with a global perspective for classrooms from pre-K through the university level. Training is provided for pre-service and in-service teachers who wish to borrow sets of materials. More information is available via the webpage: <http://homepages.ius.edu/Groups/CCR/>.

#### **C-16. IT Media and Web Services**

IT-Media and Web Services (MDSV) is a unit of the office of Information Technology and is the instructional media technology support organization for the university. The department is charged with providing assistance and advocacy for classroom and conference technology needs. MDSV provides a broad range of traditional and advanced technologies to support classroom, research, and professional activities for faculty and staff. It is also the home of the IU Southeast Web Development team and the campus Satellite copier operation (the fleet of office machines).

##### Location and Office Hours:

MDSV is located in Knobview Hall, Room 014. When classes are in session, hours are Monday thru Thursday: 8 am-8 pm, Friday: 8 am-5 pm, Saturday: 9 am-1 pm. (no Saturday hours during the summer), and closed Sunday. (When classes are *not* in session hours are Monday thru Friday: 8 am-5 pm and closed on Saturday and Sunday.)

##### Equipment Services:

Most "traditional" audio visual media equipment formats are still available for use as well as most "advanced" technologies. MDSV does not provide classroom equipment operators and users are expected to know the basic operation of the equipment unit. It is the policy of the department to deliver the equipment to the requested location in a timely manner. To the greatest extent possible, the unit will be positioned, focused, plugged-in, etc. and "ready to go." Larger and more delicate equipment such as TV/videocassette units, video projectors, computer/multimedia units, are building specific and not moved over outdoor surfaces. There are usually adequate numbers of these mobile units to meet the campus needs, however, it is advisable to reserve early and check with MDSV concerning availability. If LCD projection and computer access are needed continually, it is best to contact the Registrar to request having the class moved to a room with permanently installed equipment. Equipment from the classroom pool is not available for private office use, however, in many cases, the Institute for Learning and Teaching Excellence (ILTE) can provide individual faculty with equipment from their non-classroom pool.

##### How to Reserve AV Equipment:

Requests are handled through an online web reservation system. Go to the Media Services website (<http://it.ius.edu/MediaServices>); then, click the "**Reserve Equipment Now!**" button; fill in your request and submit it. You'll receive an e-mail confirmation of your "pending" submission and a second e-mail confirmation when your order is approved and placed on the delivery schedule. If you have any problems with the on-line form, please call 2257 for assistance.

The equipment will be delivered directly to your class or meeting room by one of our technicians. **You must be a member of the IUS faculty or staff to use this service.**

AV Equipment Reservation Policy:

1. Media Services requires **48 hours advance notice** to fulfill equipment requests. The request is placed on the daily delivery schedule and handled as a routine setup. Equipment availability is first-come, first-served.
2. Only faculty members may request equipment, even if the equipment will be used by a student in class.
3. Media Services equipment is for on-campus use only. It is not insured for off-campus use. Faculty may reserve some portable equipment from ILTE that is insured while off campus.
4. Please do not take AV equipment from any room or hallway without permission. You will be robbing your colleagues of equipment they have requested.
5. The primary purpose of the AV equipment pool is to support classrooms. University staff may request equipment from the classroom pool for on-campus meetings and events. However, classroom requests always take precedence.

If you have questions, call Media Services at **941-2257**.

Scheduling equipment - for STUDENTS:

If students need to use equipment for a class presentation (i.e., a PowerPoint presentation), the instructor must request the equipment via the web form described above. Only faculty and staff can use the ONLINE RESERVATION form. Such requests are subject to the same 48-hour advance notice requirement.

Equipment types available for classroom use:

overhead projector \*

audio cassette player

audio cassette player/recorder

CD player w/speakers

VHS videocassette player w/ 25" TV monitor

VHS camcorder on mobile cart w/ 13" TV monitor (user provides blank tape)

LCD Video projector with computer

DVD players

Document camera w/ 25" TV monitor

Tripod screen

Display and flipchart easels

\* Each classroom and lab on the IUS campus is equipped with its own overhead projector. Therefore, it is not necessary to formally schedule these units. If there is not an overhead in a classroom, call ext. 2495 or 2257.

Digital Video & Audio Production:

IT-Media and Web Services can videotape lectures, special campus events and guest lectures (with permission), and assist with faculty projects. Besides shooting the video, MDSV can also do editing and add finishing touches. We have a small TV studio in Knobview for taping interviews.

Current production services for faculty and staff include:

1. VHS tape duplication (user provides blank tape stock)
2. Off-air broadcast videotaping (only one station at a time)
3. Videotaping of campus events
4. Studio taping of faculty lectures

In-Service Programs and Training:

IT-Media and Web Services offers a variety of training opportunities for faculty and staff in the form of workshops, seminars, demonstrations, and one-on-one help. Faculty or staff members may request a demonstration or individual training session on any equipment or process supported by MDSV. Call 2259 to reserve a time for training.

Repair/Maintenance Services:

MDSV provides repair and maintenance service for a variety of campus technical operations including all

audiovisual equipment and peripherals, web servers, and the video network. There is generally no cost to departments or divisions except for parts. Service can be arranged by calling ext. 2257.

#### Technology Enhanced Classrooms:

The classroom technology scene is an ever-changing landscape of new installations, capabilities, and locations. IT-Media and Web Services is deeply involved in the systematic upgrading of classrooms with the latest technology, providing up-to-date expertise on best equipment options available and can perform permanent installations. Instructors with special needs for high-tech classroom support should contact the MDSV office for the latest information. MDSV works directly with the IU Southeast Classroom Committee to review and prioritize needs.

#### Video-Conferencing Facilities:

IU Southeast offers three dedicated, state-of-the-art videoconferencing facilities. Knobview Hall 112, Hillside Hall 102 and Hillside Hall 105 provide two-way video and audio for meetings, seminars, and instructional purposes. These rooms are linked with the Indiana University videoconference system. Contact MDSV office (2257) to arrange for use and for training and operational procedures. Thanks to the advent of IP-based Polycom videoconference systems, there are numerous other locations on campus where videoconferences for individuals and small groups may be held. Call MDSV at 2257 or your division or school for details.

#### AV Trouble Number:

Technical malfunctions and scheduling errors occasionally occur. If you have any problem with media-related matters, call ext. 2495. In the event of a classroom emergency, MDSV is usually able to respond within 15 minutes.

#### Web Development:

The development team working on the campus website is located in MDSV. The team includes graphic designers and programmers, and is assisted by individual experts from other campus departments to build an effective and accessible presence for IUS. This team creates pages for schools and departments. Help with individual faculty pages and Oncourse materials can be obtained from the Institute for Learning and Teaching Excellence.

### **C-17. IT Support and Communication**

IT Support and Communication provides computing support for academic and administrative activities. Those in need of any computing assistance should contact the Helpdesk 941-2447.

#### 1. Local Area Network

IU Southeast maintains a campus-wide local area network (LAN) and supports local electronic mail for all students, faculty, and staff. A large number of general and specialized computing applications are available in both stand-alone and network versions on windows and Apple Macintosh computers, including word processing, spreadsheet, database management, statistical analysis, programming languages, and computer graphics.

#### 2. IU Computing Network

IU Southeast also participates in the IU Computing Network. These connections afford users access to numerous mainframe and network computing resources throughout Indiana University and the world. Of particular interest to students, faculty, and staff are OneStart (Indiana University's Web-based application portal), Oncourse (an online course management system (CMS)), and IUCAT (Indiana University's online library catalog).

#### 3. Policies

Persons logging on to the IUS LAN implicitly agree to use the IU Computing resources appropriately. A copy of all IU technology policies can be found at <http://www.itpo.iu.edu/policies/university.html> and in the Crestview Hall computer lab (CV 112).

#### 4. Classroom Computing

There are a number of classrooms equipped with student PC or MAC workstations and classrooms with instructor workstations and LCD projectors across campus. There are also mobile units with computers and LCD projectors that can be requested for specific class sessions or entire semesters from Media Services (941-2257), and notebook computers available for periodic classroom use from the Institute for Learning and Teaching Excellence (ILTE: 941-2506).

The routine scheduling process through the registrar's office will be used for scheduling computer-equipped classrooms for semester use. Faculty members who need a facility for only one or two sessions may work out informal exchanges of rooms, but they should attempt to make arrangements as far in advance as possible.

At the discretion of the instructor, students not enrolled in a course may use available work stations in the above rooms.

#### **C-18. Disability Services**

The Disability Services Coordinator assists academically qualified students with documented disabilities in getting the appropriate accommodations they need in order to have equal opportunities during their college experiences. The coordinator acts as a liaison and helps to ensure good communication between faculty and students. Any questions about accommodating a student or verifying a disability should be directed to the coordinator. Information regarding availability of services for students with disabilities should be included on all syllabi. A sample syllabus statement follows:

**“Disability Services”**

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must first contact the Disability Services Coordinator (UC207; 941-2243).

Information regarding disabilities is strictly confidential between the student and the Disability Services Coordinator. The Disability Services Coordinator can relay information to faculty only when given permission by the student, and only what the professor needs to know in order to meet the students' needs.

If a faculty member does not have official notice of accommodations from the DSC and a student requests an accommodation, the student should be referred to the DSC—accommodation is not to be provided. Providing an accommodation for a student without documentation presents problems for that student, other students, the professor and the institution.

#### **C-19. Emergency Evacuation Procedures for Persons with Disabilities**

Students with disabilities in your classrooms should be notified of this policy.

Students or others with disabilities on the first floor of any building should be given assistance as needed to evacuate the building with everyone else.

The following procedures should be followed for people who are mobility impaired or use wheelchairs who are in the basement or second floor or above.

1. Take person to a safe area, preferably near a stairwell.
2. Have someone stay with the person.
3. Assign someone to inform emergency personnel where the person with a mobility impairment is in the building.

4. Do not attempt to evacuate the person unless there is imminent danger of death or injury and no alternative safe area is available, in which case, use whatever means and assistance is available to get the person to safety with minimum injury to you or the person with a disability. Allow the firefighters to establish whether there is imminent danger before attempting to evacuate the person with a mobility impairment. There is a stair climber located in Crestview Hall that can be used in cases of extreme emergency. The individual with a mobility impairment is the best authority as to how to be moved out of the building.

5. If a person is visually impaired, escort the person out of the building by having them hold on to your elbow. Inform them of steps.

6. If a person is hearing impaired, make sure they know that there is an emergency and that they follow everyone out of the building.

### **C-20. Student Evaluation of Teaching**

The Faculty Senate has adopted a standardized system for student evaluation of teaching. This system allows the instructor to select appropriate questions from a lengthy master list of questions. Questionnaires are prepared by Computer Services. The instructor may obtain information about this system and a master question list and item selection sheet from the school secretary.

Every part-time faculty member is required to have a student evaluation for each section taught and every full-time faculty member is encouraged to do so.

### **C-21. Outcomes Assessment**

In accordance with a campus-wide plan approved by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) in 1995, each academic program uses multiple measures to conduct regular and continual assessment of student learning outcomes, reviews the results and systematically applies the findings for program improvement. The results of assessment and the actions taken in response are reported to the Office of Academic Affairs where they are combined with those of other programs to produce a campus wide assessment. Assessment findings are incorporated into program reviews.

### **C-22. Program Review**

In accordance with the policy adopted by the University Faculty Council (April 13, 1993), IUS has implemented a system of regular periodic reviews (once every 5-7 years) for all academic programs. In each case, outside peer reviewer(s) mutually agreeable to the faculty and administration are used. Appropriate support services and information are provided to the unit and the reviewer(s). The faculty of the program under review prepares a mission statement and a statement of goals to be used by the reviewer(s). All reviews address certain essential questions:

- a) What are the students learning? Is the curriculum of the unit consistent with the unit's mission?
- b) Are the teaching, research, and service activities of the faculty consistent with the unit's mission?
- c) Is the unit better than, the same as or worse than it was 5 years ago?
- d) What changes are needed in the next five years?

### **C-23. Institute for Learning and Teaching Excellence**

The Institute for Learning and Teaching Excellence (ILTE) plays the leading role at IUS in preparing faculty to meet the challenges presented by the increasing emphasis on active learning, corresponding changes in teaching

pedagogy, and rapidly changing instructional technology. The Institute, under the direction of a faculty member, is responsible for creating, coordinating, planning, promoting, developing and sponsoring a range of activities that will promote excellence in teaching and provide meaningful assessment of learning.

The ILTE provides a central location for teaching resources on the IUS campus and equipment for multi-media productions. Lap top computers and mobile projectors are available for presentations on and off campus.

A newsletter and electronic communications alert faculty to ILTE activities and resources. More information can be found at their website: <http://ilte.ius.edu>.

#### **C-24. Improvement of Instruction**

A fund has been established to support innovative projects for the improvement of instruction. Instructors with projects for the improvement of teaching and learning should submit written proposals to the Improvement of Learning Committee (IOLC). The proposal should include a budget as well as details of what the instructor plans to accomplish with the funds, the number of students who will benefit, an assessment or evaluation plan, and similar data.

The chair of the IOLC or the Office of Academic Affairs can provide forms and instructions regarding deadlines and procedures for submitting proposals. There is information about IOLC funding opportunities in the latest version of the *IUS Research Policy Manual*.

## **D. STUDENT RECORDS AND SERVICES**

### **D-1. Admissions**

Requirements for admission to Indiana University Southeast are available in the IUS Bulletin. The latest version of the bulletin is available from each any office on campus or on the web <http://www.ius.edu/Bulletin/>

### **D-2. Academic Advising**

All newly admitted students will be assigned to the Academic Success Center (ASC) where they will be advised regarding their academic programs and receive other assistance as they begin their work at IUS. Transfer students with 26 credit hours or more and have completed the requirements to go to their major are admitted directly into that school or division.

By the time students in the ASC have completed 30 credit hours, they are expected to select a major. Students in good standing (2.0 cumulative grade point average) will then transfer to the academic unit of their choice and will be assigned an academic advisor from among the faculty of the chosen course of study. Each student's proposed *Schedule of Courses* must be approved by this advisor or the appropriate dean. Academic advisement is very important in student retention and success, and faculty can play a positive role in helping to achieve the desired outcomes.

While the ASC counselors, school deans, program coordinators, and advisers will help direct students through the maze of regulations and requirements for completing a degree program, the ultimate responsibility for meeting degree requirements rests with the student.

### **D-3. Registration and Enrollment**

The registrar is responsible for the planning, implementation and supervision of all registration activities. Under the direction of school deans, members of the faculty and professional staff, members of the Registrar's Office assist students during registration periods and verify enrollment.

Course offerings are available to students through a Schedule of Classes booklet. The course offerings are also available on the web: <http://onestart.iu.edu>. Registration for currently enrolled students begins by appointments several weeks prior to the start of a semester. All registration is conducted through the web and is open almost continuously until classes begin. Copies of the class schedule booklet are available at school and administrative offices and at other distribution points around campus. The class schedule lists registration and drop/add dates and times, academic advising opportunities, registration procedures, course section offerings, and other pertinent information concerning academic programs and enrollment in classes.

**REGISTRATION PROCEDURE:** Students are expected to consult the class schedule or web for registration information and procedures. In order to register for classes at IUS, a student must 1) be admitted to Indiana University 2) seek academic advising from designated advisers; and 3) verify he/she does not have any "holds" (service indicators) due to academic restrictions or financial obligations to the University. If a student has holds on their record, he/she will not be permitted to register for classes until the appropriate office or department removes the "hold". Students must obtain necessary permissions or instructor approvals to enroll in restricted enrollment course sections from the school offering the restricted course. Sections that require permissions have "PERM" listed after the course section number. Other restrictions to enrollment in a particular course section could include being enrolled in a particular academic unit. In these cases, the course section will be identified with the school code: RSTR (restricted), in which the student must be enrolled, listed after the course section number. Students must pay registration fees at the Bursar's office.

**Late Registrations and Course Additions** During the time between the end of the first week of class and the end of all fee refund periods a student must have the written permission of the instructor to add a class. After the end of all fee

refund periods, a student cannot expect to be allowed to enroll in a course for the current semester. Any exceptions to this policy would be for extraordinary, well-documented circumstances only, and will require approval by the instructor, the dean of the school offering the course, and the vice chancellor for academic affairs. A student should not attend a course in which he or she is not officially enrolled. Doing so can be construed as an act of academic dishonesty or as a theft of services and could be subject to appropriate disciplinary or legal sanctions. Students are encouraged to pursue the deferred payment options available through the Bursar's office, if needed.

#### **D-4. Attendance**

Attendance is required. Illness or religious observances are usually the only acceptable excuse for absence from class. Absences must be explained to the satisfaction of the instructor who will decide whether or not omitted work may be made up.

The office of each school can supply instructors with Notice of Excessive Absence forms which should be sent to any student whose absences are considered by the instructor to be excessive. A student who fails to attend class or to withdraw officially from class after having been warned, may be considered to have withdrawn unofficially and be given an FN grade in the course. A grade of FNN is given for a student who has never attended class.

#### **D-5. Withdrawals and Changes in Enrollment**

In order to process a withdrawal or change in a semester or session enrollment, the student must obtain, fill out, and submit a Drop/Add form at the registrar's office.

If a student withdraws from a course prior to or during the official drop/add period scheduled during the first week of each semester or session, no record of that enrollment or grade will be recorded on the student's official academic record (Official Transcript).

If a student withdraws from a course after the official drop/add period scheduled during the first week of each semester or session, a record of the student's enrollment and a grade of W will be recorded on the student's official academic record (Official Transcript) subject to the withdrawal policy and restrictions printed in the *Schedule of Classes* for a particular semester or session.

A grade of W is given automatically to the student who files an official withdrawal form before the end of the tenth week of a semester or the fourth week of a six-week summer session. Termination of class attendance without processing an official withdrawal form will result in a recorded grade of F on the student's official record. A completed withdrawal form will be dated and processed on the day it is submitted by the student to the registrar's office.

There can be no withdrawal after the tenth week of a semester or fourth week of a summer session except for urgent reasons related to extended illness or equivalent distress. The student who finds it necessary to request withdrawal for these reasons must obtain the appropriate form from the registrar's office and appeal in writing to the vice chancellor for academic affairs. The desire to avoid a low grade is not an acceptable reason for withdrawal after the tenth week of a semester or fourth week of a summer session.

Special withdrawal procedures are available to members of the military reserves who may be called to active duty. Information is available in the registrar's office.

#### **D-6. Grades and Grade Reporting**

IUS uses the following grading system:

A+  
A = Outstanding

A-  
B+  
B = Good  
B-  
C+  
C = Average  
C-  
D+  
D = Poor but passing  
D-  
F = Failed  
FN = Failed, not attending  
FNN = Failed, never attended

I = Incomplete  
NC = Audit  
R = Deferred  
S = Satisfactory  
W = Withdrew

Note: ZZ = Grades automatically given for students in the Perdue Programs in OneStart and Oncourse.

One of these grades must be reported at the end of the semester for each student in each course in which he or she is enrolled. No grade is recorded for a student who drops a course during the first week of classes. Students who enroll under the Pass/Fail option will be given regular grades (A, B, C, D, or F) by the instructor. The S grade will be recorded by the registrar for those receiving grades of A, B, C, or D. The use of the W grade for withdrawals is explained in Section D-5.

The grade of S may be used only under the following conditions:

1. prior to the beginning of the course, permission is received from the appropriate dean and the vice chancellor for academic affairs,
2. the only other grade permitted in a course in which the grade S is used will be F, and
3. hours of credit with the grade S will count toward graduation but the course will not be computed in the grade point average.

Final grades must be submitted in person by the faculty member by the date and time listed in the academic calendar for each academic session. Online grades submission may be made only via OneStart or Oncourse website.

#### 1. Grade Point Average

A student's grade point average is determined by dividing the sum of the grade points (credit hours of each course multiplied by the numerical equivalent of the grade) by the number of credit hours completed. Grade points per semester hour are:

A+ or A = 4 points, A- = 3.7,  
B+ = 3.3, B = 3.0, B- = 2.7,  
C+ = 2.3, C = 2.0, C- = 1.7,  
D+ = 1.3, D = 1.0, D- = 0.7,  
F = 0.0 points.

A minimum cumulative grade point average of 2.0 is required for graduation. See specific degree program requirements for more detailed information. Students who maintain an overall grade point average of 2.0 are considered to be in good standing in most programs.

## 2. Grading policy

The faculty of each department or school shall, for the guidance of individual faculty members, establish a policy for the awarding of letter grades, which policy shall be filed in the office of the Dean of Faculties or Vice Chancellor for Academic Affairs. (IU Board of Trustees policy)

Faculty members shall provide students with written criteria for grading course assignments and include written grading criteria in their course syllabi. (Faculty Senate policy-circular 96-9D)

## 3. Incompletes

The grade of I (Incomplete) indicates that the student has completed satisfactorily the major portion of a course but is prevented by extraordinary circumstances from completing the balance of the course. The grade of I will only be given if the instructor has sufficient reason to believe that the failure to complete the requirements of the course was due to factors beyond the student's control, and that it would be unjust to hold the student to the time limits normally fixed for completion of the required assignments. The grade of I will not be awarded simply to exempt a student from paying tuition for a repeated course.

In order to assign a grade of I, an instructor records the grade on the Official Grade Sheet and completes a "Documentation of Assignment of an Incomplete Grade" form available from the registrar. The instructor must indicate the conditions for removal of the I. A copy is sent to the student. If the instructor does not otherwise act to remove the I, the registrar will automatically change the I to an F at the end of one calendar year. Both the student and the instructor in whose course the student received the Incomplete will be notified of this change of grade.

## 4. Grade replacement policy

The following policy replaces the previous FX policy and takes effect at the start of the fall semester of 2003. With approval from the student's dean, an undergraduate student may repeat a course in which he or she received a grade of A, B, C, D, or F (including plus/minus grades) and have only the new grade (A, B, C, D, or F, including pluses/ minuses) count in determining the student's grade point average. The former course and grade will remain on the transcript with an appropriate notation. *Note:* A grade of W or I in a repeated course will not qualify to remove the original grade.

The grade replacement policy is subject to the following restrictions: (1) the option to replace grades of A, B, C, or D applies only to courses taken since the fall semester, 1996; (2) students must notify their school or division during the semester in which the course is retaken if they plan to repeat a course to replace a grade, and once such a request is submitted, it cannot be withdrawn; (3) a student may exercise this option for no more than five (5) undergraduate courses totaling no more than 15 credit hours, including any courses replaced under the previous FX policy; (4) a student may use the replacement policy only twice for a given course; (5) academic units retain the right to consider a student's complete academic record for purposes of admission to an academic program or selection for awards; and (6) grade replacement is available for courses taken at any Indiana University campus; however, this policy affects computation of GPA only for courses taken at IUS; student records from other campuses will reflect their grade replacement policies.

For more detailed information on the grade replacement policy, contact the Office of the Registrar.

## 5. Academic Bankruptcy Policy (effective Fall semester, 1996)

Students who have not attended IUS for at least two years, are undergraduates pursuing their first bachelor's degree,

and are returning to IUS for the fall semester 1996 or later may request academic bankruptcy. Bankruptcy means that all grades earned during the term(s) in question will **have a notation on their official transcript**. Academic bankruptcy may be requested for no more than two academic terms of IUS course work. Two consecutive summer sessions may be considered a single academic term for purposes of this policy. The petition must be submitted during the first semester back at IUS. Academic bankruptcy may be invoked only once in a student's academic career. Academic Bankruptcy Petition forms are available from your academic school or division.

#### 6. Grades for Credit Earned by Examination

When credit is earned by examination, only the grades of S and A will be used in recording. Ordinarily the grade of S will be awarded with the grade of A assigned only in instances of clearly superior performance on the examination.

#### **D-7. Change of Grade**

After a grade other than I (Incomplete) has been reported to the registrar's office, it may not be changed without permission of the vice chancellor for academic affairs. Only cases of error in recording or computation will be considered by the vice chancellor in granting such permission. Neither student pleading nor additional work completed will constitute grounds for changing a recorded grade other than I (Incomplete). Change of grade forms are obtained from the registrar.

#### **D-8. Mid-semester Grades**

Effective Fall 2007, midterm grades should be submitted for all degree-seeking freshmen (1-25 credit hours). This includes students in Academic Success Center who have not yet declared a major and exclude visiting students and non-degree students. Mid-semester grades should be transmitted to the students not later than the two-thirds point of the semester. To facilitate ease of posting and access, it is strongly recommended that these grades be posted on Oncourse.

#### **D-9. Holds (Service Indicators)**

A "hold" is placed on a student's record that limits services to that individual. A student with a hold is not permitted to register or receive certified records or an honorable dismissal without authorization from the university office responsible for mandating the hold. Students whose financial accounts with the campus are delinquent, who owe library or parking fines, or who have been suspended for not meeting required academic standards have a hold (service indicator) on their record.

#### **D-10. Application for Degrees**

Students planning to graduate must submit an Application for Degree form to the office of their school dean. After approval by the dean (signifying that the student will probably be able to meet the degree requirements within the time limits), the completed form is forwarded to the registrar's office by the secretary. See class schedule for application for degree due dates.

#### **D-11. Personal Counseling**

In addition to the counseling available from the faculty and staff, a professional counselor is on campus to assist students with their personal problems. This person can help students resolve conflicts and problems associated with college attendance, family life, or personal development. Appointments should be made through the secretary in the ASC office. There is no charge for the services and all counseling is completely confidential.

#### **D-12. Financial Assistance**

A complete range of scholarships, grants, short-term and long-term loans, and employment is available to students. Faculty members who encounter students who need financial assistance should refer them to the Office of Student Financial Assistance.

### **D-13. Student Activities**

Student activities are considered to be part of the educational process. This philosophy is based upon research which has indicated that learning is influenced by peer groups in out-of-classroom situations, and that student success and student relation is positively correlated to involvement in the life of the campus. Consequently, student activities are perceived as a chance to provide experiential types of learning opportunities for interested students.

Of special concern to faculty members is the advising of student groups. The adviser is expected to meet with the group at its regular meetings and attend its activities. Advising a student group can be a rewarding experience. It is hoped that faculty members will accept such responsibilities as a proper part of their involvement in the academic community. Interested persons should see the Director of Campus Life.

### **D-14. Standards of Student Conduct**

Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. As any other citizens, students have rights and obligations. Students are responsible for their personal conduct under federal, state, and local law, and their status as students neither excuses nor protects them from civil and criminal sanctions. All faculty members have the responsibility and general authority to help preserve order, ethical behavior, and honesty at the campus, especially in their classes.

Please see the *Indiana University Code of Student Rights, Responsibilities and Conduct* for a complete discussion of student conduct and procedures for handling conduct cases.

### **D-15. Sex Offender Screening**

In compliance with Indiana law, Indiana University Southeast periodically checks the names of enrolled students against the names listed in the Indiana Sex Offenders Registry. It is the policy of Indiana University Southeast that no students who have been convicted of sex offenses against children shall be eligible for admission to or matriculation in any academic program which places them in direct proximity to children (people under the age of 18). Such students will be given alternative assignments to any class projects, field experiences, practicums or extracurricular activities that would put them in proximity to children.

### **D-16. Medical Care**

The university assumes no obligation to provide medical care. In the case of emergency, university employees may, if qualified, render first aid, and university vehicles may be used to take an injured person to the hospital emergency room. Physician and hospital charges are payable by the patient. University Police officers have received first aid training and may be contacted at ext. 2400. They should be contacted if a student appears to be in need of assistance.

### **D-17. E-mail Communication**

In accordance with Indiana University policy, IUS uses electronic mail (email) as an official means of communication with IUS students. A student's failure to receive or read official university communications sent to the student's official email address does not absolve the student from knowing and complying with the content of the official communication. The full text of the IU Policy on Use of Email as Official Correspondence with Students can be viewed at <http://registrar.iupui.edu/iu-email.html>.

### **D-18. FERPA and data security**

Indiana law makes one personally liable, with no protection from IU, for violation of the Family Educational Rights and Privacy Act (FERPA), Faculty needs to be aware that sending grade spreadsheets to the entire class, posting their working gradebook to their website, or just generally storing information containing student names, UIDs, and grade information on their computer and not in their protected network storage space may incur such liability. The links below provide information as to the specific polices:

Link to the annual FERPA notice that IU is required to provide students:

<http://www.ius.edu/Registrar/Release.cfm>

FERPA Tutorial:

<http://webdb.iu.edu/arms/compliance/ferpa.cfm>

Protection of Sensitive Institutional and Personal Data

<http://itpo.iu.edu/policies/bestpractices/>

## **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