

INDIANA UNIVERSITY SOUTHEAST

POLICIES & PROCEDURES MANUAL

Seventh Edition
January 2000

Updated: JANUARY 2001
Updated: OCTOBER 2001

FOREWORD

This manual has been prepared to provide guidance and information regarding policies and procedures at Indiana University Southeast. It is intended to be a supplement to the *IUS Faculty Manual*, the *IUS Reference Book*, the *IU Academic Handbook*, the *IU Personnel Policies*, the *IU Travel Guidelines, Procedures, and Forms*, the *IU Institutional Financial Policies*, and the *Indiana University Southeast Bulletin*. It will therefore omit or only reference many items of important information that are discussed in detail in those publications. It will also borrow from those publications (often without giving specific credit). This approach has been taken to emphasize important policies and procedures and adapt them to specific issues at IU Southeast, not to supersede or supplant general University policies. In situations not covered by the instructions herein, please consult your supervisor.

In this manual the term “department head” refers to the person in charge of a unit, such as an academic school or division, an office, or a department. The term “senior administrator” refers to an administrator who oversees a number of units in a functional area.

The information in this manual has been collected and edited by the IU Southeast Office of Administrative Affairs. Revisions, additions, or deletions should be sent to Administrative Affairs in LB 156 for inclusion in the next edition.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY OF INDIANA UNIVERSITY

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.

Policy Approved By The
IU Board of Trustees
12/4/92

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SECTION A: CAMPUS ORGANIZATION

A planning document has been developed for Indiana University Southeast entitled *Strategic Directions for Indiana University Southeast: Mission, Vision, Goals and Aspirations*. The document is available from the Chancellor's Office upon request. The following "Mission," "Vision," "Strategic Goals and Objectives," and "Communication, Cooperation, and Participation in the Continuing Planning and Evaluation Process" are excerpts from that document.

A-1. MISSION FOR INDIANA UNIVERSITY SOUTHEAST

Indiana University Southeast is a challenging, innovative and supportive learning community committed to the intellectual and social growth of students, to the cultural and economic well-being of Southern Indiana and the Greater Louisville metropolitan area, and to the advancement of knowledge in the context of a global society.

A-2. VISION FOR INDIANA UNIVERSITY SOUTHEAST

Indiana University Southeast will become an outstanding regional university: by achieving excellence in all its programs and activities; by providing a broad range of highest quality professional services to the community through collaborations, partnerships, and applied research; and by providing a broad range of cultural activities and events that enrich the life of the campus and the community.

Indiana University Southeast will create learning experiences for students that combine theory and practice using the best equipment, facilities, technologies, and community resources that a world-class faculty can bring together.

Indiana University Southeast aspires to be the best regional university in the nation.

A-3. STRATEGIC GOALS & OBJECTIVES

Goal One: Offer high-quality academic programs...

- ! Focus on the development of essential skills and knowledge for all graduates
- ! Respond effectively to the needs of students and the community
- ! Encourage life-long learning

Goal Two: Develop and sustain excellence in learning and teaching...

- ! Recruit and retain excellent faculty members committed to the mission of IU Southeast
- ! Use innovative practices in learning and teaching
- ! Use innovative technologies to strengthen learning and teaching

Goal Three: Enrich students through expanded opportunities...

- ! Provide educational opportunities to a more varied student population
- ! Expand the range and accessibility of curricular and extracurricular opportunities for citizens of the region
- ! Improve support for students with disabilities

Goal Four: Maintain and develop opportunities to advance knowledge and creative works...

- ! Encourage and support faculty members in research and creative work that advances their disciplines and strengthens their teaching
- ! Address faculty development in research and creative work through structured activities
- ! Increase student participation in research and creative work

Goal Five: Build and sustain a strong sense of campus community...

- ! Engage students more fully in the intellectual and social life of the campus
- ! Improve communications among all groups on campus
- ! Increase the diversity of students, faculty, and staff to create a richer education experience for all students

Goal Six: Develop and sustain mutually beneficial relationships with the external community...

- ! Create synergistic partnerships with a wide range of organizations in the community
- ! Share professional expertise and resources with the community to solve problems

Goal Seven: Communicate with the external community the goals and roles of IU Southeast, and its success at fulfilling them...

- ! Establish an Office of External Affairs to provide focus and direction to the campus' community relations efforts
- ! Implement a coherent marketing and image building strategy for the campus; coordinate outreach efforts and marketing plans among units
- ! Enhance relationships with alumni, and facilitate their involvement with the campus community
- ! Implement strategies for outreach to communities in the IU Southeast service region

A-4. COMMUNICATION, COOPERATION, AND PARTICIPATION IN THE CONTINUING PLANNING AND EVALUATION PROCESS

IU Southeast will achieve dynamic and forward-looking strategic planning by:

- ! Involving all major campus constituencies in assessment and planning efforts
- ! Periodically reviewing and setting campus priorities
- ! Clearly assigning major objectives to responsible parties, and charging those parties with developing and implementing detailed plans to accomplish those objectives
- ! Continuously scanning the institution's environment, monitoring progress of the campus's programs, and providing feedback to departments and operating units that fosters continuous improvement
- ! Providing, through institutional research, information needed to analyze needs, to define goals and baseline measures, and to monitor progress
- ! Linking planning activities with the campus budget development process; and using existing institutional structures and processes as much as possible, creating new ones only when necessary.

A-5. ADMINISTRATIVE ORGANIZATION

To accomplish its mission, Indiana University Southeast has been organized into administrative units illustrated on the *IUS Administrative Organizational Chart*. Incumbents are listed in the current *IUS Reference Book*.

A-6. DUTIES OF PRINCIPAL ADMINISTRATORS

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 the IU system 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 publics 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, as well as the development and utilization of the physical facilities. The chancellor presides over the Administrative Council, Campus Executive Council, and the IUS Board of Advisors.

! Vice Chancellor for Academic Affairs - The vice chancellor for academic affairs is accountable to the chancellor for the development, coordination and promotion of all academic and non credit 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 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*.

- ▶ **Associate Vice Chancellor & Dean for Research** - The associate vice chancellor assists in the professional development of faculty, provides information on internal and external funding opportunities, and administers funded research in both pre-award and post-award phases. The associate vice chancellor chairs the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC), and 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*. The associate vice chancellor edits the *IUS Faculty Manual*, the *IUS Bulletin*, and other Academic Affairs publications, serves as IHETS Service and VIC Liaison, and has responsibility for academic assessment.
- ▶ **Academic Deans/Site Coordinator (Arts & Letters, Business, Education, Natural Sciences, Nursing, Purdue Programs, Social Sciences)** As the administrative officer in charge of an academic school or division, the dean is responsible for its educational programs and related activities and is accountable to the vice chancellor for academic affairs. The dean ensures that the affairs of the school or division are conducted in accordance with the policies and procedures of the IU system, IUS, and relevant state statutes. After consultation with the faculty, deans develop and administer divisional policies, plans and

regulations. With the assistance of the faculty, they prepare academic program proposals and implement them after approval. They recruit, evaluate and administer personnel in the school or division, including recommending appointment, promotion, tenure, termination, salary, office assignments, and teaching or other work assignments after appropriate consultation with the faculty. The deans prepare the unit operating budgets and administer unit fiscal affairs. They call and chair faculty meetings, appointing committees when needed to assist in the administration of the school or division. Representing the academic unit, maintaining communications within the unit 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.

- ▶ **Manager of Continuing Studies Credit Programs** - The manager administers the General Studies degree programs and other credit programs of the Division of Continuing Studies and provides counseling services to Continuing Studies students. Promotes the AGS/BGS, Basic Supervision Certificate/Minor and Hazard Control Technology degree programs. Administers off-campus programs and interfaces with local businesses and companies that have instituted credit programs for their employees. Works in conjunction with the Manager of Noncredit Programs, to promote credit programs, and/or assist with noncredit programs when feasible.
- ▶ **Manager of Continuing Studies Noncredit Programs** - The manager handles program development, marketing and administration of noncredit programs in the Division of Continuing Studies. Assists with recruitment and off-campus program development. Acts as business/industry liaison for campus providing training, education, consulting and other contract services for business and industry. Acts as the university's liaison with the Japan Center and the Japanese Saturday School.
- ▶ **Director of Library Services** - The director of library services is responsible for all phases of operation of the IUS library. Working with the book budget allocation process established in consultation with the Library Committee, the director and staff order needed books, periodicals, and reference materials. The director is also responsible for selecting and directing the library staff, supervising the processing, storage, and use of library materials and equipment, and overseeing utilization of all library space and facilities.
- ▶ **Director of Institutional Research** - The director of Institutional Research is responsible for all functions of the Office of Institutional Research. Key functions include development and maintenance of appropriate information databases, production of regularly scheduled research reports and responding to requests for specialized research. The office also provides assistance to units that undertake institutional research projects related to their areas of responsibility. The director is also responsible for selecting and directing the work of staff assigned to the office.
- ▶ **Registrar** - The registrar is responsible for providing recording and academic support services for faculty, students, staff and administrators, concerning the establishments, update, audit, certification and privacy of student enrollment records, grades and academic degrees. Responsible for the assignment of instructional space, the publication and distribution of class

schedules, registration and drop/add activities, distribution of enrollment and grade rosters, the collection and recording of student grades and distribution of grade reports. Responsible for degree and honors certification, the planning and conduction of commencement activities. Acts as campus authority responsible for determining student "residence status" for fee paying purposes at IU.

- ▶ **Coordinator, Student Development Center** - The coordinator of the student development center develops programs, supervises tutorial labs, recruits and evaluates faculty, administers tests, supervises staff, manages account, conducts research and represents the campus.

! **Vice Chancellor for Administrative Affairs** - The vice chancellor for administrative affairs exercises executive and administrative direction over campus financial and selected administrative operational programs; development and monitoring of campus budgets; coordination of and planning for capital construction, repairs, and renovations, management of land acquisitions; and operation and maintenance of facilities, grounds, and other aspects of campus infrastructure. The vice chancellor also establishes policies and procedures affecting long-range institutional plans and projects, and oversees a group of support operations to include: accounting, bookstore, bursar, central stores, human resources, inventory control, parking, payroll, physical plant, mail services, printing and duplicating, purchasing, and university police.

- ▶ **Director of Accounting Services** - The director of accounting services provides administrative and management direction to control the operations of the accounting services/bursar office, which include accounting, budget and cash control functions. With the vice chancellor for administrative affairs, plans, develops, and prepares the annual campus budget. Serves as the chair of the Campus Life Budget sub-committee and account manager of the Student Activity Fee Income control account. Reviews and monitors current operating budgets and the accounting statement of accounts of the campus. Acts as manager of the IUS Chart of Accounts in the on-line Financial Information System. Exercises administrative (final) approval on all documents entered into the FIS and budget override authority in TOPS, the on-line Purchasing system. Oversees the bursar function and the Bursar Accounts Receivable System.
- ▶ **Manager of the Bookstore** - The bookstore manager oversees all aspects of the bookstore operations, including purchase, receipt and sale of merchandise. Develops and implements policies and procedures, prepares and manages budget, controls and monitors physical inventory, supervises staff, and represents bookstore at state and national meetings.
- ▶ **Director of Campus Services & Purchasing** - The director of campus services & purchasing manages departmental operations to include purchasing, central stores, central copy center, receiving/delivery, satellite copiers, student coin-operated copiers, mail services and capital asset management.
- ▶ **Director of Human Resources** - The director of human resources plans, directs and administers activities for effective use of human resources to achieve the campus mission. Directs and administers payroll, fringe benefits, recruitment, university policies, classification, training and development programs, unemployment, workers compensation. Interprets and insures compliance with federal and state regulations governing employment.

- ▶ **Director of the Physical Plant** - The director of physical plant controls the maintenance operations of the buildings, grounds and automotive service. Plans and directs renovation and maintenance programs. Establishes policies and procedures. Monitors contractors' performance. Develops safety programs in conjunction with the chief of police and safety.
- ▶ **Chief of Police and Safety** - The chief of police and safety serves as the senior law enforcement officer for campus. The chief implements system-wide policies and procedures and provides law enforcement advice to campus administrators. The chief manages the campus police, fire, first-aid, key, signs, safety and parking programs along with OSHA, biohazard, hazardous material, disaster response and risk management programs.
- ! **Vice Chancellor for Student Affairs** - The vice chancellor for student affairs plans, organizes, directs and administers the student services division and its reporting units: student financial assistance, admissions, career services and placement, athletics, university division, disabled student services and campus life which encompasses student activities, the conference center, the adult student center, and the children's center. The vice chancellor supervises and approves policies, resources allocation, and evaluation of services and staff. Serves as the campus officer for enrollment management.
- ▶ **Director of Admissions** - The director of admissions plans, directs and administers all aspects of campus admissions. Conducts market research to design advertising, to promote the campus and its offerings. Develops and conducts recruitment. Interprets and applies university admissions policies.
- ▶ **Director of Athletics** - The director of athletics, head basketball coach is responsible for the athletic program which includes intercollegiate sports, intramural sports and recreation activities. Coaches the varsity basketball team. Provides guidance to the booster club related to generating financial and community interest and support. Serves as account manager; monitors financial activities and approves expenditures.
- ▶ **Director of Campus Life** - The director of campus life has the responsibility for the activities of student life including directing the university center (including food services), adult student center which includes housing assistance services, volunteer center and overseeing campus activities functions and the children's center; insuring that high quality services and programs are provided to students and the university community; and managing the operations of facilities in university center.
- ▶ **Director of Career Services & Placement** - The director of career services & placement directs and administers the operations of the office which provides services relative to career counseling, occupational testing, workshops and seminars on topics such as resume preparation, interviewing techniques, job search, use of the Internet and the world wide web. Directs and administers the operations of placement/ employment counseling and referral, student employment, federal work study program, internships/cooperative education, campus recruitment and job fairs by prospective employers, and outreach to local and regional employers through participation in professional associations.

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- ▶ **Director of Student Financial Assistance** - The director of student financial assistance plans and administers the procurement of financial aid funds, the development and implementation of policies and procedures, the provision of services, the maintenance of records and the preparation of reports.

 - ▶ **Director of University Division** - The director of university division plans, directs and administers all aspects of the university division which provides academic counseling for entering and high risk students and is responsible for new student orientation. Develops advising program objectives and procedures. Develops needed services for new students. Supervises student records. Conducts applied research to determine efficiency of advising program and to institute new programs, techniques and procedures to enhance student success.

 - ▶ **Coordinator of Services for Students with Disabilities** - The coordinator serves as designated campus compliance coordinator for disabled student services. Provides orientation, academic support, counseling, and accommodations such as testing, note taking, and budget. Analyzes needs, maintains records, prepares reports. Investigates problems and proposes solutions. Acts as liaison with other departments and the community. Assists students with registration, course selection, and mobility training. Develops publications, manuals and programs to train campus personnel, inform the public or promote services. Serves as advisor to a student organization.

 - ! **Vice Chancellor for External Affairs** - The vice chancellor for external affairs serves as the primary external relations officer of the campus to develop, promote and nurture public knowledge and private financial support of the campus. Oversees the operations of development, alumni affairs, and the Ogle Center. Oversees the operations of public relations through cultivation of media relations, providing information about the university, its programs and personnel, facilitating communications internally and externally, coordinating campus publications, building institution image, and marketing the university to its several publics.

 - ▶ **Director of Alumni Affairs** - The director of alumni affairs plans and coordinates programs and activities. These include service items such as alumni records management, alumni publications, membership development, reports, and special events. Assists in the annual alumni phonathons and other fund raising activities.

 - ▶ **Manager of the Ogle Center** - The manager of the Paul W. Ogle Cultural and Community Center is responsible for establishing and coordinating the philosophy and artistic direction of the center, utilizing the center's facilities and planning development activities. Develops sources of funding support and sponsorship for activities which facilitate growth in programs offered to the community.

- **Vice Chancellor for Information Technology** - The vice chancellor for information technology provides leadership, planning, and coordination of information technologies including computing services, media services, and telephone services. The vice chancellor heads the Technology Planning and Advisory Committee and the Technology Users Group with the objectives of delivering timely and appropriate technology services to all campus constituencies. In addition, the vice chancellor is the campus liaison on university-wide information technology committees and participates in the development of information technology standards for all Indiana University campuses.
 - ▶ **Director of Computer Services** - The director of computer services provides vision and directs the management and operations of computer services which includes both academic and administrative areas. Manages the personnel, the budget and the equipment of the department. Establishes priorities, policies and procedures. Provides technical and general computing-related information for campus and determines long and short term needs and goals in consultation with the vice chancellor for information technology. Promotes user awareness.
 - ▶ **Director of Media Development** - The director of media development manages all operations, activities, facilities, and staff under the auspices of media services. Provides campus leadership in design and development of the IUS Website. Fosters and leads the development of all digital media. Provides instruction (both credit and non-credit), in areas of digital media and professional consultation to the university community.
- **Executive Assistant to the Chancellor** - The executive assistant to the chancellor assists the chancellor in the performance of duties. Performs a variety of complex administrative tasks in direct support of the chancellor. Serves as the chancellor's representative at various events. Creates ways to enhance the chancellor's role in the community.
- **Director of Equity and Diversity & Campus Affirmative Action Officer (CAAO)** - The director of equity and diversity & CAAO plans, directs and administers the activities of the equity & diversity office and minority enhancement programs engaged in coordinating and monitoring recruitment and retention programs for faculty, staff and students. Develops and implements training programs on diversity and AA/EEO issues. Hears, investigates, and resolves grievances under AA/EEO policies and laws. Plans and directs the coordination of policies and procedures in support of AA/EEO goals. Provides technical assistance to campus and university administrators on issues relative to AA/EEO.

A-7. REVIEW OF CAMPUS ADMINISTRATIVE OFFICERS

Administrative officers with campus-wide responsibilities that bear directly on the mission of Indiana University Southeast shall have their performances, and that of their offices, evaluated every five years. The review shall be conducted in the fifth year in office and at recurring intervals of five years thereafter. The principal purpose of these reviews is to provide constructive feedback and advice to improve campus administration and to maintain superior administrative performance.

(See **Review Procedures for Campus Administrators - Exhibit 1.**)

A-8. CHANCELLOR'S ADVISORY COUNCILS AND COMMITTEES

- ! **Campus Executive Council** is comprised of the chancellor, the vice chancellors, representatives of the faculty senate, professional staff council, staff council, student government, academic deans, and other administrative officers that the chancellor may deem appropriate for service in this group. This group meets monthly and serves as the primary communications group for campus constituent groups. This group is involved in agenda setting for the campus. Representatives will be selected by the constituent groups, unless otherwise designated.

- ! **Chancellor's Administrative Council** is comprised of the chancellor, the vice chancellors, the associate vice chancellor for academic affairs, and other administrative officers that the chancellor may deem appropriate for service in this administrative group. This group will meet weekly and will be advisory to the chancellor.

- ! **Administrative Committees** are advisory committees comprised of faculty, staff and students appointed annually by the chancellor. Committee memberships are listed in the current *IUS Reference Book* compiled by the Chancellor's Office. All members of the faculty and staff are invited to offer suggestions to any committee. Duties of administrative committees and groups are listed below:

Campus Budgetary Advisory Group (CBAG)

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

Campus Facilities and Safety Committee

- ▶ To receive, present and evaluate suggestions from the campus community concerning matters of safety and security.
- ▶ To evaluate the effectiveness of the assigned safety and security personnel in the performance of their duties.
- ▶ 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.
- ▶ 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.
- ▶ To make recommendations to the administration regarding campus buildings and their furnishings, parking areas, site development and energy conservation.
- ▶ To hear and determine all appeals of charges of violation of the Motor Vehicle, Bicycle, and Traffic Regulations.
- ▶ To establish rules of procedure for conducting such hearings.

Campus Life Committee

- ▶ To develop plans and review suggestions for improving campus life and student services and to promote student participation in extracurricular activities.
- ▶ 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.

- ▶ 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.
- ▶ To advise the chancellor regarding the allocation of the funds derived from the Student Activity Fee.

Classification Appeals Committee

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

Council on Equity & Diversity

- ▶ To advise the Chancellor, the Director of Equity and Diversity and the University affirmative action officer on policies and procedures concerning affirmative action. This will include (a) regularly reviewing the university's affirmative action goals and progress toward those goals; and (b) reviewing the university's policies, procedures and programs to assure that they are compatible with the affirmative action plan.
- ▶ 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.
- ▶ To regularly review the affirmative action plan for the campus.
- ▶ To advise as appropriate the affirmative action planning in the various departments on the campus.
- ▶ To oversee the organization and production of various programs that promote equity and diversity on campus.
- ▶ To promote the mission of the Office of Equity and Diversity.

Enrollment Management Group

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

Institutional Animal Care & Use Committee

- ▶ To review, at least once every 6 months, the research facility's program, using USDA Regulations/Guide as basis.
- ▶ 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.
- ▶ To prepare reports of IACUC evaluations and submit the reports to the Institutional Official.
- ▶ 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.
- ▶ To make recommendations to the Institutional Official regarding any aspect of the research facility's animal program, facilities or personnel training.

- ▶ 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.
- ▶ 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.
- ▶ To suspend an activity involving animals when necessary; take corrective action and report to funding agency and USDA.

Institutional Review Board (IRB)

- ▶ 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.
- ▶ 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.
- ▶ To make recommendations to the administration regarding the use of human research subjects.

Marketing Committee

- ▶ 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.
- ▶ To propose specific activities to market the campus and its programs.

Religious Advisory Board

- ▶ To aid the administration in determining what is valid campus ministry.
- ▶ To approve volunteer local clergy as IUS campus ministers.
- ▶ To appoint a program committee to create, develop, and implement (after approval) programs of religious interest.
- ▶ To approve plans for programs and activities proposed by the Program Committee.
- ▶ To foster cooperation and interaction between the IUS community and area support groups such as ministerial associations.

Student Technology Fee Advisory Committee

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

University Division Advisory Committee

- ▶ To provide faculty insight and advice to the academic units regarding such matters as policies and issues, suspension appeals, first year student academic seminar, and implementation of faculty advising at new student orientations.

SECTION B: FINANCIAL MANAGEMENT

B-1. THE ACCOUNTING SYSTEM

The Indiana University accounting system is designed to insure fiscal integrity and responsibility within the University, and to properly classify and record income and expenditures for financial report preparation. The system used is the Financial Information System (FIS) software. IU Southeast Accounting Services may be contacted for additional information and training on the use of the FIS.

Account Manager & Account Supervisor:

In order to enhance operational efficiency and managerial decision-making, the IU Southeast budget is organized into operational-type accounts. An account manager and an account supervisor are designated for each account. Account managers and account supervisors must be exempt employees. The duties and responsibilities of the account manager relate to budgeting, where applicable, authorizing charges and credits to the account, reviewing activity to assure compliance with policies and procedures of the administration and the IU Board of Trustees, understanding the purpose of the fiscal activity and recorded financial data, balancing the account, and retaining certain records applicable to the account. The responsibilities of an account supervisor relate to overseeing the duties performed by an account manager as they pertain to activities.

Delegation of Signature Authority and Account Delegation Authorization:

An account manager may delegate two types of account approval authority:

- **Delegation of Signature Authority (Exhibit 2)** is used by the account manager to delegate to another exempt employee account signature authority to approve all paper forms and documents within an account as needed.
- **Account Delegation Authorization Form (Exhibit 3)** is used when an account manager wants to designate a delegate (an active user of the FIS Transaction Processing system) to approve selected or all electronic financial transactions within an account as needed. This delegation procedure is outlined in *IU Institutional Financial Policy I-10*.

Financial Reports:

Financial reports are prepared monthly by IU Financial Management Support to provide an account manager with information as to the transactions that have taken place during that period. The main report is the **Operating Statement (Exhibit 4)** which details the current budget, actual cash expenditures, encumbrances, and budget balance. Monthly, the operating statement is sent to the account manager electronically (via e-mail); it should be reviewed to be certain that the charges reflected are correct and are in agreement with the budget projections. The account manager is responsible for identifying sources of funds to cover any overdraft. The Director of Accounting Services monitors all accounts for possible overdrafts and will notify the account manager of potential problems. Questions about the interpretation of the account operating statement or charges that have been made to the operating statement may be addressed to the Director of Accounting Services (ext. 2359).

B-2. BUDGET DEVELOPMENT PROCESS

The IU Southeast operating budget is prepared prior to the start of each fiscal year, which begins July 1 and ends the following June 30. The operating budgets depend on the level of state appropriation, student fees, and other income. These three items represent the total funds available for operations at this campus. As the chief executive officer, the Chancellor has the responsibility of allocating the funds available to various academic and support units on the campus.

The Chancellor's Budget Committee (Chancellor and Vice Chancellors) and the Campus Budgetary Advisory Group (CBAG) will separately develop a set of campus budget priorities each year. All major constituent groups on the campus will be allowed and encouraged to participate through their representatives on CBAG. Guidelines for budget proposals and a deadline for submission will be published by CBAG each fall.

The account manager for each department will develop a budget proposal that supports the goals, missions, and priorities of the campus and the University. The budget proposal should include a narrative justification that will help make the connection between the funding request and the campus and the University missions, goals, and priorities. Requests for changes in funding must be supported by clear objectives to be accomplished and the method for assessing achievement of those objectives. Account managers will be encouraged to reallocate funds from low to high-priority activities under their direction, instead of merely requesting additional funding. The Administrative Affairs Office will provide current **Request for Funding** forms (**Exhibit 5**) as well as budget request guidance each year at budget development time. It is the responsibility of each account manager to accumulate data to provide sufficient detail to justify proposed expenditures indicated in the budget request. The budget request should serve as a plan of operation for the unit and be consistent with the objectives that have been approved for that unit.

The Chancellor's Budget Committee will meet with each account manager who requests new funding or a major reallocation of existing funding. These meetings provide the opportunity for the account manager to fully explain his or her budget request and for members of the Budget Committee to ask clarifying questions.

The Chancellor and each Vice Chancellor will evaluate and prioritize new budget requests for all units reporting directly to him or her. The Chancellor's Budget Committee will develop an overall priority ranking of the requests for the campus, including mandated funding requirements and other key priorities. CBAG will review the requests and develop an overall priority list for the campus, including the addition of key priorities. CBAG will also make recommendations on general funding priorities, which may include reallocation of existing funds.

The Chancellor (or his designee) and CBAG representative(s) will meet and discuss their respective budget priorities. Although it may not be possible or even desirable to attain consensus, it is certainly possible that each group may modify its priorities as a result of this meeting.

The Chancellor will ultimately set the budget for the campus based on constituent input, the goals, missions, and priorities of the campus and the University, and the available funding.

B-3. ADMINISTRATION OF BUDGETS

The administration of a department budget is the responsibility of the account manager, and each account manager is charged with maintaining budget integrity through the fiscal period. If required, account managers must take corrective action to assure that the operations will be conducted within the funding level approved.

Object Codes:

The budgeting of funds and the recording of transactions are made by use of income and expenditure object codes—see **Exhibit 6** for principle **IU Object Codes**. A transfer from the Salaries classes to Supplies & Expense may be approved for costs of honoraria and supplemental payrolls.

Reallocate/Expend Processes:

The following electronic FIS documents have been developed to reallocate and expend account funds:

The **Budget Adjustment** document in the FIS is used to establish income and expense lines to provide a means to spend funds and receive income on a budgeted account. It can also be used to increase income and/or expense lines either on a base budget to indicate an anticipated change in the budget construction process for the following year, or on a current budget to indicate anticipated activity in the current year, or both.

A new budget will be created when a new account has been established during the operating year, or when an existing account that did not have a July 1 budget is receiving funding from another source. Budget adjustment documents are made to adjust the base budget when a change in income or expense is anticipated to be ongoing, or to adjust the current budget when a change in income or expense is anticipated to be for the current operating year. Each account manager's or delegate's approval is required for a budget adjustment. Additional approvals may be established within the review hierarchy.

The **Transfer of Funds** document in the FIS is used to transfer funds (cash) between accounts. There are two kinds of transfer transactions, mandatory and non-mandatory. Mandatory transfers are required to meet contractual agreements. Non-mandatory transfers are allocations of unrestricted cash between fund groups (e.g. 08- to 22- account) which are not required either by the terms of a loan or by other external agreements. Each account manager's or delegate's approval is required. Additional approvals may be established within the review hierarchy.

The **General Error Correction** (GEC) document in the FIS is available for the electronic correction of errors. The GEC is used to correct inappropriate or incorrect account numbers or object codes in the general ledger originally processed by the FIS. This document identifies specific transactions and changes to the general ledger. By consistently referencing the details of each transaction, the GEC preserves and maintains the audit trail. Each account manager's or delegate's approval is required for a GEC. Additional approvals may be established within the review hierarchy.

The **Disbursement Voucher** document is a document in the FIS that is used to reimburse Indiana University employees, non employees, and other vendors for expenses incurred while conducting university business, performing a service, or providing material goods for the university. Most often this reimbursement is in the form of a check. The Disbursement Voucher is used any time a check is needed for a payment which does not go through the procurement cycle. (The procurement cycle is the process of initiating a requisition, creating a purchase order, and making a payment through Accounts Payable.) The Disbursement Voucher can only be used for a one-time payment. It cannot be used to pay installment payments.

The following are some instances where a **Disbursement Voucher** might be used:

- claims and settlements (e.g., insurance and worker's comp)
- compensation for services to a non-employee
- utilities, freight, and postage
- prizes and awards
- refund/repayment to individual or agency
- reimbursement for "out of pocket" expenses
- rents
- research participation
- royalties
- subscriptions, books, or membership fees
- travel for a non-employee / travel for a non-employee with honorarium
- payment for a prepaid travel

The following are some instances where a **Disbursement Voucher** cannot be used:

- to reimburse an IU employee for personal services, with the exception of subject payments (using the payment reason: "Payment to Research Participant").
- to pay university departments. The appropriate document in the FIS would be an Internal Billing document discussed below.
- to pay for capital equipment. Contact the Purchasing Office for this type of payment.
- to pay for software upgrades. Contact the Purchasing Office for this type of payment.

The IU Southeast Accounting Services department may be contacted for additional information and training on the uses of the FIS system and the documents discussed in this section.

Accounts Payable:

The accounts payable representative, who reports to the Director of Accounting Services, is responsible for scheduling payment for all external invoices processed by campus departments. See Section H-11 for additional information on the accounts payable function.

University Income Billings:

A number of departments other than the Bursar's Office are responsible for the collection of departmental income. Examples include the Bookstore, Printing and Duplicating, and the University Center Conference and Catering operation. In all cases, the department responsible for the maintenance of the income records is the department responsible for the preparation of income billings. Income billings may be either within or outside of the University fiscal structure. Different processes are necessary as explained below.

The **Internal Billing** and **Service Billing** documents in the FIS are used for the billing of goods or services provided by the University to another internal department, reflecting income to the provider and expense to the customer. These transactions will be generated on an individual basis by the servicing department. The **Internal Billing** requires account manager approval; the **Service Billing** requires a contract between departments.

The **Billing Invoice** paper document is used to bill organizations outside the University, such as the IU Foundation, the IU Alumni Association, and other outside agencies.

B-4. STUDENT ACTIVITY FEE BUDGETS

Student activity fee budgets are prepared and administered as follows:

1. In January, the Vice Chancellor for Student Affairs will forecast anticipated revenue from the student activity fees for the coming fiscal year.
2. Shortly thereafter, the Director of Accounting Services will send out budget worksheets to each account manager (whose account is funded with Student Activity fees) in order for them to prepare proposed budgets. Detailed explanations must accompany these completed worksheets. If there is a need to add a new program or request additional funds for a current program, a separate description of the use of this new money must be included.
3. Programs currently funded on an ongoing basis by the Campus Life Committee are as follows:

Athletics	Student Government Association
Children's Center	Student Life
Learning Enrichment & Research Journal	Student Program Council
Literary Magazine	Student Publications (<i>The Horizon</i>)
	Volunteer Center
4. The Campus Life Committee holds budget hearings with the various account managers to review proposed income and expense budgets and make recommendations on those budgets.
5. On or about April 1, a recommendation from the Campus Life Committee will be forwarded to the Chancellor for his review and recommendation to the President and the Trustees, who make the final decision.
6. Account managers are responsible for informing the Campus Life Committee in a timely fashion of any varying circumstances effecting their current budget or future needs.

B-5. CASH CONTROLS

The Director of Accounting Services has been given the responsibility by the Chancellor and the Vice Chancellor for Administrative Affairs to enforce the policies and procedures for controlling, accounting for, and safeguarding cash at this campus.

Specifically, Accounting Services/Bursar's Office is responsible for:

- Collecting all fees and receipting of all other income;
- Making all refunds;
- Preparing bank deposits;
- Making petty cash disbursements;
- Issuing change funds to sub-stations;
- Assessment of student fees.

Under no circumstances are persons and/or departments to receive cash in the name of Indiana University without properly recording the income with an official University receipt. A pre-numbered, three-part fee receipt will be issued by the Bursar's Office for all cash receipts except for cash turned in by sub-stations on cash receipt vouchers. Departments (sub-stations) which control change funds and make deposits through the Bursar's Office are responsible for maintaining their own receipt files and must use a **FIS Cash Receipt Document** when making deposits with the Bursar. The Bursar's Office will approve the cash receipt and return the document number of the cash receipt as proof of deposit.

Cash control procedures have been developed for each activity or organization handling cash. A copy of these procedures should be maintained in each activity or organization. A copy is also available in the Accounting Services Office. Approval from the Director of Accounting Services is required before an organization can assume cash handling responsibilities.

The loss of any funds should be reported immediately to the Director of Accounting Services and to the University Police. Questions relative to cash control procedures and/or practices should be addressed to the Director of Accounting Services.

B-6. FISCAL EXIGENCY

Indiana University recognizes that a precipitous decline in enrollment is possible and that such an event could cause a significant reduction in revenue. To guard against the possibility of fiscal exigency in the event of a major downturn in enrollment or some other catastrophic event, the Indiana University Trustees require that each campus of Indiana University maintain a non-discretionary reserve equal to 3% of its general fund operating budget.

B-7. IU FINANCIAL POLICIES

For a listing of all IU financial policies, see the **Master Index (Exhibit 7)** or the IU Internet home page. The Office of Administrative Affairs (ext. 2202) has these complete policies on file if needed for reference.

B-8. EXTERNAL GRANTS AND CONTRACTS

All grant proposals (including preliminary proposals) to government agencies or private foundations and all proposed contractual arrangements with such agencies, foundations or other entities must be routed through the Office of Academic Affairs. The proposals will be sent to the Office of Research and the University Graduate School (RUGS) 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.

Assistance in the preparation of grant proposals or in working out the terms of contracts is available through the Office of Academic Affairs. Those contemplating development of proposals should also consult the *IUS Research Policy Manual*, the RUGS *IU Research Policy Manual*, and the *IUS Faculty Manual*.

B-9. CLOSING OF SPECIAL ACCOUNTS

Indiana University policies relating to accounting administration require that account managers and supervisors be faculty or staff who are designated as exempt employees. Therefore, upon termination of employment (resignation, retirement, etc.), any person who was an account manager or supervisor prior to termination can no longer maintain that responsibility. In most situations, a replacement faculty or staff member is appointed to be the account manager or supervisor, and the account continues to function.

There are some circumstances (contract and grant accounts) in which the departure of the account manager necessitates closing the account. It is recognized that there may be activity in process at the time that the account manager departs. In this case, the account will remain active for not more than six months after the departure of the account manager. Following the account manager's departure, the account statements will be sent to the account supervisor with a memo advising that the fund will be closed in six months. It is the account supervisor's responsibility to insure that all appropriate transactions have been processed. At the time that the account is closed, any remaining balances will revert to the granting agency.

SECTION C: PERSONNEL

C-1. EMPLOYEE CATEGORIES & RANKS

The following categories of personnel are employed at IU Southeast and these codes are used in personnel administration. Within some of these classifications there are ranks or salary grades which identify the relative standing of the positions.

Exempt Positions:

Exempt from the Fair Labor Standards Act because they perform administrative, executive, or professional work as defined by the U.S. Department of Labor regulations:

Academic Appointments:

- IR** - Instructional and Research (Faculty)
- LI** - Librarians

The instructional and research category is further subdivided as follows:

- | | |
|----------------------------|--|
| IR01 - Professor | IR1 - Dean |
| IR02 - Associate Professor | IRG - Associate Vice Chancellor |
| IR03 - Assistant Professor | IR4 - Chair |
| IR04 - Instructor | IR5 - Director |
| IR05 - Lecturer | IR6 - Acting Administrative Appointees |
| IRC - Chancellor | IRA - Adjunct |
| IRD - Vice Chancellor | IRV - Visiting |

Professional Staff:

- PA** - Professionals under paid-time-off plan
- PB** - Professionals under former AD/PR plan

Professional Staff positions have been ranked from 08 through 24 (e.g., PA09, PA10, or PB11).

Non-Exempt Positions:

Non-Exempt staff who receive compensation for overtime work and who therefore must submit attendance reports:

Staff:

- CL** - Clerical
- TE** - Technical
- SM** - Service-Maintenance

Clerical and Technical staff positions are ranked at levels from CLOB through CLOL; the higher the letter, the higher the salary grade. Service-Maintenance staff positions are ranked at levels of SMOH through SMOV.

C-2. POSITION RANKING & JOB EVALUATION

Position ranking is the process by which the relative value of a position in the University organization is determined in relation to other University positions. In determining position ranks, the following evaluation techniques are used:

1. The following factors and their value are considered:
 - a. Knowledge and Experience
 - b. Problem Solving & Work Dynamics
 - c. Scope of Work
 - d. Interactions and Communications
 - e. Direction of Others
 - f. Working Conditions

2. The job is compared to classification specifications which are predetermined standards. IU Southeast is committed to the principle of equal pay for equal work without regard to race, sex, age, marital status, pregnancy, parenthood, sexual orientation, religion, national origin or disability.

Position ranking is not a means to reward individuals for how well they perform their jobs, the volume of work they produce, the number of persons for whom they work, or the education, skills or training they possess (unless the job requires it). It is also not a means to give individuals more money because they have reached the maximum salary permitted in a salary range.

Position ranking does not altogether determine pay. Position ranking only determines the level of a job in relation to other jobs within the functional classification (CL, TE, SM, or PA). Jobs of comparable level are assigned the same salary grade. Non-Exempt salary grades have a beginning, midpoint and maximum rate. Salary grades overlap in pay. Therefore, a person who has been “ingrade” for a long time may be paid more than a beginning person in a higher grade.

When a position has experienced significant changes, an employee, department head, or designee may wish to have the position reevaluated. A position questionnaire must be requested from Human Resources (HR). The questionnaire must be completed with approvals and returned to Human Resources. HR will initiate a study of the position. Each recommendation for reclassification must be approved by the Chancellor. When the review is completed, Human Resources will notify the department. Incumbents, supervisors, deans, or administrative officers may appeal the results of a review through the Human Resources Office. Requests must be made within one month of receiving results of the review. The HR office submits appeals to an appeals committee, if applicable, as soon as possible, within 10 working days. Appeals may only address classification and ranking issues within a functional group. Appeal results are final. An additional review cannot be requested for one year unless the duties and responsibilities of the position change significantly.

C-3. RECRUITMENT AND SELECTION OF FULL-TIME ACADEMIC APPOINTEES

Procedures have been established for the recruitment and selection of full-time academic appointees. Refer to **Recruitment and Selection of Academic Appointees, Request for a New Academic Position, Request to Fill Vacant Academic Position, Authorization to Recruit, Affirmative Action Recruitment Checklist, A, B, C,** and **Applicant Monitoring Form, Preliminary Application for Academic Position, Intent to Recommend Appointment, Notice of Terms of Initial Appointment, Personal and Professional History of Academic Appointees (Exhibits 8-20).**

After the formal offer to appoint has been accepted, the Academic Affairs Office will prepare an **Academic Personnel Action Recommendation (Exhibit 21)**. The School/Division Dean must approve this form, after which it is routed to the Vice Chancellor for Academic Affairs and the Chancellor. When it has been approved by the designated officers at this campus, it will be forwarded to the appropriate office in Bloomington for further processing.

C-4. RECRUITMENT AND SELECTION OF PART-TIME ACADEMIC APPOINTEES

Recruitment of qualified part-time faculty is a responsibility of the school/division dean with assistance of his or her colleagues. The **Preliminary Application for Academic Position** form (**Exhibit 17**) along with an **Applicant Monitoring Form (Exhibit 16)** should be given to all prospective part-time faculty. The **Applicant Monitoring Form** should be returned to the Campus Affirmative Action Officer and the **Application for Academic Position** form should be returned to the school/division office. Public announcements and a formal search are not required under the Affirmative Action Plan, but selection should be made without regard to race, sex, age, or other non-job related criteria.

Adjunct faculty must have at least a master's degree to teach undergraduate courses and a terminal degree in the discipline to teach graduate courses. Exceptions must be approved by the Vice Chancellor for Academic Affairs. With exceptions, part-time faculty hold the rank of Adjunct Lecturer (IRA5) in an academic unit (e.g. Adjunct Lecturer in Social Sciences--not Psychology).

For an initial appointment, the completed **Preliminary Application for Academic Position** form should be forwarded to the Vice Chancellor for Academic Affairs for approval before the candidate is offered a position. Adjunct faculty appointees are required to provide the same credentials as full-time appointees. The adjunct faculty member cannot be paid until a **Part-Time Academic Appointments** form (**Exhibit 22**) is processed.

C-5. RECRUITMENT AND SELECTION OF VISITING OR ACTING ACADEMIC APPOINTEES

When vacancies arise and there is insufficient time to conduct the usual search (e.g. vacancy arising because of death or resignation near the beginning of the academic year), the vacancies should be filled on a visiting basis or with a one-year contract. The reasons for an appointment should be sent to the Campus Affirmative Action Officer in writing. Selection should be made without regard to race, sex, age or other non-job related criteria. The individual hired should be notified in writing that a visiting or acting appointment has no bearing on any subsequent search for an individual to fill the position permanently. The Chancellor must approve all visiting or acting appointments.

After the formal offer to appoint has been accepted, either the Academic Affairs Office will prepare an **Academic Personnel Action Recommendation (Exhibit 21)** for approval by the appropriate officers at this campus.

C-6. RECRUITMENT AND SELECTION OF PROFESSIONAL STAFF APPOINTEES

Procedures have been established for the recruitment and selection of professional staff appointees. Refer to **Recruitment and Selection of Professional Staff Appointees, Vacant Professional Position, Authorization to Recruit, Affirmative Action Recruitment Checklist, A, B, C, and Applicant Monitoring Form (Exhibits 23-25, and Exhibits 12-16)**.

After the formal offer to appoint has been accepted, the Human Resources Office will prepare a **Staff Personnel and Payroll Action Form (Exhibit 26)** for approval by the appropriate officers at this campus.

C-7. APPOINTMENT DATES

Academic year appointments begin on the day one week prior to the first day of classes for the fall semester and terminate on the day of Commencement. Appointments for the fall semester begin on the day one week prior to the first day of classes for the fall semester and terminate on December 31. Appointments for the spring semester begin on the day one week prior to the first day of classes for the spring semester (but never earlier than January 1st) and terminate on the day of Commencement.

Appointments for the summer session begin on the first day of classes and terminate on the last 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 Human Resources Office.

In case of 12 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.

C-8. CANDIDATE TRAVEL

Candidates for faculty and professional staff positions are eligible for reimbursement of expenses associated with recruitment visits to IU Southeast in accordance with IU Travel Services policies. The search & screen chair or designee should request that candidates, visiting from out of area, fill out and submit the following if reimbursement is requested:

1. **Itemized original receipts** such as hotel, transportation, parking, and meals not provided by a host of the University. Charge receipts are insufficient for auditing purposes and should not be submitted. Alcohol beverages will not be reimbursed. It is the preferred policy of the campus to pay actual expenses for candidates rather than per diem.
2. **Disbursement Voucher Payee Certification (Exhibit 27)**. This Financial Management Support form requires a signature and reimbursement amount from the candidate stating such expenses are applicable. (The Financial Information Support [FIS] document number can be left blank.) This form must accompany original receipts.
3. **W-9 Form (Exhibit 28)**. This required IU Financial Management Support tax form can be filled out while the candidate is on campus.

School/Division personnel should process, through FIS **Disbursement Voucher**, faculty reimbursements using the appropriate account number assigned by the Office of Academic Affairs. Departments may, for professional staff reimbursements, submit packets containing the above documents to the Administrative Affairs Office (LB 156) for FIS processing from an account created to cover such eligible expenses. See **Reimbursement of Expenses for Candidates of IU Southeast Professional Staff Positions (Exhibit 29)** for a checklist on candidate travel.

Schools, Divisions, and Departments can make hotel reservations for candidates; however, each candidate should pay the hotel directly and request reimbursement from the University. This process prevents billing difficulties with area hotels and multi-FIS transactions for each candidate.

Meals hosted and paid for by University personnel for candidates may be reimbursed using the Special Expense fund **Personal Reimbursement Request for Purchase of Meals/Food Products (Exhibit 30)** with original and itemized receipts attached. Meal limits for host and candidate: Breakfast/\$5.00 each; Lunch/\$7.00 each; Dinner/\$17.50 each. This form is available from the Administrative Affairs Office (ext. 2202).

C-9. 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 (Exhibit 31)**, or one of the forms listed below, 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. For reimbursement of funds expended, the **Personal Reimbursement Request for Purchase of Meals/Food Products (Exhibit 30)** 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 (Exhibit 32)** 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 (Exhibit 33)**. 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 (LB 156).

C-10. RECRUITMENT AND EVALUATION OF APPLICANTS FOR CLERICAL, TECHNICAL, AND SERVICE-MAINTENANCE POSITIONS

Appointed Positions:

Procedures have been established for the recruitment and selection of appointed clerical, technical and service maintenance employees. Refer to **Procedure for Recruiting and Evaluation of Applicants for Clerical, Technical and Service Maintenance Positions, Authorization to Fill New or Vacant CL/TE/SM Positions, Affirmative Action Recruitment Forms A.1, B.1, C.1 (Exhibits 34-38)** and **Applicant Monitoring Form, Staff Personnel and Payroll Action Form (Exhibits 16 & 26)**, and **I-9 Form (Immigration Reform and Control Act of 1986) (Exhibit 39)**.

Hourly Positions :

1. Departments may employ persons on an hourly basis as long as appropriate employment policies and procedures are followed, budgetary funds are available, the Director of Human Resources approves the rates of pay, and one of the following conditions is met:
 - a. the need is of a temporary nature either full-time (40 hours per week) or part-time (less than nine months anticipated duration); or
 - b. the need for services, or the availability of the person, either full-time or part-time is irregular or intermittent, or subject to call as needed because the demands for services cannot be predicted; or
 - c. employment is less than half-time.
2. Employees in these positions will normally be paid on an hourly basis and will not be eligible for sick leave, paid holidays, group insurance, or other fringe benefits except as they may be specifically provided for hourly staff.
3. To prevent the retention of an employee in an hourly employment status when continuous and regular employment would justify an appointed staff position, the Department Head or Account Manager is responsible for implementing the following procedure:
 - a. Inspect the hourly employment rolls each April, July, October and January.
 - b. Department heads should then request the establishment of appointed positions for hourly employees when:
 - 1) hourly employment has been full-time and continuous in the occupational unit for nine months preceding the inspection;
 - 2) there is work expectation for at least 9 of the next 12 months.
 - c. These appointments should be effective for the first day of the month following the inspection.

- d. For the purposes of this section, an employee shall be considered to have been employed full-time on a regular and continuous basis if during such nine-month period, he/she was scheduled to work full-time and his/her failure to actually work full-time was for valid and legitimate reasons such as illness, death in the immediate family, jury duty, etc.
4. Full-time (40 hours per week) hourly jobs that may be expected to normally lead to appointment status must be advertised, in the same way that appointed positions are advertised, before a commitment to employ is made. During the advertising period the job may be filled with temporary help.

For all hourly employees, a **Hourly Pay Advice** form (**Exhibit 40**) must be prepared by the department head. Those submitted for work-study students are routed through the Student Financial Assistance Office; all others are to be sent directly to the Human Resources Office, immediately after the person is hired.

C-11. BACKGROUND SECURITY INVESTIGATIONS:

Prior to being employed by the University, a candidate for any full-time appointed position or part-time child care position will be asked to sign an **Authorization for Criminal History and Background Investigation** form (**Exhibit 41**). The University Police will conduct this investigation, along with a check of the *Sex Offender Registry*.

C-12. I-9 FORM (EMPLOYMENT ELIGIBILITY VERIFICATION)

Final approval of a selected person to fill an authorized position is contingent upon the completion of an INS form **I-9 (Immigration Reform and Control Act of 1986)** (**Exhibit 39**) verifying that the person is entitled to work in this country.

C-13. NON-RESIDENTS

If an employee is not a resident of the State of Indiana, he or she must complete a **Certificate of Residence** form (**Exhibit 42**) to avoid having Indiana state income tax withheld from the salary. This form must be properly notarized.

C-14. NON-CITIZENS

Non-citizens who are considered for employment must have their visa status cleared by the Human Resources Office.

C-15. EMPLOYEE PERSONAL DATA

The **Employee Personal Data Form (Exhibit 43)** includes, but is not limited to, affirmative action information. It must be completed on all new non-academic employees and for changes in existing information on all employees. This form is sent to the Human Resources Office for non-academic employees or to the Office of Vice Chancellor for Academic Affairs for academic employees, for input into the compensation system.

C-16. ORIENTATION

The Human Resources Office schedules meetings with each new employee as soon as possible following the start date. New employees receive the *IU Staff Handbook*. Conditions of employment and fringe benefits are discussed and necessary paperwork is initiated to complete the implementation of the personnel records and payroll programs.

C-17. IDENTIFICATION CARDS

Appointed faculty and staff will be issued an official identification card. This card may be used to:

- obtain books and materials from any Metroversity Library;
- purchase IU athletic and special events tickets at reduced rates;
- identify oneself as an IU employee when at another campus;
- use the recreational facilities in the Activities Building.

C-18. PERSONNEL RECORDS

Academic Appointees:

Files for academic appointees are maintained in the offices of academic deans or directors, the Office of the Vice Chancellor for Academic Affairs, and the Human Resources Office. Personnel who handle these files have a special responsibility to maintain the confidentiality of letters of recommendation, and nothing should be removed from the files or released without the permission of the appropriate unit head.

Staff Appointees:

Individual personnel files are maintained in the Human Resources Office.

C-19. PAYROLL PROCEDURES

Payroll records of all IUS employees are maintained in the Human Resources Office. Payroll processing must be completed within very strict time limitations and subject to regulations of the State Board of Accounts. The deadline for submitting bi-weekly and hourly time sheets is the last Friday of the pay period at 5:00 p.m. Time sheets should be separated into two batches, work-study and regular, and put in alphabetical order.

Professional Staff Attendance Reports:

The Human Resources Office coordinates with professional staff on a monthly basis to record their paid-time off balances which is posted to a **Department Paid Time Off Record (Exhibit 44)**.

Biweekly Staff Attendance Records :

The **Biweekly Attendance Record (Exhibit 45)** is used to report the attendance of non-exempt classified staff. Employees should use black pencil to report hours worked in addition to holidays, bonus days, vacation days, and other exceptions. The attendance record must be signed by the employee and the account manager.

Casual Staff Time Sheets:

When non-student or student hourly workers are hired, the **Hourly Pay Advice (Exhibit 40)** should be prepared immediately but no later than the first day of work. It is to be typed or printed in ink and full names are to be used. All hourly forms must be signed by the preparer and the account manager. For regular hourly (non-student) and student (non work study) hourly employees, a copy should be pulled and retained in departmental files and the original form should be sent to the Human Resources Office. Tax forms should also be completed and attached to the **Hourly Pay Advice**, along with a **Direct Bank Deposit** form and **Employee Personal Data Form**. For work-study student employees, the form should be sent intact to Student Financial Assistance Office. Upon termination of a non-student employee, an **Hourly Pay Advice** must be submitted.

Classification designation for regular hourly (non-student) employees are: CL99 (clerical and graders); TE99 (technical); SM99 (custodial, grounds, and service); LA99 (lab assistants); LI99 (library assistants). Expense class for hourly non-student is **3000**. Effective date is always the first day worked.

Classification titles for student hourly employees are: clerical assistant, library assistant, custodial assistant, or other appropriate titles. Expense class for student (non work-study) hourly employees is **3500**; expense class for work-study hourly students is **3800**. Effective date is always the first day worked.

The following forms are used to record time of casual employees:

Time Sheet (Exhibit 46) (pink)
(for student and non-student hourly)

Work-Study Time Sheet (Exhibit 47) (yellow)
(for work-study student)

Students should provide their supervisors with a copy of their class schedules and other commitments so that work schedules can be arranged. A student must complete a time sheet by accurately writing in the time that the work was started and then completed and the total hours worked during each two week time period. Time sheets must accurately reflect the actual hours worked; working hours are not to be in conflict with the student's class schedule. While the worker is responsible for the accuracy of his/her time sheet, the supervisor is responsible for verifying the time sheet and rate of pay. The time sheet must be signed by the student and the supervisor.

Overtime :

Overtime is defined as time worked with supervisory permission in excess of the number of hours called for in the full-time (40 hours per week) basic daily or weekly work schedule. Part-time employees are eligible for overtime for hours worked in excess of 40 hours per week. The *IU Personnel Policies* gives additional information on the overtime policy.

Employees should note that on a day when overtime is earned, benefit accruals (comp. time, vacation, sick, bonus, etc.) may not be used. Employees may still use previously earned benefit accruals in the same 40 hour period, as long as those accruals are not used on a day when overtime is earned.

The method of payment for internally-provided services, other than in the normal course of employment, will be as prescribed below:

1. FLSA-covered employees (all staff paid on an hourly basis) - overtime hours worked in an employee's responsibility center are to be reported on the **Biweekly Attendance Record** and compensated for at a time and one-half rate. If the overtime hours are worked in a responsibility center other than where the employee is normally employed and the additional hours worked are of a sporadic and infrequent nature and do not exceed twenty (20) hours, the hours may be compensated for at a straight hourly rate by using the **Biweekly/Hourly Supplemental Payroll Voucher (Exhibit 48)**.
2. FLSA-exempt employees - additional services of a temporary nature provided by FLSA-exempt employees are to be compensated for by using the **Supplemental Payroll Voucher (Exhibit 49)**. All such payments to employees will be subject to W-2 reporting, even though the employee voluntarily redirects those payments to research or development accounts through the Indiana University Foundation, or to other university accounts. They may also be paid by hourly appointment.

Payroll Vouchers :

The **Payroll Voucher (Exhibit 50)** is sent to the department for completion and approval. The voucher must be signed and returned immediately. If there are any discrepancies on the vouchers for bi-weekly paid staff (e.g. sickness, death, and voluntary or involuntary separation), the account manager must notify the Human Resources Office immediately so that the proper action can be initiated to issue an accurate paycheck.

Pay Dates:

University employees are usually paid on the following schedule:

1. Full-time faculty on academic year appointments receive one-tenth of their base annual salary on the first day of each month beginning in September (unless the first falls on a weekend or holiday; in such cases payday will be the preceding work day), and the final one-tenth around May 10th (Commencement Day).
2. Full-time faculty, administrators, librarians, and other professional staff members on fiscal year appointments receive one-twelfth of their fiscal year salary on the first day of each month unless the first falls on the weekend or holiday; in such cases payday will be the preceding work day.
3. Part-time faculty members are employed on a semester basis and are paid five times per semester. Part-time faculty will receive their first check on or about September 15.
4. Classified (non-exempt) staff members are usually employed on a twelve months basis and are paid every two weeks.
5. Casual (hourly) part-time employees are paid every two weeks.

Checks or pay advices are to be picked up in the Human Resources Office each payday by a designated staff member from each Division/Department between 8:15 and 10:00 a.m.

Any problems regarding paychecks should be discussed with Human Resources without delay.

Direct Bank Deposit:

The University requires that all employees hired after October 1, 1997, use direct bank deposit. IU will deposit the employee's pay into the employee's designated checking or savings account at the IU Credit Union or other banking institution. Contact the Human Resources Office for the **Direct Bank Deposit** brochure/form.

C-20. ADDRESS CHANGES

Changes of address must be reported to the Human Resources Office within 48 hours to insure that correct local taxes are withheld and that pertinent tax information will reach the employee.

The county of principal work activity for IUS employees is always Floyd County on the tax portion of the PAF or hourly pay advice.

C-21. COMPENSATION OF NON-EMPLOYEES

Payment for Services Rendered:

Payment to persons who are not employees or students of Indiana University for services rendered may be made by preparing an electronic **Disbursement Voucher** through the FIS system with appropriate account authorizations. Original receipts or invoices, along with a **W-9** form (**Exhibit 28**), must be submitted concurrently. The services can include consulting fees, awards, speaker honoraria, and other rendered services of limited time duration (e.g. one day or less). This document is also used to pay persons who cannot be designated as employees because of a possible implied conflict of interest (e.g. officials for varsity athletic games). If an individual performs services for the University that will have a time duration in excess of one day, then consideration must be given to designating this individual as an employee. This action is necessary to comply with the Internal Revenue Service's rulings and to provide accurate reporting of earnings.

Reimbursement for Travel Expenses:

Approved reimbursement of travel expenses to persons who are not employees or students of Indiana University may also be made by preparing an electronic FIS **Disbursement Voucher**. Non employees are subject to the same travel reimbursement limitations and requirements as outlined herein for employees, including the proper submission and itemization of travel expenses using a **Disbursement Voucher Payee Certification (Exhibit 27)** form accompanied by original receipts and a **W-9** form. IU Financial Management Services or IU Southeast Accounting Services may be contacted for additional information regarding the use and preparation of the FIS **Disbursement Voucher** document.

C-22. GRIEVANCE PROCEDURES

Faculty Grievances:

Faculty grievance procedures are described in the following publication:

IUS Faculty Manual

Staff Grievances:

Staff grievance procedures are described in the following publication:

IU Personnel Policies for Professional Staff and Non-Union Appointed Support Staff

Employee Discrimination Grievances:

Employees who believe they have been discriminated against may request an investigation as outlined in the **IU Southeast Discrimination Grievance Review Procedures for IUS Employees and Students (Exhibit 51)**. These procedures have been drawn up solely for cases involving employee discrimination grievances related to sex, race, minority status, religion, age, disability, or status as a disabled or Vietnam-era veteran. The Office of Equity and Diversity (ext. 2306) may be contacted for additional assistance.

C-23. EQUITY & DIVERSITY

Data:

The Office of Equity and Diversity compiles and maintains statistical data on faculty and staff at Indiana University Southeast. This data is used in completing federal and state reports and writing the University Affirmative Action Plan. Schools, administrative units, and departments of the University may also request portions of this data to aid in affirmative action planning for their areas. (The *Affirmative Action Plan* can be found in the Office of Equity and Diversity.)

Employee Searches:

The Office of Equity and Diversity works with departments engaged in faculty, professional staff, and support staff searches to ensure that the most effective requirement and fairest selection practices are followed. The office offers training sessions designed in conjunction with Human Resources for supervisors. The office has developed an extensive list of resources that can be used in the hiring process and that can help departments diversity their staff through advertising and networking. The office also monitors academic and staff searches and consults with departments to develop strategies for meeting departmental affirmative action goals.

Complaint Investigation:

The Office of Equity and Diversity works hard to ensure compliance with federal, state and local laws and with University Equal Employment Opportunity and affirmative action policies. To achieve this, **IU Southeast Guidelines for Investigating and Resolving Complaints (Exhibit 52)** has been developed.

Education, Training & Consultation:

The Office of Equity and Diversity also offers education, training, and consulting services to university departments (both academic and non-academic) concerning issues related to equal employment opportunity and affirmative action. Services will be tailored to meet specific needs. In addition, the office provides similar services through the Human Resources Office training and development program. Topics might include: equal employment opportunity skills for administrators, managers, and supervisors; understanding sexual harassment; understanding the policy on consensual relationships; complying with the *Americans with Disabilities Act*; and equal employment opportunity and affirmative action concerns for the recruitment and selection of faculty and staff.

For additional information on any of the above services or topics, contact the Office of Equity and Diversity at ext. 2306.

C-24. FEE COURTESY

Fee Courtesy for Full-Time Employee/Spouse:

Fee courtesy for full-time employees and spouses of full-time employees is an Indiana University employee fringe benefit. Employees may receive a fee courtesy award for full tuition costs for the first 3 credit hours and one-half the tuition costs for the second 3 credit hours each semester provided the credit hours are completed with grades of C or higher, R, P, or S. The summer sessions are added together and count as a single semester. The spouse of a full-time employee may receive a fee courtesy of one-half of the in-state undergraduate credit hour rate for up to 3 credit hours per semester or sessions.

Fee Courtesy for Dependent Children:

Fee courtesy for children of full-time employees is an Indiana University employee fringe benefit. Dependent children of full-time faculty and staff may receive a Fee Courtesy for Dependent Children Award. This award covers one-half of the in-state undergraduate credit hour fee rate for up to 140 undergraduate hours.

Fee Courtesy for Retirees and Disabled Employees:

Fee courtesy for retired IU employees eligible for group life insurance and for disabled employees receiving long-term disability benefits is an Indiana University employee fringe benefit. Eligible retirees and disabled employees may receive a fee courtesy award for full tuition costs for the first 3 credit hours and one-half the tuition costs for the second 3 credit hours each semester provided the credit hours are completed with grades of C or higher, R, P, or S. The summer sessions are added together and count as a single semester.

Procedures for Fee Courtesy:

The **Application for Fee Courtesy (Exhibit 53)** for employees, spouses, eligible retirees, eligible disabled employees or dependent children is available in the Human Resources Office. This form must be completed and returned to Human Resources at least three weeks prior to the first academic term for which fee courtesy is requested. This office will verify the status of the applicant and notify the Student Financial Assistance Office.

Separate forms must be filed for each academic year. (Summer sessions are included in the academic year.) If the applicant plans to attend more than one campus, separate forms must be filed for each campus.

If the fee courtesy remittance is not processed and available when fees are payable, the student will be required to pay full fees and a refund will be issued later when the Bursar receives the fee courtesy remittance.

All requests for fee courtesy will be audited and any which cannot be confirmed for eligibility will be returned for full fee payment. Any employee who believes that he or she has been unjustly denied the benefits of fee courtesy may present an appeal in writing to the University Fee Courtesy Appeals Committee.

C-25. PROFESSIONAL DEVELOPMENT AND TRAINING

Professional Meetings:

Within the limits of its resources, the University tries to provide funds to assist full-time faculty members to attend one professional meeting during each fiscal year. The procedures are specified in the *IUS Faculty Manual*.

Seminars, Workshops and Institutes:

Faculty and staff are encouraged to enroll in educational activities which will improve their skills in their appointed positions. However, it is not the practice of the University to pay for enrollment fees, travel costs, or per diem for participation in seminars when such seminars are more closely related to the professional or academic development of the individual than to the special needs of the University. The University expects its professional personnel to be responsible for their own professional development and preparation for the academic mission they have been hired to perform.

Training:

Each year Human Resources arranges for training sessions for personnel to improve their skills, learn new University policies and procedures, and improve their effectiveness. Other offices and departments also sponsor training sessions. Supervisors are requested to encourage their personnel to participate in these training sessions and make it possible for them to attend.

Since one of the IUS goals is personal development of all who are associated with the campus, supervisors should seek ways of improving employee skills and effectiveness and encourage their participation in appropriate training courses whenever available.

C-26. RECOGNITION OF LENGTH OF SERVICE

Appointed employees with service to IUS of 10, 15, 20, 25, 30 and 35 years will be honored once annually at a reception. Appropriate plaques, pins and/or other acknowledgments will be presented at that time.

C-27. RECOGNITION OF DISTINGUISHED FACULTY AND STAFF

Each year, the University honors distinguished employees with the following awards:

- Distinguished Teaching Award
(Full-time Faculty and Part-time Faculty)
- Distinguished Research and Creativity Award
(Full-time Faculty and Junior Faculty)
- Professional Staff Distinguished Service Award
(includes Librarians)
- Clerical and Technical Staff Distinguished Service Award
- Service and Maintenance Staff Distinguished Service Award

All members of the faculty, staff, alumni and student body are invited to submit letters of nomination and support for distinguished employees. There should be a separate letter for each individual nomination detailing his or her contribution to the development or operation of IUS. These should be addressed to the Office of the Chancellor. Criteria for these awards are available from the Office of the Chancellor.

C-28. RETIREMENT RECOGNITION

To be officially retired, employees must be at least 55 years of age or disabled and retiring from employment at IU Southeast. Their retirement will be recognized in the following manner:

Full-Time, Long-Service Persons:

Faculty and staff members retiring after ten years or more of full-time employment will be honored either at a retirement dinner or a campus reception. All members of the IUS community will be invited and the honored retirees and their spouses will be guests of the University. A retirement gift will be presented at the dinner or reception, which will be arranged by the Human Resources Office. The name and dates of service of the retiree will be engraved on the appropriate retirement plaque located in the lobby of the Administration Wing.

Short-Service and Part-Time Persons:

Full-time faculty and staff retiring after at least five years but less than ten years of service, and part-time faculty and staff retiring after at least ten years of continuous service will be honored at receptions arranged by the department in which they work.

C-29. CHILDREN'S CENTER

The IUS Children's Center has been established to care for children of enrolled students, faculty, and staff while the user is conducting university business. Services are only provided while customers are on campus or while performing other campus related activities. The university provides the building and major maintenance of the facility. Income from participant fees and the student activities fee covers the cost of the staff, supplies, utilities and other operating expenses.

For additional information, refer to Section D-16.

C-30. CREDIT UNION

A credit union is an organization of people who have some common bonds, such as a common place of employment, organized for the purpose of promoting thrift through convenient saving methods and of providing a helping financial hand to fellow workers who need a ready source for borrowing funds at a reasonable rate. Credit union facilities within Indiana University are operated for staff and faculty employees of the University. The University will handle payroll deductions for convenient credit union savings or for the repayment of credit union loans.

C-31. FAMILY & 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:

- birth of a child and to care for a newborn child;
- the placement with the employee of a son or daughter for adoption or foster care;
- the need to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- 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.

Additional information on family and medical leave may be obtained from the Human Resources Office.

C-32. DECEASED EMPLOYEES

All faculty and staff members who die while on active or retired status with IUS will be honored in the following ways:

- The deceased's name and dates of service will be engraved on the appropriate memorial plaque located in the lobby of the Administration Wing.
- The campus flags will be flown at half staff on the date of the funeral and/or burial.
- An appropriate eulogy, to be written by three colleagues designated by the Chancellor, will be read at any early Senate or Staff meeting. This meeting will be open to all employees.

The University generally does not accept portraits, paintings, busts, or statues of either retired or deceased faculty or staff members. Family and friends may contribute memorial gifts to the IU Foundation, and donors of cash are encouraged to contribute to the Faculty and Staff Memorial Scholarship Fund. Gifts other than financial contributions must be approved for appropriateness by the Chancellor, and their placement will be determined by the University.

C-33. NOTARY PUBLIC

The Human Resources Office has two persons who are Notaries Public and are available to notarize official documents.

C-34. OTHER BENEFITS AND POLICIES

Detailed information regarding IU personnel policies, procedures, and benefits may be found in the following publications which are available in divisional and departmental offices:

IU Academic Handbook (faculty and librarians)

IU Personnel Policies for Professional Staff and Non-Union Appointed Support Staff

IUS Faculty Manual

SECTION D: STUDENT SERVICES

Service to students is a primary goal of the University. Many of the services to students are enumerated in this section; however, a comprehensive list has been developed as a “quick reference” for faculty and staff to use when referring students to the proper office/area. See **A Guide to Student Services (Exhibit 54)**.

D-1. RECRUITMENT AND ADMISSIONS

The Admissions Office is responsible for recruiting new undergraduate students and evaluating their applications for admission to the University. Help and guidance is received from the Enrollment Management Committee and the Student Recruitment and Retention Committee.

Recruitment:

The Office of Admissions carries on a year-round program of student recruitment which includes:

- personal visits to area and regional schools, agencies, businesses and industrial organizations (students, faculty, staff, and administrators assist with this visitation program);
- recruiting programs sponsored by members of the faculty or by persons in other administrative units;
- direct mass mailings and personal correspondence with prospective students;
- on-campus promotional events involving persons from throughout the IUS community as speakers, panelists, or hosts;
- mass media advertising via newspapers, television, radio, and billboards;
- hosting a variety of on-campus visitation programs for prospective students and recruitment partners;
- developing and disseminating information in publications and on the Web.

Since recruitment of new students is a matter of great importance to all members of the faculty and staff, administrators should urge personnel in their units to respond positively to requests for assistance by the Admissions Office.

Admissions:

The Admissions Office distributes, receives, evaluates and processes applications for admission to all undergraduate programs at Indiana University Southeast. The Indiana University Undergraduate Admissions Policy is printed in the *IU Southeast Bulletin*. In addition, the office handles non-degree applications (both graduate and undergraduate) and undergraduate transfer student applications involving the evaluation of transcripts and the transfer of credits from colleges and universities, military service records, and non-traditional sources of college credit. Admissions interviewing and research are other important responsibilities in this department.

D-2. ADVISING AND COUNSELING

At IU Southeast, "advising" is defined as academic advising of students regarding requirements for degrees, course selection, and similar academic matters. "Counseling" is defined as assisting students with career decisions, personal programs, human relationships, and similar personal matters.

University Division:

Nearly all freshmen students (except those in Statewide Technology Programs or Continuing Studies) are assigned to the University Division. After they have met transfer requirements, including credit hours and cumulative grade point average, for the academic unit which offers their intended degree program, students' records are transferred to the appropriate academic unit.

In addition to the academic advising done in the University Division, the Director of University Division is responsible for new student orientation and the Student Ambassador Program. The mission of the division is to empower students with a foundation to achieve academic success and fulfill their educational goals at IU Southeast.

Upon leaving the University Division all students will be assigned an academic adviser who must approve the student's registration admission ticket prior to his or her registration. While the student has the ultimate responsibility to be aware of and be guided by all academic regulations and degree requirements, the adviser should check carefully on course requirements and the student's progress toward the degree sought and advise the student accordingly.

Faculty advisers may also counsel students with information about career possibilities, occupational challenges, and fringe benefits of specific areas in which they are knowledgeable.

Student Development Center:

Students who are having difficulty with course work should be directed to the Student Development Center located in Knobview Hall. This unit offers tutoring, compensatory courses, testing, and intensive seminars in subject areas. Suggestions for new services needed or means of improving existing services are welcomed by the coordinator.

Mathematics Resource Laboratory:

The Mathematics Resource Laboratory, located in the Life Sciences Building, provides a wide range of instructional materials and support services to students at all levels of mathematics as well as to mathematics faculty members. In addition to tutoring services, the lab provides specialized software, links to tutorial sites on the Worldwide Web, graphing calculators for loan to students, and a library of instructional videotapes.

Writing Help Center:

The Writing Help Center, located in Knobview Hall, helps students at all levels to develop skills in writing for all disciplines. Its secondary function is to support instructors by providing a staffed computer laboratory for writing instruction and by supplying materials and suggestions for teaching specific writing skills. It includes 23 computer stations for scheduled instructional sessions and for use by individual students during drop-in consulting hours.

Personal Counseling Service:

Students who indicate a need for personal counseling regarding family relationships, financial matters, alcohol or drug problems and similar matters should be referred to Personal Counseling Service. Professionally trained counselors are available at no cost to the student, faculty, or staff member, through an agreement with the firm of Dr. Emily Stapp and Associates.

D-3. FINANCIAL AID

Mission Statement:

The mission statement of the Student Financial Assistance Office, in part, states that the department provides efficient and supportive assistance to students, prospective students and families in finding the financial resources to fund their educational goals.

The scholarship and financial aid programs at IU Southeast are designed to serve students from the widest possible range of society. In awarding aid the University recognizes two distinct criteria--scholastic ability and financial need. Some aid programs stipulate a combination of these criteria, while others concentrate on either ability or need.

Eligibility:

In order to be eligible for most forms of aid, an applicant must be accepted for regular admission to a degree-seeking program at IU Southeast as at least a half-time student. Certain types of assistance programs do require that an applicant be a full-time student enrolled in 12 credit hours or more. Generally, the applicant must also demonstrate that he or she is in need of the requested assistance.

Application Procedure:

The IU Southeast application for scholarships and financial aid and all other supporting applications and forms are available from the Student Financial Assistance Office. The priority date for submission of the applications is March 1. Applications received after that date will be processed as funds are available.

Duration of Eligibility:

If all other conditions of eligibility are met, students may receive financial aid for 11 semesters or the equivalent while an undergraduate student, the first six semesters or the equivalent as a master's degree student. However, gift aid (scholarships and grants) administered by the Student Financial Assistance Office is restricted to undergraduate study only. Students who choose to pursue a second undergraduate degree are not eligible for gift aid.

Satisfactory Academic Progress:

In order to comply with Federal Regulations, Student Financial Assistance must monitor and evaluate the academic progress of financial aid recipients on at least an annual basis. The minimum standards to continue receiving financial aid are completion of at least 75% of all courses attempted with a 2.0 (C) cumulative grade point average.

Failure to meet these standards for two consecutive terms will result in probation for one semester. During this semester, the student must complete 100% of the courses attempted with a 2.0 grade point average. Failure to meet standards during the probationary semester results in suspension of aid eligibility until the student completes at least 6 credit hours with a 2.0 at his/her own expense.

Students whose eligibility has been suspended may file a written appeal to the Appeals Committee, Student Financial Assistance Office.

Need Analysis:

Indiana University Southeast uses the need analysis form (**Free Application for Federal Student Aid--FAFSA**) to assist the university staff in determining financial need. In applying for financial aid, a student is required to submit the financial aid data sheet and the FAFSA form. The Student Financial Assistance staff determines the student's need upon receiving the completed application and the financial data. Workshops are available during January and February or individual assistance is available by appointment to assist in completing these forms.

Scholarships:

Academic scholarships are generally offered to incoming students showing outstanding qualities of leadership, academic ability, and performance. Most scholarships are restricted to full-time students. Scholarship applications must be submitted no later than March 1st.

Grants:

All applicants are considered for the grant programs on the basis of financial need. Grants for which students may apply include: the Indiana University Grant, the Federal Supplemental Educational Opportunity Grant, the Federal Pell Grant, and the Indiana Higher Education Grant.

Loans:

The Perkins Loan (formerly the National Direct Student Loan) is a low interest loan available to students who demonstrate financial need, and is repayable after graduation or withdrawal from school. There is a cancellation provision for employment in special areas of teaching and for certain types of military service. The Stafford Student Loan (formerly Guaranteed Student Loan) is made available through lending agencies at a variable interest rate not to exceed 8.75%. The loan is repayable after graduation or withdrawal from school. All applicants must demonstrate financial need in order to qualify for a subsidized Stafford Loan. Students who do not qualify for a subsidized Stafford Loan may apply for an unsubsidized Stafford Loan. The PLUS (Parent Loans to Undergraduate Students) is for parents of dependent students. Repayment begins when the loan is fully disbursed. The interest rate is variable not to exceed 9%.

The University Short-Term Loan Program and the Nursing Emergency Loan Fund make small emergency loans available to students. The entire amount of the loan must be paid in full by the end of the school term in which the money is borrowed. Additional information is available in the Short-Term Loans brochure which is available upon request at the Bursar's Office.

Employment:

The Federal Work-Study Program offers part-time employment to students with financial need. Students employed through this program may work up to an average of 20 hours per week and may earn \$1,500 or more during the school year. Complete information about the Federal Work-Study Program is available in the *Employee's Guide to Federal Work Study*.

Child of Disabled Veteran Award:

Students who are children of veterans who have suffered a service-connected disability or death or received a purple heart are eligible for a partial fee remission. Students may be full- or part-time but must have been Indiana residents for at least one year prior to attendance. A Certificate of Disability issued by the Veterans Administration is required. Students must reapply each year and are eligible for a maximum of 124 credit hours.

Fee Courtesy for Employee/Spouse:

Fee courtesy for full-time employees and spouses of full-time employees is an Indiana University employee fringe benefit. Employees may receive a fee courtesy award for full tuition costs for the first 3 credit hours and one-half the tuition costs for the second 3 credit hours each semester provided the credit hours are completed with grades of C or higher, or an R, P or S. The summer sessions are added together and count as a single semester. The spouse of a full-time employee may receive a fee courtesy of one-half of the in-state undergraduate credit hour rate for up to 3 credit hours per semester or sessions. Application must be submitted to the Human Resources Office each year or session classes are taken. See **Application for Fee Courtesy (Exhibit 53)** for procedures and general policies.

Fee Courtesy for Dependent Children:

Fee courtesy for children of full-time employees is an Indiana University employee fringe benefit. Dependent children of full-time faculty and staff may receive a Fee Courtesy for Dependent Children Award. This award covers one-half of the in-state undergraduate credit hour fee rate for up to 140 undergraduate hours. Parents are required to submit an application to the Human Resources Office. See **Application for Fee Courtesy (Exhibit 53)** for procedures and general policies.

D-4. STUDENT RECORDS

Social Security Number:

In accordance with the Privacy Act of 1974 and Indiana PL22 of 1977, students or applicants are advised that the requested disclosure of their Social Security Number to the University is voluntary. The student has the right to refuse disclosure of this number or request its removal from records without penalty. A special nine-digit student identification number will then be assigned for use throughout the duration of the student's involvement with the University. The Social Security Number will be used to identify the student's records such as transcript, registration, grade reports, transcript requests, certification requests; as an identifier for grants, loans, and other financial aid programs; and to determine eligibility, certify school attendance, and report student status. The student's Social Security Number is not disclosed to individuals or agencies outside Indiana University except in accordance with the Indiana University policy on release of student information.

Access to Student Records:

In compliance with Section 438 of the *General Education Provisions Act* (as amended) entitled *Family Educational Rights and Privacy Act*, the following constitutes the institution's policy regarding access to and confidentiality of student records.

1. Certain definitions and principles contained in the law and proposed guidelines are specifically adopted in the policy:
 - a. "Student" is defined as one who has attended or is attending Indiana University and whose records are in the files of the University.
 - b. Educational records do not include files retained by individuals and not accessible to any other person except a substitute faculty/staff member.
 - c. Public information is limited to name, address, phone, major field of study, dates of attendance, admission or enrollment status, campus, school, college or division, class standing, degree and awards, activities, sports, and athletic information. Records of arrest and/or convictions and traffic accident information are public information and may be released to anyone making inquiry.
 - d. Recently, federal regulations governing release of student file information were amended to allow disclosure of results of disciplinary proceedings conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of the crime without consent of the alleged perpetrator.
2. Public information shall be released freely unless the student files the appropriate form requesting that certain public information not be released. This form is available at the Registrar's Office. Public information which cannot be restricted by the student includes name, enrollment status, degrees, and dates of attendance.

3. All students have records in one or more of the following offices and maintained by the administrative officer in charge:

Admissions Office	Nursing
Arts & Letters	Purdue Programs
Business	Registrar's Office
Continuing Studies	Social Sciences
Education	University Division
Natural Sciences	

4. Some departments maintain records separate from the academic units. A list of departments which have separate records, their location, and the person responsible for the record may be obtained from the office of the dean of the academic unit in which the department is located.

5. Students may also have records in the following places:

Bursar's Office	Student Development Center
Career Services & Placement	Student Financial Assistance
Personal Counseling	

6. The privacy of all records may be broken at a time of emergency defined in terms of the following considerations:

- a. seriousness of the threat to health or safety;
- b. the need for access to the record in meeting the emergency;
- c. whether the person requesting the records is in a position to deal with the emergency;
- d. the extent to which time is of the essence in dealing with the emergency.

7. A student's record is open to the student, with the following exceptions:

- a. confidential letters of recommendation placed in files prior to January 1, 1975;
- b. records of parents' financial status;
- c. employment records; see #8 below;
- d. medical and psychological records; see #9 below;
- e. some items of academic record under certain conditions; see #10 below.

8. The employment records excluded from accessibility are records kept in the normal course of business which relate exclusively to persons as employees and are not used for any other purposes.

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9. Medical and psychological records are presently governed by State Statute, *Burns Indiana Statutes*, 1971 Code Edition, 34-1-14-5 and 25-33-1-17, which rigidly protects their confidentiality. They are not available to anyone other than those providing treatment, but can be reviewed by a physician or appropriate professional of the student-patient's choice.
 10. To ensure the validity and confidentiality of references prepared off-campus and on-campus, certain documents may carry waivers, signed by the student relinquishing the right of access to the document.
 - a. Waivers are subject to the following conditions:
 - (1) waivers can be signed only for specific purposes of application for admission, candidacy for honor or honorary recognition (including financial aid based at least in part on merit), and candidacy for employment;
 - (2) waivers cannot be required;
 - (3) the student shall be told, upon request, the names of those supplying references.
 - b. All items in the academic record not covered by waivers are open to the student. Material not covered by waivers may not be protected by keeping it out of the student's file.
 11. Student records are open to members of the faculty and staff who have a legitimate need to know their contents, except where access is prohibited by special policies such as those governing medical and psychological records.
 - a. The determination of "a legitimate need to know" will be made by the person responsible for the maintenance of the record. This determination must be made scrupulously and with respect for the individual whose record is involved.
 - b. Academic documents inaccessible to students (because the documents have been filed before January 1, 1975 or are segregated by waivers) are to be used only for the purpose for which they were prepared.
 12. The University has established the following procedures enabling the student to have access to his or her record, to request assistance with interpretation of the record, and to challenge record content.
 - a. The student may see his or her record by filing a written request at the office where the record of interest is maintained.
 - b. Access is to be granted promptly and no later than thirty days from the date of request.
 - c. The student may make the request in person or by mail.
 - d. The student may obtain copies upon request (for which the University may charge).
 - e. The student may request and receive interpretation of his or her record from the person (or designee) responsible for the maintenance of the record.

- f. If the student considers the record faulty, he or she can request and receive an informal and/or formal hearing of the case to the end that the record will be corrected if judged faulty or in violation of privacy.
 - (1) The informal hearing will be in conference with the person (or his or her designee) responsible for the maintenance of the record and, where appropriate, the party or parties authoring the record segment in question.
 - (2) The student may request a formal hearing by filing a written request with the Office of Academic Affairs. The request must designate the location of the record in question and contain a brief explanation of the reason for faulting the record. The Vice Chancellor for Academic Affairs will forward a copy of the request to the person responsible for the record. The Vice Chancellor will also provide the student and the keeper of the record with the names of three potential hearing officers, drawn from a list of no fewer than ten hearing officers appointed by the chancellor. The student and the keeper of the record in challenge shall each strike one potential hearing officer from the list provided by the Vice Chancellor. The remaining hearing officer shall conduct an administrative hearing with both parties present.

The hearing shall be held within a reasonable period of time; notice of the date, place, and time must be given reasonably in advance. The student shall be afforded a full and fair opportunity to present relevant evidence and may be assisted or represented by any person of his or her choosing (including an attorney at his or her own expense). A written decision based solely upon the evidence presented shall be prepared within a reasonable amount of time and shall include a summary of the evidence and the reasons for the decision. The judgment of the Hearing Officer shall be final, and the record shall/shall not be changed as recommended.

If the institution decides the information is accurate, it shall inform the student of his or her right to place in his or her educational record a statement commenting upon the information, and/or noting any reasons for disagreeing with the decision. Any statement of this sort shall be maintained as long as the student's educational record or contested portion is maintained; if the student's educational record or contested portion is disclosed to any party, the student's statement shall also be disclosed.

13. Normally, records can be released, or access given, to third parties (i.e., anyone not a member of the faculty and staff) only at the written request of the student.
 - a. Without the consent of the student, releases to third parties may be given only as follows:
 - (1) to parents of students who are dependents as defined by IRS standards, with the appropriate form completed in the Registrar's Office;
 - (2) to federal officers as prescribed by law;
 - (3) as required by state law;

- (4) to research projects on behalf of educational agencies for test norms, improving instruction, etc. (provided that the agencies guarantee no personal identification of students);
 - (5) to accrediting agencies carrying out their functions;
 - (6) in response to a judicial order or lawfully issued subpoena (provided that the student is notified prior to compliance or provided that a reasonable attempt to notify the student has been made);
 - (7) by IU Police to other law enforcement agencies in the investigation of a specific criminal case;
- b. A student may secure from the Registrar's Office a "consent form" authorizing the release of specified records to specific individuals.
 - c. A notification of releases made to third parties must be kept in the student's record. This notification is open to the student and the person in charge of the record.
 - d. The third party must be informed that no further release of personally identifiable data is authorized without the written consent of the student.
14. Nothing in this policy requires the continued maintenance of any student record. However, if under the terms of this policy a student has requested access to the record, no destruction of the record shall be made before access has been granted to the student. Persons in charge of records shall ensure that only pertinent items are retained in student files.

D-5. STUDENT RECORDS CODES

The student records system uses the following codes to identify categories of students:

Class Codes:

HO	High school student
A1	Associate Degree (1st year)
A2	Associate Degree (2nd year)
B1	Freshman (1-25 hours)
B2	Sophomore (26-55 hours)
B3	Junior (56-85 hours)
B4	Senior (86 or more hours)
M5	Graduate (masters level)
B9	Unclassified (visiting, transient, and Metroversity)
M9	Unclassified (special graduate)

School Codes:

0	University Division	UDIV
	& High School	
2	Business	
3	Nursing	
4	Education	
9	HPER	HPER
B	Non-degree	NDEG
C	Metroversity	
D	Arts & Letters (Humanities)	
U	Statewide Technology (Purdue)	
N	Continuing Studies	SCS
X	Natural Sciences	
Z	Social Sciences	

Abbreviations:

BUS
NURS
EDUC
TRAN
HUM
SWT
NSCI
SSCI

D-6. CHECKLIST

The University Checklist is the system used to withhold University services from students who have failed to conform to Indiana University policies or regulations, e.g., failure to make acceptable academic progress, failure to pay fees or to honor checks returned for insufficient funds, failure to return library books or to pay library fines, etc. Students listed on the checklist are usually denied permission to register or are not issued official transcripts or diplomas until they have cleared the encumbrance with the appropriate checklisting department.

The University Checklist System is really two distinct checklist systems:

- the Bursar Checklist (financial) is used to identify students who owe money to Indiana University and is maintained by the Bursar's Office;
- the Registrar Checklist (non-financial) is used to identify students who have failed to conform to academic and administrative policies and is maintained by the Registrar's Office.

Both offices have electronic teleprocessing capability to process checklist transactions into the administrative computers located in Bloomington. They also have immediate inquiry capability for checklist information, details, and history.

Authorized departments may request the addition or release of a student to either checklist by filling out a **Registrar Checklist** form (**Exhibit 55**). The system also provides for temporary clearance from the checklist and individual campus clearance in specific situations (see **Registrar Checklist Temporary Clearance** form - **Exhibit 56**). Reports reflecting varying levels of detail will be produced periodically and distributed to checklisting departments. A yearly purge is provided to allow for the removal of students who have been listed on the checklist for an extended period; however, a purge will always require the approval of the checklisting academic or administrative unit.

D-7. GRADE REPORTING

Final grades will not be due in the Registrar's Office sooner than 24 hours after the final examination period.

D-8. LIBRARY SERVICES

In addition to holding over 600,000 books, periodical volumes and microforms, the Library subscribes to over 1,000 periodicals, newspapers, and CD-Rom indexes, and offers access to an increasing array of Internet and World Wide Web resources. The library also houses several special collections, including phono-records, tapes, audio compact discs, an information file, a map collection and a K-12 Curriculum Laboratory, as well as the IUS Archives. 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 - Saturday	8:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 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, a reference librarian, or a Library Committee representative.

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 and Library Instruction; Technical Services and Electronic Systems; Access Services; Collection Development and Special Collections; and Electronic References Resources.

Access to the IUS Library collections is through Information Online (IO) IU's outline public access catalog. The database includes the holding of all eight IU campuses, as well as those of many other libraries. Several periodical indexes as well as selected full-text articles are also accessible through IO. There are public access IO terminals and printers in the Library. IO and all its features can also be accessed through the IUS LAN, Telnet, and the World Wide Web, as well as by modem; Library Services can provide further information.

General circulation policy provides for a student check-out period of 28 days; telephone renewals are accepted. Fines are 10 cents per day for each item. The check-out period for faculty is six months. The Library uses an on-line computer based circulation system, and a bar coded library 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, free photocopying, 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 in academic offices. 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. Reserve materials are shelved at the Circulation Desk under the last name of the instructor.

The Library provides a quota of 250 free pages of photocopying for each full-time faculty member and 125 pages for each part-time faculty member. This copying is limited to non-circulating IUS Library material (reference books, periodicals, microfilm, etc.). All full-time and part-time faculty must have a photocopy user identification number unless paying cash.

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 inter-library loan. Request forms for these services are available in the Library or in academic offices. Requests are sent via telefacsimile whenever possible. At least ten days should be allowed for receipt of materials.

Library instruction units are taught by the Reference staff in conjunction with English 131 (Elementary Composition) and Speech 121 (Introduction to Public Speaking). In addition, faculty members may arrange special library orientation lectures and tours suited to the needs of particular classes. Instruction sessions cover such topics as the use of IO, reference materials, Internet and World Wide Web resources, and other special library services. Additionally, the Library offers several discipline-specific for-credit courses.

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

Faculty requests for the purchase of library materials and subscriptions are handled by the academic units. These requests should be submitted on the appropriate form which is available in the Library or in school/division offices. Funds for the purchase of library materials are allocated to the schools/divisions according to a formula developed by the Library Committee. Since schools/divisions handle their allocations in slightly different ways, faculty members are encouraged to check with school/division Library Committee representatives before submitting requests. Faculty members will be notified when materials are received.

D-9. BOOKSTORE

The IUS Bookstore, a not-for-profit organization, is operated as an auxiliary enterprise of the University to provide a convenient and economical source for textbooks, class materials and supplies. By virtue of being an auxiliary operation, the Bookstore is completely self-supporting. In fact, the Bookstore makes a contribution to the campus' general fund to help support the educational services of the campus.

Normal Hours of Service:

- | | | |
|----------------------------|---------------------------|------------------------|
| • Fall & Spring Semesters: | Monday through Thursday | 8:15 a.m. to 8:00 p.m. |
| | Friday | 8:15 a.m. to 5:00 p.m. |
| | Saturday | 9:00 a.m. to 1:00 p.m. |
| • Summer Semesters: | Monday, Tuesday, Thursday | 8:15 a.m. to 7:00 p.m. |
| | Wednesday, Friday | 8:15 a.m. to 5:00 p.m. |

Exceptions to the Bookstore's hours are posted on voice mail. Call (812) 941-2250 and choose option #1 to receive updates on current hours of service. The Bookstore is closed during spring break for physical inventory.

Daily Used Book Buy-Back:

The Bookstore conducts daily used book buy-back at LB 009 (next to the Bookstore) Monday through Friday from 9:00 a.m. to 4:00 p.m. End of term buy-backs are held each semester during final examinations week. These are the optimal times to sell books since the Bookstore will be buying more titles for resale at these times.

The Bookstore will pay 50% of the current new book price providing the textbook:

- is being used at IUS;
- is needed to fill the Bookstore's quota;
- is in reasonable resale condition.

For books not needed on this campus but having national demand, up to 35% of the new price may be paid by the wholesaler. The books are then shipped to other colleges and universities where they are needed. Old editions have no national value.

Call (812) 941-2250 and choose option #2 for current used book buy-back information.

Textbook Ordering:

The ordering, selling and inventory control of textbooks is one of the major tasks of the Bookstore. Information as to how to prepare an order is obtained from the **Official Textbook Requisition** form (**Exhibit 57**). A form is initiated by the Bookstore for each course and sent to the faculty member to indicate each book that is required and an estimate of the number of students to be enrolled in the course. The store will stock both required and optional books, and faculty members are asked to denote clearly the difference. In addition to commercially produced texts and trade books, faculty members may request that locally printed material be stocked for sale to students. Faculty members should contact their unit secretary or the Bookstore for a **Request for Class Material to be Duplicated and Sold by the Bookstore (Exhibit 58)**.

Textbook Return Policy:

- A 100% refund for textbooks may be made for the first two weeks of the fall, spring or summer semesters. A cash register receipt must accompany returns.
- Students who have dropped a class may receive a 100% refund for textbooks returned during the third or fourth weeks of the fall and spring semester classes (this does not apply to the summer semesters). A cash register receipt and a schedule confirmation verifying the dropped class must accompany these returns.
- Students should not mark or write in texts until they are sure they will not need to return them. Shrink-wrapped materials and texts with diskettes may not be returned for a 100% refund if opened.

UPS Shipping:

All UPS shipments from the campus are handled by the Bookstore. Departments or employees wishing to use this service are required to complete the **UPS Shipment Request (Exhibit 59)**, attach it to the package and forward both to the Bookstore. It is the originating department's responsibility to have the package prepared properly for UPS shipment. Specific UPS guidelines may be obtained from the Bookstore. There is a nominal fee for using this service.

Other Bookstore Services:

In addition to new and used textbooks, school supplies, study aids, trade books, IU and IUS wearing apparel and gift ware, the IUS Bookstore:

- special orders texts, study aids, trade books and computer software;
- carries the *Courier Journal*, *Wall Street Journal* and a variety of magazines;
- sells U.S. postage stamps as a service to customers;
- sells art paper and art supplies;
- sells campus sorority gift items and some Purdue apparel and gifts;
- sells IUS Bookstore gift certificates and Spree Instant Foncards;
- cashes personal checks for employees and students up to \$15.00;
- carries computer software at educationally discounted prices. Students, faculty, and staff may purchase computer software in the Bookstore at substantial savings. This software cannot be sold to the general public. Catalog items may also be ordered.

Call (812) 941-2250 and choose option #3 to speak to a bookstore employee regarding questions and service.

Bookstore Advisory Board:

The Bookstore Advisory Board is comprised of two students, one faculty, one professional staff, one support staff, one business person from the community, and the Bookstore manager. The group's objective is to provide input to improve the quality of service and to assure customer satisfaction.

D-10. CAREER SERVICES AND PLACEMENT:

The Career Services and Placement Office is staffed with professionally trained counselors who are knowledgeable about career fields, employment trends, job opportunities and internships. Assistance with career decisions, career changes, internships and employment are provided through counseling, workshops and credit courses. The Federal Work Study program, the Internship Program, pre-professional employment assistance, summer employment assistance, and graduate and alumni-assisted recruiting are offered. The career library maintained in this office has current information on careers, employers, graduate school application tests and current copies of relevant periodicals. Video tapes are also available on special career counseling topics and on career opportunities with selected employers.

Career Counseling:

Those who seek assistance with career decisions can arrange for individual career counseling sessions. Oftentimes, these sessions incorporate the use of career inventories such as the Myers-Briggs Type Indicator or the Strong Interest Inventory. Students may elect to enroll in Career Exploration and Development (COAS J151), a one credit hour class offered in the spring and fall semesters featuring an extensive career clarification process involving self-exploration exercises, career interest inventories, career research and occupational interviews.

Career Connections (COAS S200) is a one credit hour class offered in both the spring and fall semesters especially for students who have selected an academic major but who are undecided about potential career choices which relate to that major. This course features creating an academic and career plan, participating in job shadowing as an extension of information interviewing, writing a resume, and preparing a short research paper on a career field.

Employment Strategies (COAS Q400) and Business Career Planning and Placement (BUS X410) are two one-credit hour courses that are taught concurrently each regular semester. They are capstone courses that prepare graduating students for their careers. Students learn how to prepare an effective resume, interview for professional positions, prepare appropriate job-related correspondence, research and evaluate prospective employers, use the Internet for job search purposes, plan and execute a job search strategy.

Employment Assistance:

Local, state and national employers post pre-professional, summer and professional employment opportunities with the Career Services and Placement Office. Pre-professional and summer positions allow students to gain experience and earn money. The Federal Work Study program posts employment opportunities for those students who are eligible and have been approved for participation in this program by the Student Financial Assistance Office. The professional employment opportunity postings are available to graduating seniors and alumni whose resumes are available to requesting employers.

Professional Placement Assistance:

Graduating students and alumni have the opportunity to meet with representatives of corporations and agencies through recruitment programs. Up-to-date listings of employment opportunities are maintained in the Career Services and Placement Office. Job Fairs are sponsored on the IU Southeast campus twice each year. The Career Services office also co-sponsors job fairs with other IU and Purdue campuses in Indianapolis twice each year. Staff members offer video tapes, advising and seminars on career planning, resume writing, interview techniques and the job search process. Information on graduate and professional study and admission is also available. Application forms are available for the Graduate Record Exam, the Graduate Management Admissions Test, the Law School Admissions Test and the Medical College Admissions Test as well as others.

Internship Program:

Indiana University Southeast's Internship Program combines academic instruction with practical on-the-job training. It allows employers the opportunity to help shape a college student's future while the student is able to exercise learned skills to provide a service for the employer. Students participating in the program gain career-related experience, which will make them more marketable upon graduation, develop professional skills and confidence, begin building network contacts, explore career choices, apply classroom experience and in some cases, earn academic credit and/or pay.

- Program Requirements:
 - a. Junior or Senior Class Standing
 - b. Overall GPA Minimum 2.5
 - c. GPA minimum in major as established by faculty in each school or division.
- Overview of the Program: Because of the diversity of participating students and employers, two types of programs are offered:
 - a. Parallel Program - Students participating in the parallel program will work part-time or full-time and also attend classes. The student may work continuously from one to six semesters. The majority of placements are done in this method.
 - b. Alternating Program - In the alternating program, the student alternates work and school semesters, i.e. work one semester, school next semester, etc.

Interested students need to contact the Internship Program Coordinator in the Career Services and Placement Office (ext. 2275) one semester prior to placement.

D-11. FOOD SERVICE

Food service is provided through contracts, vendors, and through University Food Service. Outside vendor services include over-the-counter food court sales, catering, and vending machine operations. University Food Service also caters certain events and stipulates that individuals and/or groups are not to engage in food sales that would be considered to be in competition with the university food service or identified contract vendors. All functions involving food service must be arranged through the Campus Activities Office.

The Director of Campus Life has been designated as the University's representative to work with all food service providers. All suggestions, questions, and concerns should be addressed to that office.

Individuals and/or groups wishing to plan a banquet, reception or party should contact the Conference Scheduler, located in the Campus Activities Office (UC 101), for information, menus, procedures, and assistance in the preparation of an **Application to Schedule Facilities (Exhibit 60)**.

University-related groups having a meeting or other non-public activity may provide their own refreshments while using University facilities under the following guidelines:

- An "IUS-related group" is any group directly involved or associated with the University (i.e. departments, committees, student organizations/groups, etc.).
- The activity or event must be non-public, that is, a closed meeting open only to members of that group. It cannot be a public, advertised activity. No events listed in campus newsletters, newspapers, or bulletin boards may qualify unless the announcement specifically limits the attendance to members of the group.
- The term "refreshments" is defined as beverages and light snacks, including soft drinks, cookies, donuts, hors d'oeuvres.
- When an event/meeting is to include a full meal, sandwiches, entrees, etc., all food services must be catered by the University Food Service, unless mutually agreed upon by both parties.
- The expected maximum attendance limit is 50. Any meeting where 51 people or more are expected must have all food service (including beverages) catered by the University Food Service.
- Under no circumstances may a group have an activity catered by any catering operation other than the designated food service contractor, unless mutually agreed upon by both parties.

All such requests must be made in writing through the Conference and Catering Office. The food service shall be notified of each event and is authorized to charge the group a fee for any additional items they request (i.e. napkins, cups, paper plates, etc.).

Additionally, all non-University groups using University facilities shall be required to use the food service vendor to provide food service. At no time shall any group, University or non-University, utilize a caterer other than a University contracted caterer. Exceptions to this paragraph shall be made in writing and agreed upon by the Director of Campus Life and the food service manager.

All food service orders require a two week notice with the final numbers (count) for food service in by noon four working days before the event.

Refer to the existing University contract with the food service vendor for detailed procedures and requirements which are subject to change.

D-12. SERVICES FOR STUDENTS WITH DISABILITIES

The mission of the Office of Services for Students with Disabilities is to work with all aspects of the campus and with the community to ensure that students with disabilities receive an equal opportunity to participate in and enjoy the benefits of higher education at Indiana University Southeast. Reasonable accommodations are determined and provided on a case by case basis to students with a documented disability. This documentation must show a diagnosis of a substantial impairment to a major life activity which would affect their ability to participate in higher education. Examples of accommodations may be, but are not limited to, note takers, interpreters, readers, extended time on tests and disabled parking permits.

This office works with faculty and staff to arrive at reasonable accommodations that will not violate the integrity of the programs of the campus. However, accommodations, if found reasonable and necessary, must be provided by faculty and/or staff. Students or staff who have a grievance may enlist the aid of the office as a liaison to help relieve these situations.

The Office of Services for Students with Disabilities also sponsors ACCESS, a student organization, which provides support and advocacy for students with disabilities.

D-13. STUDENT CONDUCT

Policies and procedures regarding student conduct are found in the *Code of Student Rights, Responsibilities and Conduct* which is distributed to all new students at orientation and is available for all students at the Information Desk in the University Center. The principal disciplinary officer of the campus for personal misconduct is the Vice Chancellor for Student Affairs, who may initiate a disciplinary action when a student is charged with misconduct. Charges of student academic misconduct are defined in the code and appropriate procedures are identified.

Motor vehicle offenses come under a separate regulation discussed in Section G-16 of this manual.

D-14. STUDENT TRAVEL

Individual students or student groups (e.g., athletic teams, debate teams, musical groups, etc.) that are representing the University and will be incurring travel expenses that are to be reimbursed from an account administered by Indiana University must make arrangements through the appropriate academic school/division or the Student Affairs Office. Student travel may be authorized if individual students or groups of students are required to participate in an activity with an IUS employee acting as an advisor or coordinator.

For student travel that will utilize Student Learning Enrichment funds, the employee-coordinator must request approval by submitting an **Application for Travel Funds (Exhibit 61)**. These forms and accompanying guidelines can be obtained in the Student Affairs Office, LB 155. The deadline for Fall travel is 9/15; the deadline for Spring travel is 12/1. Forms submitted by the deadline will be considered by the Campus Life Committee based on the availability of funds and the type of travel activity.

To cover the cost of small and unscheduled expenses, the group manager (an IU employee) may request an advance of petty cash funds by contacting the Bursar's Office. The group manager will be personally liable for monies advanced and must provide receipts for all expenditures.

See *IU Travel Guidelines, Procedures and Forms* for additional travel information.

D-15. SPORTS

Sports programs have been developed to satisfy varying interests and needs of students, faculty, and community. Future expansion and revision will attempt to keep athletics as an integral part of the educational process and meet needs of the people served by the campus. Current programs fall into three categories:

- Recreational Activities—unstructured, free play type activities;
- Intramural Programs—organized leagues and tournaments in which IUS students compete against each other;
- Intercollegiate (Varsity) Programs—involves competition against the varsity and junior varsity teams of other collegiate institutions. Such competition is guided by academic eligibility and other rules and regulations set forth by the NAIA.

All sports programs are administered by the Director of Athletics with the advice and assistance of Athletics Office staff and the Campus Life Committee. The director oversees the operation of the Activities Building and the outdoor sports facilities.

D-16. CHILDREN'S CENTER

The IUS Children's Center has been established to care for children of enrolled students, faculty, and staff while the user is conducting university business. Services are only provided while customers are on campus (i.e. attending classes or studying) or while performing other campus related activities. The university provides the building and major maintenance of the facility. Income from participant fees and the student activities fee fund covers the cost of the staff, supplies, utilities and other operating expenses.

The center provides care Monday through Thursday from 8:00 a.m. to 10:00 p.m., and on Fridays from 8:00 a.m. to 3:00 p.m. while classes are in session. Times during the summer term may vary slightly depending on need.

The center is a drop-off facility; open to children two years of age (potty trained) through ten years. A minimal family registration fee is assessed per semester (summer terms are considered one term). Users are charged an hourly rate for childcare services. All receipts and disbursements must be handled in accordance with the usual University procedures.

The Center is managed by a Coordinator who is responsible for establishing policies for the operation of the service, including but not limited to: days and hours of operation, eligibility and fees for participation, qualifications and duties of the staff, responsibilities of parents, and handling of sickness and emergencies.

The affairs of the Children's Center are overseen by the Director of Campus Life and the Children's Center Advisory Board. The Advisory Board consists of the Coordinator, parents and faculty members. As the account manager, the Director of Campus Life is responsible for the approval of major expenditures and quarterly reviews of the status of the Children's Center account.

D-17. STUDENT ALUMNI ASSOCIATION

The Student Alumni Association is composed of persons who are enrolled at IU Southeast. The Association administers the affairs of the graduating class and assists the IU Southeast Alumni Association with its activities. Membership to the association is by nomination by the school/ division dean or by self-nomination. Although there is no specific ratio of students from each school or division, an effort is made to have students from all academic units represented in the association.

Prior to each fall semester, the Director of Alumni Affairs will request deans to nominate students to serve in the Association. Early in the semester a meeting will be called by the director and officers will be elected for the year.

D-18. STUDENT ORGANIZATIONS AND GROUPS

At IU Southeast, student organizations and groups are considered to be part of the educational process. This approach is based upon research which has indicated that learning is influenced by peer groups in out-of-class experiences. Consequently, student organizations and groups are perceived as an opportunity to provide experiential learning opportunities for interested students.

Group Requirements:

The Campus Activities Office provides services to student groups that agree to established criteria. Adherence to the following guidelines will assure any student group of continued support from the Campus Activities office.

- Fifty-one percent of the membership must be currently enrolled at IU Southeast.
- The student group must provide a list of current membership and officers to the Campus Activities Office each September and January.
- A current constitution for the organization must be filed with the Campus Activities Office. (The list of membership and constitution will be considered confidential and will not be available to the general public except as requested by the organization.)
- Completion of the registration packet and requirements, available from the Associate Director of Campus Life.
- The group must have approval from the Director of Campus Life before requesting donations or selling products on campus.
- Student groups must have an IUS full-time employee serving as an advisor.

Services Provided:

Services that are provided by the Campus Activities office include:

- reserving meeting rooms;
- publicizing group meetings via Campus Events bulletin boards, video bulletin board, marquees, and the 24-hour phone line;
- determining academic eligibility as established by the group;
- assigning a group mailbox in the Student Involvement Center;
- advising interested students of appropriate ways to establish, organize, and operate a student group;
- listing of the group in appropriate University publications;
- conducting workshops on various leadership and organizational management topics.

For additional services and information, please refer to the *Student Involvement Manual* available in the Campus Activities Office.

Advisor's Duties:

Each student group must have an advisor who is a full-time faculty or staff employee of IUS. The advisor is expected to meet regularly with the organization and attend, support and participate in its activities. He or she should provide information on University regulations, services available from various departments, and goals setting and attainment. Typically, the advisor will co-sign financial transactions and assist with financial matters.

Student Group Offices:

The University has provided a limited number of private offices in the Student Involvement Center for student organizations and groups to hold meetings, store materials, etc. Groups wishing to apply for one of these offices may do so through the Associate Director of Campus Life. They will be required to have on file in the Campus Activities Office their constitution and membership/ officer list for at least one semester and to show evidence of their activity, as well as abide by the criteria outlined in the *Student Involvement Manual*. Offices are assigned on an annual basis. Decoration or renovation of an office must be approved by the Associate Director of Campus Life.

D-19. CO-CURRICULAR ACTIVITIES

The various student organizations and groups, campus committees, academic units, and administrative offices offer a wide range of involvement opportunities designed to enhance the out-of-class experience of students at Indiana University Southeast. Programs scheduled throughout the year include concerts, theatre, dance and musical performances, banquets, films, dances, and speakers.

The Campus Activities Office has the responsibility of coordinating these involvement opportunities. The Information Desk maintains a master calendar of activities; all organizations and individuals are requested to notify that unit of future activities both on and off the campus.

Information regarding specific activities, questions about establishing new organizations, or assistance in planning for future activities may be obtained from the Campus Activities Office.

Campus committees and boards which assist in the planning and coordination of student involvement activities include:

- Religious Advisory Board
- Campus Life Committee
- Student Program Council
 - Executive Committee
 - Programming Committees
- Volunteer Center
- Other administrative and faculty committees

D-20. CAMPUS MINISTRY

Campus Ministry exists to show care and concern for the needs of all persons on the campus, to be available to minister to the needs of all persons regardless of their religious persuasions, to encourage the understanding of religious values within the campus community, and to foster a caring community at IU Southeast.

Campus Ministry involves the following individuals and groups with the functions and membership described below.

Religious Advisory Board:

Members of the Religious Advisory Board are appointed by the Chancellor. The membership of the board includes eight with clergy representatives (who are not campus ministers) suggested by their county ministerial associations, two students suggested by the President of the Student Government Association, two faculty members, one staff member, and IUS campus ministers (who shall serve in a non-voting capacity). Clergy representatives shall serve two years, with two from Floyd County, one from Harrison County, and one from Jefferson County, Kentucky, beginning July 1 of each even year and two from Clark County and one each from Scott and Washington counties beginning July 1 of each odd year.

The functions of the Board are:

- To create, develop, implement and/or encourage a comprehensive series of programs and activities of spiritual and religious interest for IUS students, faculty and staff to enrich their learning opportunities;
- To aid the IUS administration in determining what is valid campus ministry;
- To recommend, to the IUS administration, volunteer clergy as IUS Campus Ministers, who would provide on-campus programs, services and support for IUS students, faculty and staff;
- To foster cooperation and interaction between the IUS community and local spiritual and religious support groups, such as the ministerial association;
- To provide a forum for religious leaders, on community and institutional resources that may be beneficial in their ministries, such as counseling.

Faculty, staff, and student representatives shall serve one year. Any member may be appointed to consecutive terms. The Chancellor will appoint the chair from among the staff or faculty members.

While fund-raising projects may be undertaken, usually the administrative and program costs will be funded by contributions to the Religious Advisory Board from various groups and churches interested in campus ministry at IU Southeast.

Campus Ministers:

Campus Ministers are appointed annually by the Chancellor upon recommendation of the Religious Advisory Board. They serve without stipend or tenure, but have the privileges of adjunct faculty members including an appropriate identification card, use of the library, recreational facilities, campus mail, listing in campus directories, adjunct faculty discounts at campus events and the bookstore, check cashing at the bookstore, and use of University facilities for the benefit of faculty, staff and students. They will be placed on the distribution list for *IUS Notes*.

The functions of Campus Ministers are:

- To provide pastoral counseling and/or referral for students, faculty, and staff;
- To serve the worship needs of the IUS community through both sectarian and nonsectarian programs for ministry;
- To help the campus community understand religious values;
- To serve on the Religious Advisory Board.

In recommending persons for appointment as a Campus Minister, the Board will assure that the clergy candidate is duly recognized by his or her sponsoring organization, is committed to providing a minimum of four hours of volunteer ministry on campus each week, and is willing to serve on the Religious Advisory Board. The Board will also take into consideration the educational qualifications of the candidate and the need for a balance of viewpoints.

Programs sponsored by one or more campus ministers will be funded from independent denominational campus ministry accounts. No institutional funds shall be used for denominational religious programming.

Local community clergy are encouraged to maintain personal contact with church members enrolled or employed at IUS. When invited by the Religious Advisory Board or individual campus ministers, it is hoped that they will participate in on-campus programs or ministry.

D-21. ENTERTAINMENT OF STUDENTS

The "Popcorn Fund" was established to encourage faculty members to invite students (especially freshmen) into their homes or to a suitable location as a means of enhancing collegial relationships and improving student retention.

To keep the costs within budget limitations, faculty members should limit their entertaining to one time per class per semester. To request reimbursement, the faculty member should complete a **Personal Reimbursement Request for Purchase of Meals/Food Products** form (**Exhibit 30**) which is available in each school or division office. No receipts are required. The completed form should be sent to the Administrative Affairs Office, LB 156. Upon approval, reimbursement may be picked up at the Bursar's Office. The maximum reimbursement is established each year based on funds available and anticipated participation. The current maximum is \$15.00 per class section.

D-22. STUDENT HEALTH AND ACCIDENT INSURANCE

Enrolled students at Indiana University Southeast have an opportunity to purchase injury and sickness insurance. The insurance company is chosen by the Committee on Student Health Insurance. The program offered is designed to provide maximum protection for a reasonable premium.

Brochures describing the insurance program and applications for enrollment are available at the Information Desk in the University Center. Students wishing to enroll should be directed to that office. Enrollment takes place at the beginning of each semester and in May for the summer term. Annual enrollment (from August to August) is also available.

D-23. NON-DISCRIMINATION POLICY

No individual will be denied access to any program, activity or facility provided by the University on the basis of race, sex, religion, national origin, marital or veterans status, age, sexual orientation, or disability.

Grades, assignments, course privileges, or course requirements shall be free of discrimination among students on the basis of race, sex, religion, national origin, marital or veterans status, age, sexual orientation, or disability.

Faculty are required to make reasonable accommodation for students with disabling conditions. As such conditions are not always visible, students who require accommodation should discuss their needs with individual faculty members. The Coordinator of Services for Disabled Students should also be consulted and provided with documentation of the disability before accommodations can be made.

D-24. DISCRIMINATION GRIEVANCE REVIEW PROCEDURES

Students who believe they have been discriminated against may request an investigation as outlined in the **Indiana University Southeast Discrimination Grievance Review Procedures for IUS Employees and Students (Exhibit 51)**. These procedures have been drawn up solely for cases involving employee and student discrimination grievances related to sex, race, minority status, religion, age, disability, or status as a disabled or Vietnam-era veteran. The Office of Equity and Diversity (ext. 2306) may be contacted for additional assistance.

SECTION E: INFORMATION TECHNOLOGY

IT-COMPUTER SERVICES

E-1. ORGANIZATION AND SERVICES

Information Technologies Computer Services (ITCS) maintains and provides access to a campus-wide data network locally, as well as access to the IU Computing Network facilities which connect all of the IU campuses, and the Internet. The departmental office is located in Crestview Hall 030 and can be reached at ext. 2287.

With the intent of being a complete user service, and realizing resource limitations, ITCS will entertain any computing function-related questions, comments or requests from university personnel, and will attempt to provide (within its capacity) the appropriate support.

Tours of ITCS facilities must be scheduled and coordinated through Computer Services. Although available to any interested internal or external group, tours must be scheduled to insure that there is not a conflict with the completion of required production work.

ITCS personnel and functions are divided into the following units:

HelpDesk provides technical computing support to faculty and staff, and is the main point of contact for faculty and staff service requests. This includes hardware and software installation and configuration as well as troubleshooting, problem determination, maintenance and repair work. The HelpDesk telephone number is 941-2447, and its hours of operation are Monday-Friday from 8:00 a.m. to 5:00 p.m.

Information Systems and Training Services has responsibility for all IUS administrative computer systems and related functions, a degree audit system, and some faculty and staff training. This includes institutional data report creation, user support and liaison. Hours are: Monday-Friday, 8:00 a.m. to 5:00 p.m.

Messaging Services provides technical support for campus electronic mail systems, the campus world wide web presence, domain name services and other internet protocol functionality. Hours are: Monday-Friday 8:00 a.m. to 5:00 p.m.

Network Services provides and maintains a campus network server structure for academic and administrative use. Hours are: Monday-Friday, 8:00 a.m. to 5:00 p.m. A subunit of Network Services is **Operations** which has charge of maintenance and operations of the computer and network equipment located in the departmental data center (CV 034) and submission and printing of some administrative production jobs. Operations is open Monday-Friday from 8:00 a.m. to 5:00 p.m.. When classes are in session, limited Operations support is also available Monday-Friday from 5:00 p.m. to 11:00 p.m., Saturday 9:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 9:00 p.m.

Research and Instruction Services provides support for computing-related faculty teaching and research needs at IUS. Hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. This unit also includes **Student Services**, which provides access to, and support for, student computing facilities, as well as Jumpstart classes. When classes are in session, staffed lab hours of operation generally are: Monday-Friday from 7:00 a.m. to midnight, Saturday from 8:00 a.m. to 6:00 p.m., and Sunday from 1:00 p.m. to 9:00 p.m. These hours are subject to change as demand dictates. Current hours of operation can be obtained by contacting Computer Services. Between semesters staffed labs generally are not available. Unstaffed labs and clusters are available the hours of the building or department within which they reside.

Technical Services provides technical support for the campus physical data network. Hours are: Monday-Friday, 8:00 a.m. to 5:00 p.m.

The administrative Integrated Technology Advisory Council and Student Technology Fee Advisory Committee as well as the Faculty Senate Integrated Technology Committee represent their areas of concern in an advisory capacity. Typically the committees' advice will be sought concerning computer operating policies and procedures, acquisition of hardware and major software packages, and allocation of computer resources.

E-2. INFORMATION SYSTEMS AND TRAINING SERVICES

Many computer systems which support the administration of Indiana University are used system-wide and reside centrally in Bloomington. Sufficient details to allow IUS use of such systems are made available to Computer Services and the appropriate IUS administrative unit. Ordinarily, the scheduling, report interpretation, data preparation, accuracy, etc. are the sole responsibility of that administrative unit. The department will try to assist as much as possible.

In addition to the usual unit system implementation, Information Systems and Training also attempts to provide some limited specialty programming and small systems work for special IUS needs. Of general interest is institutional data report generation and the degree audit system. It is also possible to submit requests to Information Services in Bloomington for special project work. Users are encouraged to discuss specific needs and the department's capabilities at any stage.

Information Systems and Training maintains an administrative systems library, including many programs already of general use, and will provide short seminars or coordinate training as needed on relevant programming or data needs. These services are all subject to the review and priority decisions of the director and the Usage Committee and are limited by the availability of resources.

In cooperation with the department of Human Resources, Information Systems and Training offers computer training courses for faculty and staff. Specific training needs should be directed to the department of Human Resources.

All requests for services may be directed to the HelpDesk, the departmental secretary, or directly to the Information Systems and Training unit.

E-3. MESSAGING SERVICES

Messaging Services will maintain systems to provide full function electronic mail to all campus users. Electronic mail communications extend internationally through the Internet. In addition, this unit maintains the campus world wide web presence. At no cost to the faculty member, staff member, or student, Messaging Services will provide the necessary accounts for use of Indiana University Southeast messaging resources generally available for use by the IUS community. ITCS will attempt to insure the integrity of all data stored on electronic mail and world wide web systems, however accidents, vandalism, and limited resources will not make this possible at all times. Ultimate responsibility for data and personal files rests with the users and they are encouraged to back up their files regularly. Contact Messaging Services for advice and assistance.

E-4. HELPDESK

The HelpDesk is intended to be the contact for all requests for service. The HelpDesk will log all telephone calls, issue a problem ticket for all requests for service, attempt to provide requested service or refer the request to appropriate ITCS personnel, and track the problem ticket to resolution. Technical Support for campus computers and related hardware and software may be obtained through HelpDesk. HelpDesk will install and configure faculty and staff microcomputer hardware and software and will provide some basic instruction. In addition, this unit will troubleshoot microcomputer problems and provide the necessary repairs where possible. In most cases repairs will be made at no charge to the requestor. In general, HelpDesk will try to address any campus microcomputer needs within its capacity. Any microcomputer-related problems requiring assistance should be reported to this unit. Any ITCS service may be requested via the HelpDesk. Also, the HelpDesk should be contacted before any computer equipment is relocated.

E-5. TECHNICAL SERVICES

Technical Services provides support for the campus physical network infrastructure, including the data communications cable plant and associated electronic equipment. Requests for services should be directed to the HelpDesk, the departmental secretary, or to Technical Services directly.

Any new computer connections to academic or administrative systems must be cleared with the director. Although ITCS attempts to provide access to all who request it, the network ability to connect and service interactive computer needs is limited and should not be assumed. Generally, the costs associated with adding a new connection to the network will be the responsibility of the unit requesting the addition.

E-6. NETWORK SERVICES/OPERATIONS

ITCS provides and maintains hardware and software to create a network infrastructure for the IUS campus. This connectivity currently extends to the other IU campuses through hubs in Bloomington and Indianapolis, and to other educational and research facilities through the Internet. At no cost to the faculty member, staff member, or student, Network Services will provide the necessary accounts for use of Indiana University Southeast Network resources generally available to the IUS community. ITCS will attempt to insure the integrity of all data stored on the network; however accidents, vandalism, and limited resources will not make this possible at all times. Ultimate responsibility for data and personal files rests with the users and they are encouraged to back up their files regularly. Contact Network Services for advice and assistance.

Users wishing to make use of network resources should contact this office. Any new computer connections to academic or administrative systems must be cleared with the director. Although ITCS attempts to provide access to all who request it, the network ability to connect and service interactive computer needs is limited and should not be assumed. Generally the costs associated with adding a new connection to the network will be the responsibility of the unit requesting the addition.

A variety of general purpose and some special purpose software is available on the network as well as certain peripheral devices such as printers and hard disk storage. Users wishing to have particular software packages or peripheral devices installed on the network must first obtain approval from Network Services. Costs for additional software or peripherals will generally be the responsibility of the requesting unit.

In general, any user of the network may use any resource on the network but there will be exceptions. Some software will be restricted to particular users or to a limited number of simultaneous users. Some network peripherals such as printers and hard disks will also be restricted to particular users. Users who need particular software or hardware resources on the network should discuss needs with Network Services. ITCS will attempt to accommodate any reasonable request for academic or administrative network use within the scope of available resources.

E-7. RESEARCH AND INSTRUCTION SERVICES

Research and Instruction Services is available to consult with faculty regarding any computing-related teaching or research need. Requests may be directed to the HelpDesk, the departmental secretary, or directly to Research and Instruction Services.

The Student Services subunit of Academic Services maintains several instructional support facilities providing Wintel and Apple microcomputers. These facilities include the Crestview Microcomputer Lab (CV 112), the Knobview Microcomputer Lab (KV 207), the Library Satellite Cluster (LB 200), the Crestview Wintel Computer Classroom (CV 108), the Life Science Wintel Computer Classroom (LF 106), the Knobview Wintel Computer Classroom (KV 215), the Knobview Macintosh Computer Classroom (KV 203), the Library Wintel Classroom (LB 105), the Hillside Wintel Classroom (HH 113), the Physical Science Satellite Cluster (Physical Science second floor lounge), the Hillside Macintosh Classroom (HH 205), and the Hillside Satellite Cluster (HH 123). Only the CV 112 and KV 207 labs are staffed during open hours. The computer classrooms are not scheduled by ITCS. All microcomputers have access to the campus network and the software provided thereon. A library of software and manuals is maintained by ITCS in the CV 112 lab for use in that facility. All facilities are available to all enrolled IUS students.

Student Services provides short seminars on basic computing functions for students, known as Jumpstart classes. These classes are provided free of charge to enrolled students. Actual course offerings and schedules are variable.

Academic support available includes consulting and short seminars on introductory or more advanced topics in computing, an extensive computer manuals library, an inventory of useful programs and limited specialty programming. These services are all subject to the review and priority decisions of the director and the Usage Committee and are limited by the availability of resources.

Instructional projects have priority over research in the use of both equipment and services. Students normally enter their own data. Data or programs stored on local multi-user systems will be retained by ITCS for a period of one year after completion of a project unless other arrangements are made. ITCS is not responsible for data or programs stored on hard disks of general access microcomputers including generally available network file servers.

E-8. ACCESS TO SYSTEMS

All enrolled IUS students are automatically issued an account on the campus network. Faculty and staff will be issued accounts on request. The local network system provides access to various software and electronic mail. In addition, ITCS can facilitate faculty, staff and student requests for accounts on available systems throughout IU. Lost passwords can be replaced upon request. Call the HelpDesk for further information.

E-9. PROVISION OF HARDWARE/SOFTWARE AND PURCHASING ASSISTANCE

ITCS offers faculty, staff and students assistance in purchasing computing hardware and software in the form of advising, consultation and recommendations. In order to maintain campus standards and to monitor the user base, all campus units are encouraged to use this service. In many cases, appropriate hardware and software solutions are not obvious and should never be assumed. Minimally, all purchase requests should be channeled through ITCS for review and comment. In general, all computer hardware and software purchases are subject to the approval of the director.

ITCS provides some basic hardware and software support to campus users at no charge. ITCS maintains the campus network and can make available to users a limited amount of network disk space at no charge on an as-needed basis. A core set of software packages (word processing, spreadsheet, database, etc.) is also available. In addition, most campus computer repair work will be provided by ITCS. Please contact ITCS for details.

The Student Computing Technology Fee account is managed by ITCS, although usage of the funds are directed by the chancellor. This fund is available for purchase of student computing hardware/software/services. The Student Computing Technology Fee Advisory Committee accepts requests and makes recommendations to the chancellor regarding spending of dollars collected via the Student Computing Technology Fee.

A fund for purchase of academic software is directed by the Faculty Senate Integrated Technology Committee and managed by ITCS. The committee accepts requests from faculty for allocation of these funds.

A Computer Equipment Replacement Fund (CERF) is available for the replacement of obsolete faculty and staff computing equipment. ITCS manages this account which is intended to fund replacements on an appropriate life cycle

E-10. TRAINING

The department of Human Resources administers and schedules computer training courses which are taught by ITCS personnel. Requests for specific training should be directed to Human Resources.

E-11. OPERATIONS POLICIES

The following was taken in large part from, and is in general conformance with, *Computer Users' Privileges and Responsibilities, University Computing Services, Indiana University*.

Computer use has become an essential part of many University activities. While much computing is now done on privately controlled computers (personal computers, workstations, etc.) most information sources and telecommunications systems reside on shared, central computers, or use shared networks. Distributed public resources, such as microcomputer clusters, provide additional computing tools. Indiana University Southeast Computer Services (ITCS), as well as many academic departments and administrative units, has responsibility for providing and maintaining shared computing tools. General ITCS policies regarding the resources it provides are outlined below.

Responsibilities of ITCS:

1. Access. ITCS will provide access to appropriate computing resources, and to their attached networks, to all members of the University community whose work requires it. Fees are charged for some services.
2. Availability. ITCS will make its central computing resources and networks available to users with the fewest interruptions possible.
3. Security. ITCS will help account holders protect the information they store on ITCS central computing resources from accidental loss, tampering, and unauthorized access. In the event of loss, damage, or invasion of privacy, ITCS will make a reasonable effort to mitigate the situation, but in most cases ultimate responsibility for prevention and resolution of such problems rests with the account holder. In no event shall ITCS be liable for the loss of or damage to information, or for the consequences thereof.
4. Confidentiality. ITCS will assume that account holders wish the information they store on ITCS central computing resources to remain confidential. ITCS will not knowingly divulge information stored on its central computing resources to any individual or agency unless required to do so by authorized University officials or by state or federal law. Similarly, information on account usage will be held in confidence unless disclosure is required by authorized University officials or by law. Requests for disclosure of information will be considered only when made in writing to the Director of Computer Services, and, whenever feasible, only after informing the account holder of the request.
5. Censorship. Free expression of ideas is central to the academic process. ITCS will not remove any information from individual accounts unless:
 - ▶ The information has been obtained illegally (e.g. copyrighted material, software used in violation of a license agreement).
 - ▶ The information in some way endangers computing resources or the information of other users (e.g. a computer worm, virus, or other destructive program).
 - ▶ The information is deemed inappropriate because it is unrelated to the mission of the University or otherwise not in compliance with the legal and ethical usage responsibilities listed below.

ITCS grants the account holder the right to remove from a public or semi-public bulletin board he/she maintains on ITCS resources, any information he/she finds inappropriate. Similarly, ITCS may remove from public or semi-public bulletin boards it maintains any information that is inappropriate, as defined above. The account holder whose information is so removed will be notified of the removal as soon as is practicable in the judgment of ITCS.

6. Electronic Communications. ITCS will assist university personnel in applying for and using the computer accounts necessary to utilize electronic communications, collectively referred to as e-mail. The requesting unit is responsible for any costs associated with e-mail connections in excess of the costs of normal services generally available to the University.

In terms of appropriate use, the University considers e-mail to be in the same category as regular mail and telephone calls. E-mail should be used for University business only.

ITCS takes the position that all electronic communications, file transfers, etc. are private and will take any reasonable steps to insure the privacy of its clients. However, users should be aware that by its very nature e-mail is subject to electronic "eavesdropping" and other invasive technologies and therefore privacy is not guaranteed. Users of e-mail services should exercise suitable restraint and caution.

7. Use of Copyrighted Software. In order to assist University personnel in following the terms of purchase agreements, the University shall a) provide assistance to faculty and staff in the selection and purchase of software that will meet their academic and administrative needs, b) assist persons purchasing software in arranging an agreement with the producer that suits the needs of the purchaser, and c) create a central depository to which copies of all such agreements may be sent for filing for future reference.

Responsibilities of the User:

Access to computing resources is a privilege to which all University faculty, staff, and students are entitled, much like the privilege of using the IU library system. Certain responsibilities accompany that privilege; understanding them is important for all computer users. These responsibilities are listed below.

1. Institutional purposes. All use of ITCS computing resources is to be for purposes related to the University's mission of education, research, and public service. All classes of computer service user (faculty, staff, and students) may use ITCS resources for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the University, and their other University-sanctioned activities. Any use of ITCS computing resources for personal affairs unrelated to University business is not permitted. The use of ITCS computing resources for commercial purposes is permitted only by special arrangement with ITCS administration.

Within the University, access to data and services are understood to be restricted. Stated university policy, pertinent law and the understanding that permission must be received, in writing, from the usual custodians of that information all govern the decisions of ITCS to provide for any request.

2. Security and confidentiality. The account holder is responsible for correct and sufficient use of the tools each computer system provides for maintaining the security and confidentiality of information stored on it. For example:
 - ▶ The account holder should select an obscure account password and change it frequently.
 - ▶ The account holder should understand the level of protection each computer system automatically applies to files, and supplement it, if necessary, for sensitive information.
 - ▶ The microcomputer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being their victim or unwitting vector.
3. Legal usage. ITCS computing resources may not be used for illegal purposes. Examples of illegal purposes include:
 - ▶ Harassment of other users.
 - ▶ Violation of software license agreements.
 - ▶ Destruction of or damage to equipment, software, or data belonging to others.
 - ▶ Unauthorized monitoring or disruption of electronic communications.
4. Ethical usage. ITCS computing resources should be used in accordance with the high ethical standards of the University community. Examples of unethical use include:
 - ▶ Incitement to illegal activity.
 - ▶ Violations of computer system security.
 - ▶ Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
 - ▶ Use of ITCS facilities for personal purposes unrelated to the mission of the University.
 - ▶ Academic dishonesty (plagiarism, cheating).
 - ▶ Violation of network usage policies and regulations.
 - ▶ Use of obscene or abusive language on public bulletin boards.
 - ▶ Violation of other users' privacy.

Some of these activities may also be illegal.

5. Use of Copyrighted Software. The agreement made between a company providing software and the use of same is a contract that is upheld by law. To disregard it is illegal. The unethical use of software, including making unauthorized human or machine readable copies of programs or data, is considered to be a form of academic dishonesty. Indiana University Southeast declares it to be the ethical duty of each faculty and staff member to be aware of, and not to violate the terms of, any license or other agreement with a software vendor or producer. It is incumbent upon the University community to set a high standard in the ethical use of computers and software as it does in other areas. Failure to comply with agreements is punishable by law and is seen by the University as a violation of University rules, subject to disciplinary procedures.

6. Facilitative usage. ITCS computing resource users can facilitate computing in the IU environment in many ways. The practice of facilitative computing is considered a characteristic of good citizenship in the University computing environment. It includes:
 - ▶ Regular deletion of unneeded files from one's accounts on central machines.

 - ▶ Refraining from overuse of connect time, information storage space, or processing capacity.

 - ▶ Refraining from overuse of interactive network utilities (such as BITNET conference relays).

7. Sanctions. Violation of the guidelines described above for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the disciplinary procedures of the University, and the loss of computing privileges may result. Illegal acts involving ITCS computing resources may also be subject to prosecution by state and federal authorities.

IT-MEDIA SERVICES

E-12. EQUIPMENT RESERVATION

A wide assortment of both conventional and high-tech audiovisual equipment is available for classroom and conference room use. Equipment should be reserved at least one week in advance; however Media Services will make every effort to accommodate “last minute” requests. Usually enough equipment is available to meet routine needs; however, if a shortfall does occur, the earliest request gets preference. Media Services does reserve the right to provide equipment for a higher priority if needed. Equipment is delivered to the location usually 15 minutes before the requested time and often much earlier. Operators are not provided and it is the user’s responsibility to know how to operate the equipment. Training is available by contacting Media Services. The user should make sure all equipment is turned off after use. Equipment should not be moved from one room to another. Equipment can be reserved by submitting an **Equipment Request Form (Exhibit 62)** to Media Services via campus mail or in person at KV014. Equipment can be reserved via campus e-mail at the address *media services, department of*. There is no electronic form, so all information should be included. If for any reason an equipment unit that has been reserved cannot be provided, Media Services will make every effort to contact the user by phone or e-mail as soon as possible.

If A Problem Occurs:

If the equipment is not at the location, contact Media Services at ext. 2257. If a malfunction or lamp-outage occurs during use, contact Media Service. Media Services is able to address most problems within 15 min. of notification. Most of the time someone will answer calls in person. However, if the caller gets the answering service, #1 should be selected on the phone tree and a message left; the system will automatically page the support technician who will come to the location as soon as possible. House-phones are located in the hallway areas from which to call. Often during evening hours there is only one media service technician on duty. Media Services reserves the right to suspend service to any campus building’s second or third floor area when the elevator is out-of-order.

Availability of Technical Support:

When classes are in session, technical support from Media Services is available during normal department working hours Monday-Thursday 8:00 a.m. to 9:30 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m. No support is available on Friday evenings or on Sunday. When classes are not in session, support is only available Monday-Friday 8:00 a.m. to 5:00 p.m. No support is available on weekends. Equipment is available during off-hours but is usually set up well in advance and left in place with the hope that it is not disturbed. Users should plan their media needs in accordance with these considerations and hours.

Check-Out Equipment for Off-Campus Use:

Most equipment types can be used off-campus. However the equipment must be picked up by the user at Media Services counter in KV014. The usual checkout time for equipment is three days but longer periods can be arranged. Media Services does not deliver or pick up equipment to or from off-campus locations or provide technical support for said locations. The safety and security of the equipment is the responsibility of the user. In most instances portable versions of equipment types and carrying cases can be provided. For

individuals who wish to check-out laptop computers or video-projectors, these are available from the Instructional Technology Lab (ITL) in the Institute for Learning & Teaching Excellence (LB107, ext. 2577). One should check with ITL about their guidelines concerning the use of this equipment.

Equipment Use In Non-Classroom/Conference Area Locations:

It is the policy of Media Services that equipment not be used in places such as hallways, lounges, personal offices, or outdoor areas.

Use of Public Address Sound Equipment:

The use of campus public address equipment for areas such as University Center, Athletic Building, Amphitheater, and outdoor areas is the responsibility of the Campus Activities Office. If sound enhancement is needed in a classroom area, Media Services may be contacted and a small portable system can be placed in the room. Events in the Ogle Center, requiring public address equipment, is the responsibility of the Ogle Center Office.

Use of Departmental Equipment:

Departmental equipment is equipment purchased with funds generated by a particular school/ division or department and usually housed within that department. Officially IUS does not recognize "departmental" audiovisual or media equipment. All such equipment is available to all campus users despite any proprietary claims. However, Media Services does recognize that many equipment units are best utilized in a departmentally-controlled environment. There is usually an informal agreement between Media Services and the department regarding the management of this equipment. Generally in these situations, Media Services provides maintenance and repair up to \$50 per service. Security, storage, delivery, and scheduling are the responsibility of the department or division. Media Services will supply lamps whenever possible.

Use of Equipment by Students:

Student use of equipment is generally not permitted; however, noted exceptions and allowances are often made at the request of the instructor. Students may request equipment for classroom use, but the request must be made by the instructor. Instructors should not send students to Media Services asking for equipment. Media Services staff will consult with students concerning their needs, but will not train students in equipment operation nor develop materials or presentations. Student organizations may directly request equipment for on-campus use so long as they are an officially recognized student organization. No student group may take equipment off-campus.

E-13. FILM/VIDEO ACQUISITION AND USE

Media Services is an agent of the Indiana University Film/Video Library. This library, located on the Bloomington campus, is one of the largest collections of its type in the world. All regional campus faculty have free and unlimited use of this valuable resource. Films and videos may be reserved by completing the Media Services **Scheduling Request/Videos & Films (Exhibit 63)** and submitting it to Media Services KV 014. Films/videos should be requested at least one month in advance; however, Media Services will attempt to get them on shorter notice if they are available. Most faculty determine their needs on a per semester basis and order prior to the start of the academic term. A preview facility is available in Media Services and is usually available on a walk-in basis. Confirmation notices are sent. It is generally not advisable to request film/videos by e-mail. Catalogs of titles (with cross-indexing) are available in Media Services and the academic school/division offices; portions of the catalog are accessible electronically from the Bloomington campus. Film/videos are delivered to the classroom and ready to use. Usually the user only has to turn on the machine. When finished the user should leave the film or video on the cart (removed from the cassette players). Questions about confirmation, arrival, preview, misplacement, availability, holdover, or equipment use, can be referred to the Media Services schedule coordinator at ext. 2424.

Film/Video Use Off-Campus:

Users may take the film/videos off-campus, but they must be returned within 48 hours.

Film/Video Use By Student Teachers :

IUS student teachers may reserve up to three titles per semester period. There is no charge. The request form must be signed by the supervising IUS faculty member and the faculty member is the person responsible for the item. The student must pick-up and return the film/video to Media Services. Student teachers may use the preview facility.

E-14. DISTANCE EDUCATION AND VIDEO CONFERENCING FACILITIES

IUS maintains outstanding facilities for both distance education instruction and video conferencing utilizing either one-way or two-way video. Three basic systems are in operation:

VIC (*Virtual Indiana Campus*)—this system consists of two separate facilities at IUS, each of which links with the other seven Indiana University campuses. A video classroom in HH 102 has two-way video and audio for up to 24 students. This room is used for distance education and larger conference groups. The second facility is KV 112. This room has two-way video and audio for conference groups up to 10.

IHETS (*Indiana Higher Education Telecommunications System*)—this system with one-way video and two-way audio is rapidly being replaced by VIC; however, IHETS still holds one major advantage... it remains the only system in the state that links all the colleges and universities (both public and private) as well as many medical and industrial sites. It is also rapidly being expanded in high schools and middle schools. On the IUS campus IHETS programming can be delivered to a number of locations; however, the flagship sites are HH 102 and KV 112 (which are also used for VIC). For very small groups (1-4), KV 014B is used.

Athena--this system is generally used to link distance education courses with sites not connected by VIC or IHETS. It is located in HH 105.

All of these facilities are relatively easy to use, but do require some training and familiarization. For training, scheduling, and consultation about which system will best suit needs, or other information concerning their use, contact the Media Services scheduling coordinator. Events scheduled in these facilities must take priority over any other groups that may be using these rooms for something other than their intended purpose. Faculty wishing to develop either web-based or video-based distance education courses should consult with the Office of Academic Affairs.

E-15. REPRODUCTION AND FAIR USE OF COPYRIGHTED MATERIALS

On December 5, 1997 the Indiana University Board of Trustees approved UFC Circular U7-98 *Policy on Fair Use of Copyright Works for Education and Research*. It remains the only official action taken by the University concerning copyright since the federal copyright act took effect in 1978. However, this action does not address the issue of media service departments who may be asked to duplicate copyrighted materials even if the action meets the fair use guidelines. Therefore IUS Media Services has adapted the following policy concerning the reproduction of these materials:

1. It is the user's (faculty or staff member) responsibility to use the materials in accordance with the federal fair-use copyright guidelines.
2. The user must sign a **Copyright Compliance Statement (Exhibit 64)** that basically says: a) they understand the fair-use guidelines, b) they have permission to copy the material, c) they believe the reproduction of said material is within the fair-use guidelines, or d) the material is in public domain and therefore no permission is needed.
3. Media Services reserves the right to review and question the legality of any requests concerning the reproduction of copyrighted materials.
4. No materials from video rental stores, the Indiana University Film/Video Library, other Indiana University libraries or other film/video libraries may be copied.

For Indiana University faculty and staff who need further assistance or have additional questions concerning copyright, the Copyright Management Office, located on the IUPUI campus, is available to help. They may be reached via SUVON at 81-1-317-274-4400.

E-16. VIDEO, GRAPHIC, AND ELECTRONIC PRODUCTION

Most media production projects should be discussed with the director. All projects vary in their nature and scope, so specific guidelines are not drawn. A Media Services **Request for Production (Exhibit 65)** is available and should be submitted when applicable. The following procedures and policies are in place:

Overhead transparencies: Up to 15 can be made over-the-counter while you wait. More can be made, but 3 days notice should be given. There is no charge to the department unless specific funds have been budgeted, such as through a grant. Media Services will make transparencies for students over-the-counter, but they must provide the film which can be purchased in the bookstore. There is no charge for making the transparency.

Photography: Most of the photography done by Media Services is for instructional or archival purposes. Photography for ceremonies, public-relations, athletics, etc. is generally done by the Office of Public Relations.

Video production: Video projects should be discussed with the director; however, certain types of production are done routinely, i.e. recording lectures or teaching for evaluation purposes, recording of lectures to be replayed due to absence, special events, short videos showing demonstrations or explanations. Recordings of on-campus special events should be arranged. Currently production is done on VHS or hi-8, then edited on beta, and recopied back to VHS. Media Services will provide video recording equipment for any classroom event, but often cannot provide an operator. Video post-production work (such as editing, copying, titling, etc.) is not provided for students. Faculty and staff may use the video recording studio by making arrangements. Video production off-campus is usually not possible.

Graphic production: Media Services can assist with a wide array of graphic production and needs should be discussed. Help with signage for special events is available, but Media Services does not do routine “bulletin board” signage. Assistance with enlarging, poster printing, poster presentations, displays, etc. is available. A faculty/staff workroom is available on a walk-in basis and media staff can usually help.

Electronic production: Much of the electronic production for instructional needs is now done by the Instructional Technology Lab at the IUS Institute for Learning & Teaching Excellence (ILTE). Requests for electronic presentations, multi-media production, image scanning of prints or slides, CD-ROM imaging, web-based imagery, etc. are referred to the ILTE (ext. 2577).

E-17. SATELLITE DOWNLINK PROGRAMMING

IUS maintains excellent downlink capability for satellite transmitted programming. Such programming is used for curriculum enrichment, professional development, and conferencing. The campus can receive both C and Ku band analog signals, Spectrum digital for IHETS programs, and Digicipher II digital programming for PBS –ALSS and Business Channel. There is no charge to IUS departments or organizations to downlink; however, most programs require a license fee and this is the responsibility of the requesting department or organization. All arrangements including fees and scheduling can be made by Media Services (ext. 2424).

IT-TELEPHONE SERVICES

E-18. TELEPHONE SERVICES GENERAL INFORMATION:

The Telephone Services Coordinator is responsible for daily operations of voice communications and voice messaging, as well as for special projects and requests. Telephone services is supervised by the Vice Chancellor for Information Technology. Inquiries may be directed to the Telephone Services Coordinator at ext. 2411.

Equipment and Dialing Numbers:

Full time staff and faculty are provided with a telephone and an associated voice mail box. Their numbers can be dialed directly anytime, day or night. Telephone numbers for all users are listed in the *IUS Telephone Directory*. Direct dial numbers for all business offices are listed in the *IUS Telephone Directory* as well as the *Jeffersonville/New Albany White/Yellow Pages*. Calls to the main campus number, 941-2000, are received by an operator. Due to the volume of calls and the logistics of delivery, the operators cannot take messages.

During school closing due to inclement weather, current information will be recorded on 941-2567. This number is listed in the *Jeffersonville/New Albany White/Yellow Pages*.

Requests for repair or specialized services should be directed to the Telephone Services Coordinator directly at ext. 2411 or the campus operator at ext. 0.

SUVON:

The State University Voice Network (SUVON) can be used for university business calls to every college and university in Indiana. In some instances, calls can be made to the local dialing area in the cities where the schools are located. Dialing instructions are in the "SUVON INFORMATION" section of the *IUS Telephone Directory*.

Base Charges and Long Distance:

Accounts are charged a base equipment fee for each instrument within the department. The base equipment billing is done semi-annually. Long distance charges and any alteration charges are billed monthly. Department heads should audit long distance charges to verify that the charges should be paid from University funds. Base equipment, long distance, and alteration charges, if applicable, will be made via interdepartmental (I.D.) billing system.

Long distance university business calls can be dialed directly from campus phones. With approval of their account manager, all faculty and professional staff may be issued a telephone calling card for placing university business, long distance calls while off campus. Business calls placed from home to a SUVON location during regular working hours, Monday through Friday, should be placed through the IUS operator. The caller should identify him or herself and ask the operator to place the call.

Personal Long Distance and Non-University Related Calls:

All long distance calls charged to the University, both on campus and via calling card, and all SUVON calls are limited to university business only. University business includes calls related to teaching, student advising, faculty and staff recruiting, University purchasing, speaker scheduling, faculty research conducted in conjunction with University employment and similar matters. University business does not include any activities of a personal nature for which it is inappropriate to seek payment from a specific university account or to utilize university funds.

Due to the tax exempt status of the University, all personal long distance calls must be charged either to an individual's home number or to that individual's personal calling card at the time the call is made.

Listing the University's phone number as a source of contact in personal advertisements promoting the sale of personal services or items is prohibited.

Changes in Equipment:

Account managers who need to install new instruments, delete unused phones and/or change existing equipment should contact the Telephone Services Coordinator via e-mail.

Pay Phones:

The pay phones located on campus are owned and maintained by Indiana Bell; however, problems with these phones should be reported to the Telephone Services Coordinator directly or through the campus operator.

Hours of Service:

An operator is normally on duty from Monday-Thursday 7:45 a.m. to 9:00 p.m., and Friday 7:45 a.m. to 5:00 p.m.. At all other times, calls to the main campus number are routed to the University Police.

SECTION F: EXTERNAL AFFAIRS

F-1. DEVELOPMENT

Fund Raising:

By authority of the Chancellor, the Vice Chancellor for External Affairs is responsible for all fund raising efforts for Indiana University Southeast, its divisions, departments, and other units, except for sponsored programs and legislative agenda.

Accordingly, efforts within the campus to raise funds from alumni, friends, foundations, corporations, consortia, religious groups, clubs, agencies, and other organizations are approved and coordinated by the Office of External Affairs in consultation and compliance with IU Foundation policies and procedures. This includes efforts for current and capital programs, as well as planned giving, whether restricted or unrestricted, endowed or expendable.

Failure to coordinate fund raising activity results in confusion, embarrassment, and duplication of effort. Donors expect IU Southeast to determine its own priorities and make a coordinated approach. Having several departments or individuals approach a potential donor at the same time is counterproductive. Consequently, Indiana University Southeast has a centralized authority looking after the priorities of the campus and coordinating all fund raising activity conducted in the name of the University.

The legislative agenda is coordinated by the Chancellor's Office, and sponsored programs by the Associate Vice Chancellor for Academic Affairs and Dean for Research.

Gift Cultivation:

Indiana University Southeast encourages gift cultivation. It is by practice the act of making people feel good about the campus. In so doing, an interest in IU Southeast and a desire to support the campus is created and relationships are built. Saying "thank you" frequently and sincerely cultivates friendship and support because it conveys to the donor a feeling that what he or she has contributed is appreciated and needed. This is done through letters or telephone calls, through complimentary tickets to special events, and through invitations to receptions, luncheons, and other social happenings. Personal face to face meetings help build a network of credibility for the campus community. Sending publications, such as *Notes*, newsletters, bulletins, and press releases help cultivate support by providing information about the people, programs, and progress that is of common interest to donors and prospective donors.

F-2. PUBLIC RELATIONS AND MARKETING

Media Relations:

One of the prime functions of the External Affairs Office is to keep the public informed about programs and activities at Indiana University Southeast. It is important that the general public have an accurate perception of the nature of this campus. To accomplish this, the Office of Public Relations and Marketing produces and distributes many news releases pertaining to individuals, programs, and activities at IU Southeast. The office also coordinates contacts with the electronic and print media. Opportunities for feature stories are suggested to media reporters and referrals are made to campus personnel who are able to provide in-depth information needed by reporters to develop these stories.

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 campus. The Chancellor delegates some authority to the Public Relations Office, which serves as the source of official information concerning the campus. When other campus offices or departments deal with the media it is important that they check first with the Public Relations Office to be certain that facts provided to reporters are accurate, e.g., enrollment figures, alumni data, state appropriations, etc. The central voice for the campus in matters of public interest is the Office of Public Relations and Marketing.

From time to time, schools, divisions, and departments may sponsor programs or hold special events that might warrant coverage by the news media. When this occurs, they are asked to provide the Public Relations Office with detailed information about the program or event well in advance. This information is most welcome and will be distributed to the media. It should be remembered, however, that final decisions regarding the use of information are decided by media editors and news directors, not campus personnel.

Public Relations:

In addition to the above, Public Relations and Marketing strives to acquaint the public as well as the campus community with opportunities and activities at IU Southeast. The Speakers Bureau is a service to the community. Faculty and staff are invited to list their names in the speaker brochure provided to the various clubs, agencies and civic organizations in the region. The brochure lists available speakers and the topics they are prepared to discuss.

For the faculty and staff of the campus community, a special publication titled *Notes* is distributed monthly. It contains an update of campus activity and news about coming events of interest to the campus family and selected external constituents.

Marketing:

The marketing function of the Office of Public Relations is vital to student recruitment and image building. It is carried out by a number of departments, including Admissions, Student Financial Assistance, Continuing Studies, The Ogle Center, the Schools and Divisions, Information Technology, and other offices, but the central coordinating units are the Office of Public Relations and the Marketing Committee. The Vice Chancellor for External Affairs is chair of the Marketing Committee.

Representatives from various campus units as well as the Vice Chancellor for Student Affairs are appointed by the Chancellor to sit on the Marketing Committee.

Marketing has a profound effect on how the local citizens view the University and on student enrollment. Marketing plans and ideas are brought to the Marketing Committee at regular monthly meetings for strategic discussion. Part of the marketing initiative is the creation of a large portable display unit, available to all schools, divisions, and departments of the campus. In addition, a series of publications are available for distribution to students, parents, friends, and alumni. Academic schools and divisions are encouraged to suggest ideas and write copy for the department brochures. The Student Financial Assistance Office provides content for the scholarship brochure. Development staff provide material for fund raising publications. As printed materials are needed, they should be brought to the attention of the Marketing Committee.

Advertising:

Paid advertising is part of the responsibility of the Marketing Committee. Schools, divisions, and departments may purchase ads from their own budgets, but are asked to coordinate and clear them with the Marketing Committee. The campus seeks to maintain a unified, coordinated and consistent image in style and content that speaks to the high quality and mission of the institution. On-campus advertisement of alcohol and tobacco products is not permitted.

IU Graphic Standards Guide and Style Guide:

The IU Office of Publications has published the following two guides which may be helpful when choosing University-approved styles, stationery and letterhead formats, as well as the use of IU and IU Southeast logos and visual marks to enhance University identity:

Indiana University Graphic Standards for the Identity Program

Indiana University Style Guide

Copies of both publications are available in the IUS Office of Public Relations. For additional assistance or information on IU and IUS graphics and style, contact the Director of Public Relations (ext. 2416).

F-3. ALUMNI AFFAIRS

Alumni Relations:

Ongoing relations with alumni are coordinated and managed by the Office of Alumni Affairs. The Director has the responsibility of maintaining files, managing and directing alumni programs, special events, and assisting in fund raising.

Schools, divisions, and departments that wish to contact alumni are free to do so, but are asked to coordinate with the Alumni Affairs Office.

Communication:

Foremost in the building of alumni relationships is communication. The Alumni Office publishes a quarterly newsletter with class notes, articles about alumni programs and activities, and news about campus events. Twice annually the Alumni Office publishes divisional newsletters providing information to alumni that is specific to the school or division. Those who have an interest in providing information to alumni are encouraged to submit material to the Alumni Office for consideration. Also, faculty or staff who receive comments, concerns, or news from alumni are asked to share them with the Alumni Director.

Service:

Equal in priority for the Alumni Office is service to alumni. When alumni stop by the office, the Director will follow up with a personal memo thanking them for the visit. If comments are written on return mail the office receives, there will be a response within 48 hours. Furthermore, through the Newsletter, correspondence, brochures, and other materials, the Office of Alumni Affairs will continually make alumni aware of the services available to them. The most frequently requested service is for information about an alumnus(a). Unless there is a confidentiality concern, the office will provide the information. In situations where an individual is requesting a list of names and addresses for commercial purposes, the office will not comply. Alumni have made it clear they do not wish to be solicited by non-university enterprises.

Board of Directors:

A twelve member Board of Directors is elected annually by the IUS Alumni Association membership. Board activity is coordinated by the Alumni Affairs Office in cooperation and compliance with the IU Alumni Office in Bloomington. The IUSAA is a constituent society of the IU Alumni Association.

Ceremonies and Commencement:

The Director of Alumni Affairs is responsible for coordinating Commencement activities, working closely with the IU President's Office and the campus Registrar's Office. Other official ceremonies, such as ground breaking, ribbon cutting, and building dedication, are coordinated by the Executive Assistant to the Chancellor.

F-4. THE PAUL W. OGLE CULTURAL AND COMMUNITY CENTER

General Statement of Policy:

The Ogle Center serves the internal and external communities, providing facilities for music, theater, and fine arts performance, for shows and other entertainment, and for conferences, seminars, workshops and other gatherings. Scheduled programs, special events, and other activities must be in keeping with the mission and purpose of the University, reflecting high academic, aesthetic, and educational qualities for which the University is known. It is expected that users of the Ogle Center respect the physical integrity of the building.

Scheduling Priorities:

Scheduling of Ogle Center facilities is the responsibility of the Ogle Center Manager. The **Paul W. Ogle Cultural & Community Center Venue Request (Exhibit 66)** should be filled out and returned to the Ogle Center Manager. The first priority is the scheduling of academic activities of the music, theater, and fine arts departments. The second priority is the scheduling of community arts groups, outside shows and other contract engagements. The third priority is the scheduling of internal and external seminars, workshops, and other activities. Once an event is scheduled and confirmed, it cannot be changed without authorization by the administration. Prior to schedule confirmation, negotiation can and should be used to promote the best use of the Center when there are conflicting requests.

Booking Procedures:

Procedures and deadlines for booking events are designed to facilitate the smooth operation of the Center. Most of the programs and activities will take place in one of the six main venues of the Center, namely, the Richard K. Stem Concert Hall, the Robinson Theater, the Recital Hall, the Black Box Theater, the Ronald L. Barr Art Gallery, and the Amphitheater. Requests for scheduling the facilities are given to the Ogle Center Manager, who makes the decision in coordination with the Dean of Arts and Letters. No later than July 1 of each year, the Music, Theater, and Fine Arts Departments will notify the Building Manager of needed dates for the year which begins on July 1 of the following year. For example, the departments would notify the manager of needed dates for 2004-2005 by no later than July 1, 2003. This will enable the Manager to begin scheduling performing arts groups and entertainment shows a year in advance of the performance. Some agents book their artists two or three years in advance. Bookings for corporate groups, university groups, and others that want to schedule the facilities for such events as seminars, luncheons, workshops, and meetings will begin July 1 for the coming year, and will continue as needed throughout the year as facilities are available.

An appropriate fee schedule for use of the facilities is developed by the Ogle Center Manager and distributed to external and internal groups who are prospective clients. This fee schedule will be available by July of each year.

The Ogle Center Manager:

The Ogle Center Manager has responsibility for the overall operation of the venues and other facilities in the Center and manages both the operating budget and the auxiliary budget. The Manager oversees the technicians, the custodians, and the ticket sales manager and develops the programming for the season with the help of staff and the Ogle Center Advisory Committee. The manager markets and advertises the activities and events that take place and secures funding for the Center in the form of gifts, ad sales, and sponsorships.

Advisory Committee:

The Advisory Committee consists of twelve members appointed by the Chancellor: Dean of Arts & Letters; faculty members from music, theater, and fine arts; one faculty member at large; one student representative; and five members from the community. The purpose of the committee is to assist in fund development and programming, as well as to provide advice and counsel regarding operational matters.

SECTION G: FACILITIES & SAFETY

G-1. CAMPUS PHYSICAL FACILITIES

IU Southeast utilizes eleven major buildings at its Grant Line Road campus:

<u>Building Name/Code</u>	<u>Gross Sq. Ft</u>
Activities Building (AK)	32,467
Children’s Center (CC)	2,051
Crestview Hall (CV)	39,935
Hillside Hall (HH)	48,458
Knobview Hall (KV)	77,797
Library Building (LB)	81,586
Life Sciences Building (LF)	41,401
Ogle Center (OG)	87,687
Physical Sciences Building (PS)	32,641
Services Building (SV)	15,509
University Center (UC)	<u>32,132</u>
Total	491,664

G-2. CONSTRUCTION, REMODELING AND REHABILITATION

The approval to construct new facilities and/or remodel existing facilities is the responsibility of the campus Chancellor. Depending upon the size of the project, additional approvals may have to be obtained from the Central Administration, the Board of Trustees, the Commission for Higher Education, the Governor, and/or the General Assembly.

Persons and/or operational units wishing to recommend a construction project or a change in the existing facilities should submit a written proposal through the appropriate dean or department head to the Vice Chancellor for Administrative Affairs. The feasibility and desirability of the proposal will be assessed and, along with a determination of the cost, the proposal will be submitted to the Chancellor for consideration.

The approval of minor changes in the facilities is the responsibility of the Director of Physical Plant. The approval will be based on the approved building paint color, schedules, safety, fire and OSHA codes, impact upon operational efficiency, etc.

G-3. FACILITIES SPACE CHANGES

The Office of Administrative Affairs maintains facilities data on all campus buildings as part of a University-wide effort to develop, enhance, manage, and upkeep space. In the event that a change occurs in the use or occupant(s) of an assigned space (office, work room, classroom, laboratory, etc.), the office or academic unit responsible for that space should immediately notify the Administrative Affairs Office (ext. 2202). Administrative Affairs can provide space utilization data to requesters as needed.

G-4. USE OF FACILITIES

The Trustees of Indiana University reserve the right to control the use of University facilities to assure that events conducted therein are compatible with the mission of the University. The University will at all times seek to insure that student and faculty groups are afforded opportunities to meet, hear and exchange ideas and views, however controversial. It does not, however, license or tolerate that which is illegal. For the purposes of this policy statement, the term “facilities” shall include grounds owned by the University as well as structures which are University property.

University related individuals or groups who wish to reserve University facilities should contact the Conference Scheduler at the Conference & Catering Office in the University Center. The Conference Scheduler will provide an **Application to Schedule Facilities** form (**Exhibit 60**) or direct the party to the appropriate office (see Section G-6 for a list of rooms scheduled by other departments). Generally, there is no charge to students, faculty, staff, or University departments for University-related use of facilities as long as the University does not, itself, incur additional expense because of the event. A charge will be assessed to cover extraordinary expenses for custodial/security assistance, supplies, or damage to University property. A charge for custodial assistance will be made if the event is scheduled for a time when custodial service is not normally scheduled and/or the event is canceled without one working day notice (cancellation due to inclement weather excluded).

In those cases where a University-related group or office wishes to use a University facility for an income-producing event, specific authorization for the event must be obtained from the Director of Campus Life or other designated party. A facility usage fee may be charged for the event.

Non-University related individuals and groups who wish to reserve a University facility should contact the Conference & Catering Office in the University Center. A charge will be assessed in accordance with a schedule of facility fees on file in the office of the Director of Campus Life.

IU Southeast considers the freedom of inquiry, assembly and discussion to be essential to a student’s educational development. The University therefore recognizes the right of individuals to express their opinions and assemble on campus in accordance with the state and federal constitution. Individuals and/or groups wishing to assemble on campus should contact the Conference and Catering Office in the University Center for guidelines and to obtain an **Application to Schedule Facilities** form. IU Southeast has the right and responsibility to determine time, place and manner.

The University does not normally make its facilities available for income-providing purposes if the funds are designed to enrich an individual, organization, or commercial sponsor. (Non-University related individuals or organizations wishing to utilize a University facility for income-producing purposes must write to the Director of Campus Life, setting forth the nature of the income-producing activity and its purposes.) If proceeds from such an event are to be donated to Indiana University Southeast (IUS) or the Indiana University Foundation (IUF), no charge will be assessed for the use of facilities, except for extraordinary costs. If proceeds from an income-producing event are not to be donated to IUS or IUF, a charge will be assessed in accordance with a schedule of facility fees on file in the office of the Director of Campus Life or other designated party.

The University-contracted food serve provider will provide for all food and beverage needs for any event held in University facilities. Arrangements for activities requiring any type of food or beverage must be made through the Conference and Catering Office in the University Center. University groups meeting the criteria outlined in Section D-11 (FOOD SERVICE), may provide their own food with prior written approval from the Director of Campus Life.

The University reserves the right to reject any and all applications for the use of facilities. Further, the University reserves the right to make adjustments in confirmed reservations for facilities when such action becomes necessary. An established priority system exists and will be followed in confirming reservations (see Section G-6).

G-5. CHARGES FOR USE OF FACILITIES

Users of facilities have been assigned to three categories for the purpose of determining charges for room utilization:

- Category 1: Academic units, administrative departments and offices, IU Foundation, alumni groups, organizations funded by the student service fees, student organizations and employee or social groups (e.g. fraternities, sororities, honor societies, faculty groups).
- Category 2: Civic and governmental organizations and other non-profit groups.
- Category 3: Profit-making organizations or individuals.

The Office of Campus Activities will provide the current schedule of charges for use of facilities by each of the above user categories.

G-6. SCHEDULING OF FACILITIES

All reservations for space in University facilities and on University grounds, except for those areas listed below, must be made through the Conference & Catering Office and approved by the Director of Campus Life. The exceptions to this policy are:

Activities Building	Contact Athletics Office
Administration Conference Room LB 154	Contact Chancellor’s Office
Athletic Fields	Contact Athletics Office
Art Gallery	Contact Ogle Center Office
School/Divisional Conference Rooms	Contact Appropriate School/Division
Library Conference Room LB 101A	Contact Library Services
Meeting Rooms KV 230-236	Contact Continuing Studies Division
Classrooms (for use during the academic school year)	Contact Registrar’s Office
Ogle Center Facilities	Contact Ogle Center Office

Once the academic schedule is approved, the Director of Campus Life will give priority, as indicated, in reserving appropriate facilities for the events listed below:

Priority A

- Commencement
- Registration
- Nursing Baccalaureate Recognition Ceremony
- Board of Trustees Meeting
- Faculty/Staff Annual Meeting
- Academic Honors Day

Priority B

- Faculty/Staff Orientation
- Fall/Spring Convocations
- Student Orientation Dates
- Student Recognition Reception
- Major Events Sponsored by the Student Program Council
- Career Expo
- IUS Chorus/Popsingers

May 1 is the deadline for establishing the next academic year dates for the above events. After that date, the Conference & Catering Office will begin scheduling other events sponsored by offices, academic units, student organizations, and non-university groups.

Reservations are confirmed in writing on an **Application to Schedule Facilities** form (**Exhibit 60**), signed by a representative of the Conference & Catering Office. All reservations must be cleared through the Conference & Catering Office at least five days before the event. The Director of Campus Life reserves the right to refuse any request for facilities.

When it is necessary for students or groups to use University facilities between 11:00 p.m. and 7:00 a.m., arrangements must be made in advance. A list of people who are required to remain in University facilities must be submitted to the Associate Director of Campus Life stating approximate finishing time. If approved, the Associate Director will issue a **Physical Facilities Permit (Exhibit 67)**.

The Associate Director of Campus Life will inform the University Police Department whenever University facilities are to remain in use later than 11:00 p.m. Groups wanting to use University Center facilities for events or conferences after normal operating hours must secure approval from the Director of Campus Life.

G-7. BULLETIN BOARDS, KIOSKS, SIGNS, AND BANNERS

Bulletin boards and kiosks are placed in strategic locations throughout the campus. There is also a banner wall located in the UC Hallway. Each bulletin board and banner wall is clearly identified as to its purpose.

Category Office Responsible for Monitoring

A - Academic and Administrative	School, Division, or Office Assigned
B - Official University Announcements	Campus Activities Office
C - Campus Events & Activities	Campus Activities Office
D - Community Events & Activities	Campus Activities Office
E - Buy & Sell	Campus Activities Office
F - Banner Wall	Campus Activities Office

Kiosks and Bulletin Board Regulations:

Regulations regarding the use of these bulletin boards and kiosks are as follows:

1. All materials to be posted must be brought to the Campus Activities Office (UC 101) for approval and posting by office personnel. Materials may be posted only on appropriate bulletin boards and kiosks. They may not be taped, pinned, tacked or otherwise affixed to interior or exterior building surfaces, clock in the McCullough Plaza, trees or other natural formations.
2. Posters must bear the name of and the means to contact the individual or organization associated with the posted material.
3. Posters are not to exceed 14" X 22" in size without permission of the Associate Director of Campus Life.
4. Materials in Categories C and D may not be posted more than two weeks in advance of the event.
5. A removal date assigned by the Campus Activities Office will be shown in the lower right hand corner of posters in Categories B, C, D, and E.
6. Placement of handbills or advertising materials on motor vehicles is forbidden.
7. Students running for campus offices in a Student Government Association sponsored election may post campaign posters on Campus Activities bulletin boards not more than two weeks prior to the election.
8. Posted materials not meeting the above stipulations and material whose removal date has passed will be removed by authorized personnel.

Banner Wall Regulations:

Regulations regarding the use of the banner wall are as follows:

1. The banner wall is reserved through the Associate Director of Campus Life. Organizations/groups may reserve the wall two weeks a semester. These may not be two consecutive weeks. On any Monday when the banner wall is not reserved for that week, an organization/group may use it by contacting the Associate Director of Campus Life. This week would not count as one of their two allotted weeks during the semester.
2. Banners must bear the name of the individual or the organization associated with the posted material.
3. Banners are not to exceed 9' X 6' in size.
4. Posted materials not meeting the above stipulations will be removed by authorized personnel.

These regulations may be waived only under unusual circumstances. Individuals or organizations/groups seeking an exception to the established policies and procedures should petition the Campus Activities Office in writing.

G-8. MARQUEE AND VIDEO BULLETIN BOARD

Only academic units, administrative departments, the IU Foundation, alumni groups, and campus organizations may use the marquee and the video bulletin board. Requests for announcements should be sent in writing to the Campus Activities Office at least one week prior to the event.

Scheduling of announcements will be based on the following priority system:

- University-sponsored events with wide audience appeal (e.g. cultural, social and special events, commencements, honors day, registration, varsity basketball);
- Campus-wide events sponsored by student organizations/groups (e.g. dances, blood drives, parties) and official announcements of wide interest (e.g. financial aid and continuing education);
- Announcements with limited campus interest (e.g. recognizing individuals or groups who have received regional or national recognition).

The use of the marquee is limited to one week (if space permits) while the video bulletin board has normally a minimum of three days (and more if space allows). The Director of Campus Life will decide which events will be publicized if requests exceed available capacity.

G-9. MAINTENANCE

The campus maintenance function is administered by the Maintenance Supervisor in conjunction with the Director of Physical Plant. The Physical Plant Department is responsible for all items related to the routine repair of buildings, structures, and utility distribution systems, including normally recurring repairs and preventive maintenance. The department attempts to operate with a totally scheduled maintenance program; hence, work to be performed will be based on an approved work order. The exception would be emergency work required to insure personnel and/or building safety. Except for emergencies, all work will be conducted on a scheduled basis. Prior to scheduling any work, Physical Plant's concierge will contact the office occupant or the person in charge of a group office to schedule the work at a time that will not interfere with office operations.

Persons and/or departments requiring maintenance services should prepare the **Physical Plant Work Request** form (**Exhibit 68**) or send a work order via e-mail (*Workorders, Workorders*) providing clear explanation of work requested, location of work (building and room number), contact person, and account title and number (if non-routine expenditures will be incurred). For emergency repair, the requestor may call the Physical Plant Office (ext. 2330) to relate the work to be done. Any department contracting work to be performed on campus by an outside vendor must notify the Director of Physical Plant.

G-10. HOUSEKEEPING

The work of the custodians is planned and directed by the Building Services Supervisor in conjunction with the Director of Physical Plant.

Custodial care includes routine duties to keep interiors of buildings and the exterior area immediately adjacent to the buildings in a presentable condition. In addition to normal cleaning activities, the custodial crews are responsible for snow and trash removal adjacent to building entrances and for performing minor maintenance. The deployment of custodial personnel is based on each building's assigned square footage; therefore, the efforts of the personnel are closely scheduled and the duties carefully defined.

G-11. LANDSCAPING AND GROUNDS

The Physical Plant Maintenance Supervisor is responsible for the maintenance and appearance of the campus grounds, plants, drives and walkways. Also, the personnel in the grounds maintenance department serve as a labor pool for the movement of heavy equipment and materials. The work of this department is completely scheduled; therefore, work to be performed for an academic or administrative department is based on an approved work order.

The Physical Plant Director is the coordinator for the campus recycling effort.

G-12. PUBLIC ART ON EXTERIOR UNIVERSITY PREMISES

Policies related to exterior public art are specified in *IU Policy No. IV.A.7. Public Art (Exhibit 69)*.

G-13. UNIVERSITY POLICE

The University Police Office is located in University Center 007 and may be reached at ext. 2400.

The University Police Department operates on this campus to enhance the safety and security of people and University-owned property. The department provides campus coverage on a 24 hour, 7 days per week basis. The officers are assigned the responsibility of providing police and safety services and are trained to handle emergency situations.

Emergency Services:

For emergency assistance, dial **2400**. The office maintains radio contact with the officer on duty and has the ability to dispatch him/her immediately to the scene of an emergency situation. In the event that an officer can not be contacted, dial **9-911**. This number will contact the Floyd County Emergency Services, where radio contact is maintained with the IUS officer on duty. The dispatcher must be notified of the exact location within the campus of the emergency.

Copies of the *Staff & Faculty Emergency Procedures Handbook* are available from the University Police Office. Emergency procedures are also discussed in Section G-14.

Non-Emergency Services:

Non-emergency services of the unit include around-the-clock checking of building security, administration of facilities key program, enforcing parking and traffic regulations, providing first aid, handling Risk Management issues, operating the hazardous materials and bio-hazard programs, and ordering and placement of campus signage. Additional services include conducting safety inspection of buildings, facilities and equipment, administering a fire safety program, assisting motorists with problems, providing employee safety and first-aid training programs, and providing other safety and security services that will enhance the operations of the academic and administrative units.

G-14. EMERGENCIES: ACCIDENTS, FIRE, SEVERE WEATHER, ROBBERY, & OTHER CRISES

In the event of an emergency or crisis situation on campus, the University Police Department should be notified at ext. **2400** as soon as possible. In the event that an officer can not be contacted, a **9-911** call should be placed.

Emergency Telephone System

Emergency telephones are located at various locations on campus. Each rings directly into the University Police Department. Pamphlets with instructions and phone locations are available at the University Police Office, UC 007.

Emergency Action Plan:

The *Emergency Action Plan* has been created to prevent or minimize serious injury, property loss, or loss of life in the event of a potential, or actual major disaster. This plan describes the initial responsibilities and actions to be taken until the appropriate university or municipal responder(s) take over. A copy of the plan is located in the office of each director and dean, and in the University Police Department.

Crisis Communications Plan:

The *Crisis Communications Plan* provides a flexible framework for managing institutional communication during a crisis. The University's approach with this plan is to provide open, strong, truthful, and coordinated communication about an incident. A copy of the plan is located in the office of each director and dean, and in the University Police Department.

Disaster Planning:

The University Police Department is in charge of any emergency situation that would involve the immediate evacuation of the campus community.

Injury Accidents:

All personal injury accidents (even though considered minor, involving little or no medical expense, or not resulting in time lost from work) are to be reported to the University Police as soon as possible. See the **Employee Injury Report** and **Authorization for Medical Information (Exhibit 70 & 71)**. The submission of an accident report is necessary in order that any resulting claim under the Workmen's Compensation Program may be processed properly and promptly by the Human Resources Office and any medical bills or questions pertaining to Workmen's Compensation or other insurance benefits may be directed to that office.

Student accidents or injuries should also be reported to the University Police as soon as possible. See **Student Injury Report (Exhibit 72)**.

Motor Vehicle Accidents:

All motor vehicle accidents occurring on campus should be reported to the University Police Department.

First Aid:

The police officers are qualified to render first aid treatment to persons injured or ill. A first-aid room for minor treatment has been established in the University Police Office. In the event of a serious illness or injury, the officers will administer the necessary first-aid and contact the emergency ambulance service to move the injured person to the hospital for professional assistance. The person using the ambulance service is responsible for any associated costs.

Severe Weather:

The University Police Department monitors the National Weather Service's radio band for possible early notice of severe weather conditions. In the event that there are severe weather "warnings" posted for the campus area, the police officers will attempt to contact the personnel in each building and provide safety instructions. Under these conditions, personnel are advised to stay within the building and away from windows, doors, and exterior walls.

Fire:

Throughout the campus, there is a fire alarm system that will alert the University Police when activated. In the event of a fire, the alarm should be pulled and, as soon as possible, the University Police should be notified by phone (ext. 2400) as a backup procedure.

Evacuation of Persons With Disabilities and Mobility Limitations:

Persons with disabilities must study and remember the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Faculty and administrators who have students and staff with disabilities in their classes or work areas should discuss emergency evacuation with these persons ahead of time. Most elevators will not operate and/or should not be used during a fire alarm. If there is no immediate danger (obvious smoke or fire), these persons should either stay in place with their escorts or be moved to a fire rated stairwell until emergency personnel determine the nature of the situation. It is extremely important that students and staff not be moved unnecessarily and improperly, possibly causing further injury. If there is imminent danger and evacuation cannot be delayed, persons with disabilities should be carried or helped from the building in the safest and quickest manner. The individual is the best authority as to how to be moved out of the building.

Hazardous Materials and Bio-Hazard (Blood-born Pathogens) Programs:

The University Police Department monitors the hazardous materials program and the bio-hazard program. If a hazardous materials release or a blood-born pathogens incident occurs, the University Police Department should be contacted immediately at ext. 2400.

Robbery, Assault, Criminal Activity:

In the event of an actual or attempted robbery, assault, or other criminal activity, the University Police should be notified immediately—refer to the **Complaint Form (Exhibit 73)**. The officers are trained to conduct investigations and to take appropriate action. An effort is made to distribute *The Crime Awareness and Campus Security Act Annual Report* to each student, faculty and staff and the report is available upon request from the University Police Department.

Workplace Violence:

The University strives to maintain a safe environment conducive to accomplishing its mission of teaching, research, and public service. Threatening behavior and/or violence will not be tolerated. See **Workplace Violence (Exhibit 74)** which outlines campus policy and the **Incident Report (Exhibit 75)** which will be filled out on each reported case. In a life threatening incident or immediate act of violence, contact University Police immediate at ext. 2400.

G-15. SAFETY & SECURITY

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. The complete University policy on this subject is available in the *IU Personnel Policies for Professional Staff and Support Staff*.

Smoke-Free Campus:

Smoking is strictly prohibited within all University-owned or leased buildings to include offices, hallways, lounges, rest rooms, elevators, classrooms, meeting rooms, dining areas and all community areas. 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 Computer Services micro-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.

Personnel will be issued necessary office and building keys, and any person utilizing the buildings after hours is responsible for the security of these buildings. If an individual must have access to an area that has been secured, it will be necessary for the person responsible for that area to issue the individual a **Physical Facilities Permit (Exhibit 67)**. This permit authorizes the building custodian and/or police officer to unlock the area designated. Permits are available in academic unit offices and at the University Police Department.

Keys:

The keys and locks on this campus are part of a unique system that provides for a relatively high level of security of buildings and property. Keys to access buildings and offices are issued only to appointed employees through the University Police Department. The distribution of keys is made on the basis of a **Key Request (Exhibit 76)** that is signed by the employee's department head.

Employees are personally liable for the keys assigned to them and, in the event a key is lost, a charge of \$3.00 will be assessed. If the loss necessitates a change of cores or sub-master cores, an additional charge may be assessed to the employee's department. A \$20 charge is assessed for lost Intellikeys.

Children in the Workplace:

The IU Southeast campus maintains a children's center for children of students and employees. The use of this facility or another childcare provider is usually preferable to bringing a child into the workplace.

To ensure that the campus does not incur undue liability and that the work environment is not disrupted, employees should make every effort to find a childcare provider, instead of bringing the child into the workplace. It is recognized that there may be an occasional emergency or special situation where an employee must bring a child to the workplace for a short period of time. In such an event, permission must be obtained from the dean or department head to have a child in the workplace. During the time the child is in the workplace, the child must be kept under close supervision by the employee and not allowed to disrupt others. If there are disruptive incidents, the employee may be directed to remove the child.

Children are encouraged to be brought to campus for special programs and events, to tour the campus, to use the Library, to shop in the bookstore, to purchase food at the campus food services cafeteria, etc. In all these cases, though, the parent (or guardian) must ensure that proper supervision is provided.

Pets in Campus Buildings:

For health and safety reasons, pets are not allowed in campus buildings at any time. Exceptions are dogs which assist disabled persons and police personnel.

Security Plan for Animal Facilities:

All requests to visit campus animal facilities must be presented in writing and approved by the Dean for Research. Contact the Office of Academic Affairs for assistance and additional regulations.

Campus Signage:

Requests for campus signage to identify buildings, rooms, or departments should be made through University Police for uniformity and appropriate placement.

Risk Management/Insurance Issues:

The Chief of Police & Safety is the campus liaison for the IU Office of Risk Management and will handle all insurance inquiries or referrals.

G-16. ADVERSE WEATHER

Unless a decision to the contrary is announced by the Office of the Chancellor, Indiana University Southeast will operate as scheduled and employees are expected to work regularly scheduled periods.

In the event that snow begins to accumulate prior to the normal campus opening, the officer-in-charge from University Police will notify the Assistant Director of Physical Plant. The officer-in-charge and the Assistant Director of Physical Plant will jointly determine whether road conditions off campus or snow accumulation on campus will create problems for faculty, staff, and students. If such a determination is made, the officer-in-charge will contact and advise the Vice Chancellor for Academic Affairs of the situation. In the absence of the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs will be contacted. If neither is available, the Vice Chancellor for Administrative Affairs will be contacted. If none of the three are available, the Associate Vice Chancellor for Academic Affairs will be contacted. At anytime when classes are not in session (Christmas break, Spring break, etc.) the Vice Chancellor for Administrative Affairs will be contacted in lieu of the others listed. The person contacted will decide if the situation warrants either operating on the snow schedule or closing the campus. The person making the decision is responsible for immediately seeking the approval of the Chancellor, and once obtained, notifying the media, and the University Police Department which will disseminate essential information including contacts to Telephone Services and Campus Activities personnel for the programming of the switchboard recordings. Employees may call 941-2662 (Scoop Line) or 941-2567 to check on the open/delayed/closed status of the campus.

Snow Schedule:

IUS observes "Weather Days", a term used to define limited adverse weather conditions. The campus will be closed until 10:00 a.m. Only designated emergency staff personnel should be on campus. All other personnel are to remain off campus until 10:00 a.m. Compensation for emergency personnel only at time and one-half (additional time off or pay) will be allowed for any time worked between the declaration of the snow schedule up to 10:00 a.m. on "Weather Days."

Closed Campus :

If adverse weather conditions are widespread and extremely severe, the decision may be made (with the Chancellor's approval) to close the campus. Under such circumstances, pay for staff members will be continued without charge to allowances or make-up time. Only those emergency hourly and appointed staff employees who are required to work will be allowed time and one-half (additional time off or pay) as determined by the department head. It is the responsibility of supervisors to notify employees and Human Resources in advance of those jobs that may be subject to emergency requirements. When the campus is closed, an absence charged to weather should be coded "WTH" on the **Biweekly Attendance Record**, with the appropriate notation in the comment section. On the day that the decision is made to close the campus, the campus will be in a closed status until 6:00 a.m.. If the adverse weather conditions continue, a decision concerning closing for the following day will be made at a later time.

Class Cancellation:

If weather conditions are predicted to worsen such as to create extreme travel hazards during the remainder of a day or evening, a decision may be made (with the Chancellor's approval) to cancel classes for the remainder of the academic day. Once this decision is made, the media along with Telephone Services and Campus Activities will be notified immediately. Canceling classes does not automatically close the campus. Except for classes, all other offices and operations will observe the normal working day.

Open Campus:

If the campus is open, but in the judgment of the individual employee, road conditions are so hazardous as to present a serious danger to personal safety, the employee should call his or her supervisor and explain the absence. The supervisor can authorize the use of eligible vacation accrual, bonus time, personal affairs time, previously accrued compensating time, or work make-up on an hour-for-hour basis. Work make-up must be accomplished during the same work week as the absence to preclude the employee's loss of pay. Employees may also request absence with benefits but without pay in lieu of being charged for the absence.

Commuting To and From An Employee's Home:

Commuting to and from an employee's home to the base office is considered to be personal travel. However, if an employee is on call, emergency trips for the University from home will not be considered as personal commuting but will be considered as business miles. All other commuting trips for employees who are on call (excluding police officers in marked vehicles) will be considered as personal miles.

Tornado/Severe Weather:

The University Police Department monitors the National Weather Service's radio band for possible early notice of severe weather conditions. In the event that there are severe weather "warnings" posted for the campus area, the police officers will attempt to contact the personnel in each building. Under these conditions, personnel are advised to stay within the buildings and away from windows, doors, and exterior walls. University Police will also activate the tornado warning siren. This siren should alert people on outside campus grounds to immediately seek shelter in designated building areas. The siren will sound continuously until the warning is canceled.

G-17. ADVERSE WORKING CONDITIONS

In the event that conditions make it impossible or impractical for staff members to work, they may be released by their department head for the balance of the workday with no loss of pay.

Such releases must be cleared with the Chancellor. Should the adverse conditions extend beyond that day, or come at a time that allows notice prior to employees reporting to work, staff members will be required to make up the lost time or apply against: vacation accrual, accrued compensating time, bonus time, or personal affairs time. In some cases, it may be possible to assign staff members to work at a different campus location. Any make-up time should be reported to Human Resources with a memo of explanation. Make-up time will be assigned by the department head and credited on an hour-for-hour basis. It should be completed within 90 days of the incident. Staff members leaving University employment prior to making up the time should have this fact noted to Payroll so that the final paycheck can be adjusted appropriately. Employees may request absence with benefits but without pay in lieu of being charged for the absence.

G-18. COLLECTIONS, DONATIONS OR SOLICITATIONS

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 canvas for charitable contributions to the United Way has been approved by the University. The Chancellor has also authorized a canvass for 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.

G-19. MOTOR VEHICLE AND PARKING REGULATIONS

The *IUS Parking Regulations*, a complete statement on motor vehicle, bicycle, and traffic regulations for regional campuses, is available from the University Police Office; any questions about parking should be addressed to that office. These regulations were approved by the IU Board of Trustees and apply to members of the academic community as well as to visitors to the campus.

Parking Permits:

In order to construct, operate, and maintain adequate parking for vehicles at the campus, the Board of Trustees has approved a paid parking plan. Five different types of parking areas are identified in this plan:

- **Faculty/Staff Blue Permit Area** - Faculty & Staff - appointed, adjunct, or part-time; students - employed greater than 50% FTE
- **Student Red Permit Area** - any student
- **Disabled Person Permit Area** - approval through University Police or Disabled Student Services
- **Permit Dispensers & Metered Parking** - for visitors to the campus and those who forget their regular permits
- **Free Parking Area** - for anyone

The parking areas are regulated, and it is necessary for persons utilizing these facilities to pay the appropriate fee and to properly display a parking permit on their vehicle. The parking areas have been color-coded to match the color of the permit assigned and it is expected that motorists will park in the appropriate areas.

Fees:

The current fee schedule and general regulations are published in a brochure, *IUS Parking*, available from the University Police Office. Fines collected for parking or traffic violations are placed in the scholarship fund.

Visitor Parking:

Faculty and staff members who invite guests to campus should make arrangements for their parking (i.e., temporary permits or utilization of meters). Temporary permits may be purchased from the University Police Office; daily permits are available for \$.50 each and weekly permits are available for \$1.50 each.

G-20. DEATH NOTIFICATION:

In the event of the death of an IUS student, the Office of Student Affairs should be contacted.

In the event of the death of an IUS faculty member, the Office of Academic Affairs should be contacted.

In the event of the death of an IUS staff member or an IUS retiree, the Office of Human Resources should be contacted.

These offices are to follow notification and other appropriate procedures established by the campus and on file in these respective offices.

G-21. FLAGPOLES AND FLAGS ON CAMPUS:

The United States, Indiana, and IUS flags will be flown continuously unless weather conditions are unsuitable.

The flags may be lowered to the half-staff position to honor deceased members of the faculty, staff, or student body. The University Police will lower the campus flags to the half-staff position from 9:00 a.m. to 6:00 p.m. on the day of the funeral or memorial service. An appropriate sign will be displayed to identify the deceased person who is being honored in this manner.

The flags may be lowered to the half-staff position to honor deceased persons when requested or directed by the President of the United States, the Governor of Indiana, the President of the University, or the Chancellor of the campus. Unless otherwise directed by the Chancellor, or in his absence by the senior administrator present, no one shall raise or lower flags except designated employees.

SECTION H: OTHER CAMPUS OPERATIONS

H-1. UNIVERSITY EMPLOYEE TRAVEL

The basic rules and regulations governing travel are established by the State of Indiana and apply to all employees of state agencies. Indiana University has published the *IU Travel Guidelines, Procedures and Forms*. This publication is distributed to account managers and is available from IU Travel Management Services.

H-2. UNIVERSITY GROUP TRAVEL

Normally, travel is authorized only on an individual basis (i.e., each IU employee is expected to request authority to travel and to submit individual expenses to the appropriate account manager).

Groups (e.g., athletic teams, debate teams, musical groups, etc.) that are representing the University and will be incurring travel expenses that are to be reimbursed from an account administered by Indiana University must make arrangements through the appropriate academic unit or Student Affairs Office.

For additional information on student group travel, refer to Section D-14.

See *IU Travel Guidelines, Procedures and Forms* for additional travel information.

H-3. UNIVERSITY VEHICLES AND COMMERCIAL RENTAL VANS

IU Southeast maintains three university-owned automobiles for employee use on University business only. Mileage costs must be charged to a specific account. In general, vehicles will be reserved for use on a first-come, first-served basis, without regard to destination or duration of the trip.

Arrangements for the use of these automobiles can be made by contacting the Physical Plant Director's Office. Once a 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 be an eligible University employee and have a valid operator's license. 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.

IU Southeast has an agreement with a local vehicle rental agency to provide vans for use by employees on University business. The vans are available on a reimbursable basis. Arrangements to obtain a van or vans can be made by contacting the Physical Plant Director's Office. Refer to **Van Rental Procedure (Exhibit 77)** for additional information.

H-4. TRAVEL SPONSORED BY THE UNIVERSITY

Domestic travel of an educational nature which is sponsored by IUS and offered to the entire community may be offered by the Division of Continuing Studies or by one of the academic units with the approval of the Vice Chancellor for Academic Affairs.

Domestic travel of a recreational or entertainment nature and offered to students, faculty, or staff and their families may be planned by the Student Program Council or the Campus Activities Office. In a similar way, domestic travel of a recreational, entertainment, or educational nature offered to alumni and their families may be arranged by the Alumni Association.

Appropriate campus units may sponsor travel outside the 48 contiguous states with the following stipulations:

- Travel programs should not compete with one another for participants, resources, time frames, etc.;
- First priority will be given to academic-related travel, second priority to educational travel, and third priority to recreational or entertainment travel;
- International travel plans must be approved by the Vice Chancellor for Academic Affairs.

Prior to making any announcement or commitment, sponsors should inform the Vice Chancellor for Academic Affairs who will coordinate all sponsored travel. All sponsored travel programs must meet acceptable standards of quality, safety, and fiscal responsibility.

H-5. MAIL SERVICES

General Information:

Mail Services is located at the loading dock area of the Service Building, and is under the supervision of the Coordinator of Printing & Duplicating. Mail Services personnel may be reached at ext. 2339. 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 unstamped, must not be intermingled with university mail. Incoming personal mail and packages are not related to university business and are not permitted. 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.

Mail Pick-Up/Delivery Times:

Incoming USPS mail is picked up every business day at approximately 8:00 a.m. from the New Albany branch of the USPS. Outgoing USPS mail is picked up each business day at Mail Services by a third party mailing vendor at approximately 4:00 p.m. for delivery to the USPS. Mail Services picks up and delivers to all campus buildings twice daily, and all departments within each building are covered. The following represents the approximate times for each building on a Monday through Friday basis:

Activities Building	11:05 a.m. & 3:00 p.m.
Crestview Hall	11:05 a.m. & 3:05 p.m.
Hillside Hall	10:00 a.m. & 2:00 p.m.
Knobview Hall	11:00 a.m. & 3:00 p.m.
Library Building	10:00 a.m. & 2:00 p.m.
Life Sciences Building	11:30 a.m. & 3:15 p.m.
Physical Sciences Building	11:45 a.m. & 3:25 p.m.
Service Building	9:45 a.m. & 1:45 p.m.
University Center	10:45 a.m. & 2:15 p.m.

At approximately 3:15 p.m., a third and final pick-up will be made for the Library Building Executive Administration Offices. If a customer has mail that must go out after the final pick-up has been made, the mail may be placed directly in the red mail box located in the Library loading dock, where it will be picked up by Mail Services at approximately 3:20 p.m. Additionally, outgoing mail can be brought directly to Mail Services after the final pick-up has been made, but no later than 3:30 p.m.

Outgoing USPS Mail:

The USPS offers a variety of ways for mail to be processed, including first class, first class presort, bulk, library, business reply, express, certified, registered and air mail. As all university accounts which send outgoing USPS mail are charged for their actual usage, adequate planning time will ensure that the least expensive mailing method can be employed. Mailings charges will be billed monthly via the FIS, and charges will appear on the account operating statement. Mail charges are always one month in arrears. IUS customers should be aware that the rates charged by the USPS are subject to change.

The postage meter utilized by Mail Services automatically seals standard size (#6 ½ & #10) envelopes as postage is applied. Customers should place standard size envelopes in stacks with the flaps overlapping. The postage meter does not seal non-standard size envelopes, and therefore, customers should seal non-standard envelopes before giving them to Mail Services for processing. If the customer does not wish to seal non-standard size envelopes, Printing & Duplicating will do so, if requested, for a nominal charge. Customers who send certified, priority, express, registered, air mail, or any mail that requires special handling, should provide written instructions for Mail Services, and rubber band the envelopes to call attention to Mail Services personnel. It is Indiana University policy that mailing envelopes contain the name of the department in the return address area. If this policy is not followed, Mail Services personnel will have to open the envelope to identify the sending department. If any customer wishes or has need for additional mailing trays or tubs, please request them from Mail Services.

All mail must be addressed in English. All mail must be addressed using Arabic numerals; the USPS automated system reads numbers, not language.

Mail sent to China must have a *Declaration of Contents* prepared by the sender. The *Declaration of Contents* forms may be obtained by contacting Mail Services.

First Class and First Class Presort outgoing USPS mail is picked up from Mail Services each business day at approximately 4:00 p.m., by a third party mailing vendor. The vendor processes all first class mail as first class presort mail unless the customer specifically requests treatment as regular first class. First class presort offers savings of over two cents per mailed piece for every piece under one ounce. Two business days should be allowed by the mailer for processing by the third party mailing vendor as first class presort, versus one day for regular first class mail.

Bulk Mail is the most economical way to send out identical pieces of mail if you have at least two hundred pieces. Each piece must have the same contents with no variations to qualify for bulk mailing rates. Customers have the potential to realize a savings of thirty to fifty percent per piece by using bulk mail versus first class or first class presort. According to the USPS, pieces mailed by bulk mail can take an additional three to five days to arrive at their destination. Advance planning is the most important factor in utilizing bulk mail.

Recently the USPS has made several changes to the requirements effecting bulk mail. The new requirement to qualify for the bulk mail rate is that the address list must be a five digit zip code verified at least once per year. This rule was established due to the large number of undeliverable bulk mail pieces that contain an incorrect or nonexistent address, which are found on many mailing lists. If it is impossible to verify a mailing list, there are two alternatives available. The first is to mail the piece at the first class rate. The second is to have "Address Correction Requested" printed on the envelop. Each incorrectly addressed piece is charged fifty cents by the USPS. According to the USPS, the average amount of returned pieces is approximately twenty percent of a non-verified bulk mailing. Both alternatives are very expensive, and therefore, having the list verified in advance is the best method. Some customers purchase address lists from various mailing services. If this is the case, the customers should always request that a five digit zip code verification form be provided with the list. Failure to do so could jeopardize the non-profit status that IUS has with the USPS. Mail Services has prepared a very detailed packet of instructions and USPS requirements for customers to process bulk mail, which may be obtained by contacting Mail Services.

If a customer does not have the time and/or resources to process bulk mailings, Printing & Duplicating offers this service for a fee. Printing & Duplicating can stuff envelopes, label, sort, fold, and stamp. Contact Printing & Duplicating (ext. 2329) to request this service or to obtain further information regarding this service.

Library Rates are the most economical for mailing printed booklets, bulletins, and admission information brochures pertaining only to IUS.

Business Reply is utilized when the customer wants the recipient to mail something back at the customer's expense. Business reply mail is enclosed with an outgoing mailed envelope for the recipient to return. The customer is only charged if the recipient actually mails the business reply envelope back to IUS. Business reply is picked up daily from the USPS by Mail Services.

Express Mail is provided by the USPS for delivery the next morning. Corporate accounts can be established with Mail Services for frequent customers. Infrequent customers can also utilize this service by requesting it from Mail Services.

Certified and Registered Mail requires the recipient's signature at the time of delivery. USPS charges a fee of \$1.40, plus normal postage for this service. Return receipt requested requires the recipient's signature on a receipt. The signature is returned to the sender for a fee of \$2.65, plus normal postage.

Air Mail should be clearly marked or rubber banded to call attention to Mail Services personnel.

UPS Packages--Customers desiring to ship packages other than vendor items from IUS via UPS should take their packages to the IUS Bookstore. Mail Services personnel do not process packages to be shipped via UPS.

Incoming Mail and Packages:

Mail coming into the campus via the USPS is picked up by Mail Services personnel at approximately 8:00 a.m. each business day at the New Albany Post Office branch. It is returned to Mail Services and sorted for distribution. Except during peak periods, particularly on the first business day of the week and holiday seasons, incoming USPS mail should be received by customers on the first delivery of the day.

Packages are delivered to IUS by various shippers (e.g. trucking companies, UPS, Fed-Ex, local vendor trucks) at various times during the business day. Mail Services receives packages from shippers, processes the packages, and delivers the packages as expediently as possible. Any department ordering materials requiring special handling for delivery should notify Purchasing at the time the order is placed and, additionally, Mail Services well in advance of the arrival of the materials. If Mail Services personnel are not aware of the special conditions, material may sit at the loading dock for several days before arrangements can be made for delivery. Departments ordering material should be very specific in identifying the exact location for delivery as well as the person who is to receive the delivery. All orders for material should be processed well in advance of delivery by utilizing the Automatic Purchase Order process, the TOPS Direct process, or by sending a requisition to Purchasing. If these procedures are bypassed, a vital tracking mechanism for delivering packages is eliminated, and ordered material may sit at the loading dock for several days before delivery.

Packages with tracking numbers delivered by UPS, Fed-Ex, RPS, etc., require a signature at the time of delivery to IUS. Any package requiring a signature by a Mail Service employee will require a signature upon delivery to the addressee. The tracking number and signature is necessary in the event a package cannot be located.

Packages with no purchase order number, addressee, or department on the outside of the package will have to be opened in order to identify the recipient. Shippers should be instructed to print the purchase order number and name of addressee and/or department on the outside label. By doing so, time delays will be greatly reduced and the need to open packages will be eliminated.

Items that are to be returned to a vendor for any reason (damaged item, wrong item received, mis-ordered item, etc.) for credit or replacement from the vendor, must be accompanied by a **Material Return Slip (Exhibit 78)** and will be picked up by Mail Services. **Material Return Slips** provide documentation and a paper trail for items being returned and provide for credit/replacement being properly processed. Mail Services cannot pick-up vendor return items unless a **Material Return Slip** accompanies the items. For further information regarding material returns, please refer to the Purchasing section of this manual.

Personnel Mail and Packages:

All faculty, staff and students are reminded that the IUS Mail Service is to be used only for official University business. The United States Postal guidelines, under which the university is allowed to operate, restrict activities to the official business of the University.

Mail related to Nyhart medical reimbursement, personal insurance claims, TIAA/CREF, Fidelity, Valic, personal greeting cards, etc. are considered to be personal mail and must not be sent with university mail. Personal mail should never be placed in any outgoing mail box on campus except for the official USPS mail box located beside the bus stop adjacent to the McCullough Plaza. If mail found in any other box can be clearly identified as personal mail and the sender can be identified, it will be returned to the sender. If the sender cannot be identified, it will be placed in a dead letter file at Mail Services, where it can be picked up by the sender.

Mail and packages that are not related to university business (e.g., deliveries of catalog orders such as LL Bean, Spiegel, Eddie Bauer, etc., utility bills, personal bills, etc.) should not be delivered to IUS. Mail Services is liable only for University-related packages and mail, and will not be liable for personal packages. Under no circumstances should an IUS faculty or staff member direct the USPS to forward personal mail to the campus. If any faculty or staff member plans to be away from home for an extended period, arrangements should be made with the USPS to have personal mail forwarded to a friend, relative, or trusted acquaintance at his or her home.

To obtain additional information or for any questions or comments pertaining to University mailing procedures, contact Mail Services at ext. 2339 or the Coordinator of Printing & Duplicating at ext. 2329.

H-6. PRINTING AND DUPLICATING

General Information:

Printing and Duplicating consists of two separate functions, Satellite Copiers and the Central Copy Center. Satellite Copiers consists of both departmental/divisional copiers, exclusively for faculty and staff use, and all coin-operated copiers for student and general public use. The Central Copy Center has capabilities not found elsewhere on campus, and is located in the Service Building. Any inquiries regarding the services of Satellite Copiers or Central Copy Center should be directed to the staff of Printing and Duplicating at ext. 2329.

Satellite Copiers:

Satellite copiers are widely located throughout the campus for departments and faculty and staff use. Additionally, coin-operated copiers are located in the Crestview lobby, Knobview lobby, Athletics building lobby, Hillside Hall student lounge, and near the circulation desk in the Library, and are available for student and general public use.

Each building has at least one Satellite copier to serve faculty and staff. As an added service for customers, the Printing and Duplicating department provides for delivery of paper and supplies on a weekly basis, and takes copier readings on a monthly basis. Account managers who want to add or delete their employees to/from the copier(s) they currently use should contact the Printing and Duplicating department for assistance. Accounts are billed on a monthly basis via the FIS billing system. A detail sheet explaining all charges is sent to each account billed.

All copiers are under service agreement with the manufacturer or the manufacturer's authorized service representative. IU Southeast personnel who have been designated as key operators, are responsible for explaining how to use the copier, correcting minor problems, and placing service calls. Key operators who are not satisfied with the performance of the company providing service should immediately direct their concerns/complaints to the Printing and Duplicating Department. Key operators should order and keep copier supplies available. If no key operator is available, Printing and Duplicating Department should be contacted for assistance.

Central Copy Center:

The Central Copy Center is located in the Service Building 003. It has many capabilities not available elsewhere on campus, including, but not limited to the following: mainframe high speed copying (up to 110 copies/minute), folding, cutting, drilling, binding, colored ink (including "IU red" and blue), collating, heavy-duty stapling, padding, preparation of bulk-mailings, and non-standard paper stock, in a wide variety of sizes, finishes and colors.

A **Duplicating Work Request (Exhibit 79)** should be filled out, in complete detail, by the customer and be included with the masters to be duplicated. The completed material, along with the original masters, will be returned as specified by the customer. Detailed pricing information will also be returned. During peak work periods, detailed pricing information may not be returned with the completed printed material, but it will be forwarded as quickly as it is processed. On all requests, customers are expected to allow reasonable and sufficient lead time to be able to receive the printed material by the date it is needed. In giving reasonable and sufficient lead time, customers will be able to receive their orders expediently, and will avoid "rush" charges being assessed. Every effort is made to return the completed printing on or before the date requested for

delivery. In peak times (particularly at beginning or end of semesters), requests with unreasonably short lead times of one to three days may possibly not be printed and delivered on time. Customers should accurately reflect the expected return date when filling out their requests and not build in extra lead time. Small, routine jobs (e.g. 500 sheets, printed front and back, machine collated and stapled) with a requested return date of one business day or less, will be assessed a “rush” charge of an additional 10%. Larger, non-routine jobs that require extra finishing and preparation, such as hand folding, booklet composition, processing for bulk-mailing, and/or hand collating and stapling, should be given a minimum lead time of five business days for completion. Customers who allow less than five business days lead time on larger jobs will also be assessed a 10% “rush” charge; however, at least two business days of lead time should always be allowed by the customer, to ensure that a larger, non-routine job can be completed by the request date. All printing charges will be invoiced via the FIS billing system, and charges to the account can be reconciled by the customer by using the detailed pricing information mentioned above.

As an added service, Printing and Duplicating personnel can assist its customers with jobs outside its capabilities by contracting an outside printer. Customers desiring this service would again fill out a duplicating work request. Jobs of this nature will be assessed a 5% up-charge over the actual invoice from the outside printer, but Printing and Duplicating personnel will process all the paper work and handle all the details with the printer. As an alternative method for outside printing, customers can submit a purchase requisition, listing all details of the print job, to the Purchasing Department. This alternative will not carry a 5% up charge. Purchasing will seek a high quality vendor with the best pricing bid.

Please note that all originals should be sent to Printing and Duplicating in camera-ready condition. Printing and Duplicating does not proofread for content, spelling, typographic errors, etc.

IU Printing Services:

Office stationery and other materials containing the Indiana University logo must be ordered directly from the IU Printing Services in Bloomington. These items are as follows:

- Business Cards
- Letterhead Stationery
- Notehead Stationery
- Shipping/Mailing Labels
- Return Address Envelopes (excluding Business Reply envelopes)

An **Authorization for Printing** form (**Exhibit 80**), available from IUS Central Stores, must be completed for each item ordered. If IU Printing Services has previously done the same printing job, the previous job number should be provided. If not, a sample needs to be sent along with the printing request or a very good description of the job to be done. It is highly recommended that a “Proof” of the finished product be requested by checking the appropriate box on the order form. For any questions regarding these orders, contact IU Printing Services.

The IU Office of Publications has published guides which may be helpful when choosing University-approved styles, stationery and letterhead formats, as well as the use of IU and IU Southeast logos and visual marks to enhance University identity. Contact the IUS Office of Public Relations (ext. 2415) for additional assistance or information on IU and IUS graphics and style.

H-7. COPY CHARGES FOR INFORMATION PROVIDED UNDER THE FREEDOM OF INFORMATION ACT

Several departments provide hard-copy information to the public under the *Freedom of Information Act*. State law and IU policy establish the maximum amount of 10¢ per page that may be charged to the public for copied material. This rate allows for the recovery of the cost of making the hard copy, but not the cost associated with gathering or aggregating data. Departments may charge less than 10¢ per page. This charge does not include services, such as transcripts, which already have an approved IU fee. For information about depositing income from copy charges, please contact Accounting Services (ext. 2335).

H-8. IU SOUTHEAST CENTRAL STORES

An inventory of approximately 100 common and frequently used stock items including computer supplies, printer supplies, envelopes, forms and general office supplies is maintained at IUS Central Stores located in the Service Building. All inventory items are listed in the IUS Central Stores catalog provided to all departments. Stock items can be obtained by generating an on-line **Electronic Central Stores Requisition** (screen 70 in TOPS). Detailed procedures for processing on-line requisitions are contained within the IUS Central Stores catalog. This catalog, as well as training or answers to questions regarding electronic requisitions, is available from the Purchasing Department (ext. 2338 or ext. 2366).

The items stocked in IUS Central Stores are provided as a convenient, quick and economical source of supplies. These items should not be purchased directly from outside vendors. IUS Central Stores purchases supplies in large quantities, enabling customers to buy at a cost that is considerably less than if they purchased small quantities directly from a vendor.

Once an order has been processed, the ordered item(s) will be delivered directly to the customer by Mail Service personnel. In the event that the delivered items are damaged or are not the items originally requested, Purchasing at ext. 2338 or ext. 2366 should be notified.

H-9. IU BLOOMINGTON ON-LINE PURCHASING SYSTEM (TOPS DIRECT):

Office supply items which are not available from IUS Central Stores can be obtained from the IU Bloomington web-based TOPS DIRECT system, an electronic ordering system which IU Bloomington maintains. TOPS DIRECT can be accessed by logging onto the Internet and going to this URL: <http://tops.indiana.edu/>. After logging on, customers can access thousands of items provided by several different vendors and place orders for those items. Some of the features which have been incorporated into TOPS DIRECT are: *Search by Vendor*, *Search by Item* and *Personal/Department Lists*. Customers needing information or assistance with this process should contact Purchasing at ext. 2338 or 2366.

Once an order has been processed, ordered items will be delivered by UPS to the Service Building dock and then taken directly to the requesting department by Mail Services personnel as soon as possible. In the event that the delivered items are damaged or not the items originally requested, the Purchasing Department should be notified.

H-10. PURCHASING

The procurement of all goods and services through outside vendors is the responsibility of the Purchasing Department, which is supervised by the Director of Campus Services. By directive of the Board of Trustees of Indiana University, only the Purchasing Department has the authority to obligate university funds to be spent with outside vendors. Employees circumventing this policy can be held personally liable for any obligation made.

Requisitions valued in excess of \$25,000 must be processed or approved by the IU Bloomington Purchasing Department. IU Southeast Purchasing Department will assist departments with these purchases or contracts. Regardless of who processes the requisition, the process of purchasing should normally be completed in one to five days for simple, routine requests, while several weeks may be required for complex requests. After Purchasing has issued a purchase order, the requesting department will receive a departmental copy, and the vendor will be faxed or mailed a copy.

The following methods are available for procuring goods and services from outside vendors:

Electronic Purchase Requisitions:

All IU Southeast department offices are set up to process electronic purchase requisitions through The On-Line Purchasing System (TOPS). On-line requisitions are the quickest and most efficient method to process a purchase request. Once approved, the requisition is automatically received at the Purchasing Department for processing. The on-line requisition also contains a note screen which allows customers the ability to provide detailed information regarding the request.

Automatic Purchase Order (APO):

Campus customers can process small dollar on-line requisitions which will generate an Automatic Purchase Order (APO). Three steps must occur in order for an APO to be processed. A customer must select an existing vendor from the TOPS database, must not exceed their department APO dollar limit, and must indicate that the item(s) being purchased is not a restricted item. When all three of these elements are met, an APO will be generated upon approval of the requisition, and the vendor will receive the APO via fax. When any one of the three elements of an APO are not met, the requisition will be received by Purchasing as an electronic requisition and an APO will not be generated. In the event that an attachment must accompany the APO, the customer has the option to have the vendor APO copy printed rather than sent by fax.

Purchase Requisition Form:

A department has the option to process a paper copy **Purchase Requisition (Exhibit 81)** form. The form can be ordered from IUS Central Stores. Purchase requisition forms must be signed by the Account Manager and sent to Purchasing through campus mail. As it is the slowest and least efficient method available, paper copy requisitions are not recommended as a method for ordering goods and/or services through outside vendors; however, the paper copy purchase requisition form is accepted by Purchasing.

Purchasing Card:

The Indiana University Purchasing Card Program has been designed to allow for the direct procurement of low-cost purchases and access to electronic commerce contracts by the end-user through the use of a Purchasing Card. Use of the card will provide quick placement of orders, greater flexibility in ordering and reduced paperwork processing. Completion of an application/agreement form is required in order to obtain an IU Purchasing Card. Each card will have a transaction and a monthly spending limit. All purchases must be made in compliance with Indiana University expenditure policies. All purchases must be supported by an original itemized receipt. An FIS document PCDO will be generated, listing each day's transactions for each procurement card. Original receipts must be attached to each statement and mailed to Accounting Services, LB 100. Inquiries about the IU Purchasing Card should be directed toward the IUS Purchasing Department or IUS Accounting Services.

Training:

Purchasing will provide training for each department/division who desires to use any of the above purchase processes. Detailed written instructions are also available.

Responsibility of Customers:

It is the responsibility of every customer to provide accurate and detailed information when submitting a request, regardless of which available methods for ordering are utilized. Customers should thoroughly review and proofread every order. Errors will cause a variety of problems, including, but not limited to, delays, wrongly shipped items, wrongly shipped quantities, and duplicated work. Customers who submit insufficiently detailed information for their requests should expect processing delays to occur. Customers who submit inaccurate information resulting in incorrect shipments will be expected to work in conjunction with Purchasing, Accounts Payable, and vendors to resolve all problems.

Certificates of Insurance:

Because of liability concerns, it is imperative that the following procedures be followed when a department considers contracting with any vendor to do work on campus, or on behalf of the campus. The Purchasing Department must be contacted before a department contracts someone to come on campus to work. Purchasing will solicit the vendor for a *Certificate of Insurance*. Upon receipt of the *Certificate of Insurance* by Purchasing, it will be submitted to the IU Risk Management Department for approval. IU Risk Management's primary concern is to ensure that all vendors performing work on any campus carry an adequate amount of insurance in the event of accidents involving campus employees or students, campus property, and even their own employees. If no insurance or insufficient insurance is carried by any vendor, an accident could easily result in Indiana University being sued or being left without coverage for injury or damaged property. When an APO is prepared, Purchasing will notify the customer when coverage is approved in order to complete the order. Purchasing will handle the details upon receipt of a purchase requisition. By strictly following the above procedures, the campus and university will not be put in jeopardy for liability concerns. The Purchasing Department should be contacted to discuss any questions or situations prior to contracting services.

Emergency Situations:

In the event of an unavoidable emergency during business hours, the Purchasing Department can be contacted by telephone to issue an emergency purchase order; however, all pertinent information must be provided by the requestor in order for the purchase order number to be generated through The On-Line Purchasing System, or TOPS.

Some departments can experience after business hours emergencies, such as Physical Plant, Ogle Center, Computer Services, and University Police. Examples of such emergencies might include critical equipment failure, failed alarm systems, and removal of fallen trees. Departments who may experience such emergencies should plan ahead and work with Purchasing to procure *Certificates of Insurance* in advance of the occurrence of any emergency. This will ensure that vendor liability concerns are addressed. Additionally, the department is expected to contact Purchasing immediately on the first business day after the emergency occurs so a purchase order can be processed.

Delivery:

Merchandise purchased through outside vendors will be delivered either directly to the requesting office, or to the Service Building dock for subsequent delivery by Mail/Receiving personnel.

Returned Goods:

When goods must be returned to a vendor for any reason, the customer must first contact the Purchasing Department and work with Purchasing to ensure the merchandise is returned to the vendor in a timely manner. A **Material Return Slip (Exhibit 78)**, available through IUS Central Stores, must be completed and the pink vendor copy included with the merchandise being returned. The **Material Return Slip** states the reason the merchandise is being returned, the purchase order number, the customer's name and department, etc.

H-11. ACCOUNTS PAYABLE

The Accounts Payable (A/P) Representative is responsible for scheduling payment for all invoices after a department processes a purchase requisition (electronic or paper), and after Purchasing issues a **IU Southeast Purchase Order (Exhibit 82)**. When an invoice is received and scheduled for payment, an **IU Southeast Check Request (Exhibit 83)** is generated by Accounts Payable and forwarded to the department for their records. For invoices of \$5,000 or more, a second copy of the check request is generated. The department account manager must sign and return this second copy to Accounts Payable prior to the scheduled payment date listed on the **Check Request**, or payment will be withheld until the form is received. If a department determines that an invoice under \$5,000 should not be paid, Accounts Payable must be notified at least one day in advance of the scheduled payment date, in order for Accounts Payable to put a “Hold” or “Stop Payment.” If no notification is given, payment will be made on the scheduled payment date specified on the check request.

IU Southeast requires vendors to mail the invoice directly to Accounts Payable (not to the department). The vendor is also required to reference a purchase order number on the invoice. This procedure will assure the vendor of payment in a timely manner, and should greatly reduce the number of inquiries departments may receive from vendors. In those rare cases when a department receives the invoice, the department should reference a purchase order number and send it immediately to A/P.

If an invoice is mailed to Accounts Payable and does not reference a purchase order number, Accounts Payable will return the invoice to the vendor. Accounts Payable must have a purchase order number on the invoice to allow it to be paid. A/P’s top priority is to pay all IU Southeast vendors in a timely manner. The on-line purchasing system utilized to pay invoices cannot generate a payment without a valid purchase order number.

“Check Enclosed” applies only to those vendors who require having their payment in-hand before they will ship goods or provide services, or occasionally for professional memberships. Most reputable vendors do not require a check before shipping goods or providing services. If a vendor does ask for payment in advance, this request must be communicated to the Purchasing Department.

In those rare circumstances where a vendor does require payment to be made in advance of providing goods or services, documentation with exact pricing must be provided by that vendor and accompany the customer’s purchase requisition or APO when it is submitted. Any orders that do not meet this criteria will not be processed as a “Check Enclosed.”

A/P’s role is to schedule checks for payment to vendors, but A/P does not issue checks to vendors. Accounts Payable enters the information into the IU TOPS system and schedules the payment to be made, but the actual checks are printed at and mailed to the vendor by Financial Management Support at IU Bloomington. The only exception is when a department requests a payment to be “check enclosed.” This procedure requires Accounts Payable to request Financial Management Support to mail the check directly to A/P and not to the vendor. This procedure can take up to seven working days for completion. Accounts Payable then mails the check to the vendor with the vendor copy of the purchase order and all attachments.

Questions related to accounts payable transactions should be directed to the Accounts Payable Representative at ext. 2337.

H-12. CAPITAL ASSET MANAGEMENT (CAMS)

In conjunction with the various organizations (departments grouped together by FIS organizational codes) at Indiana University Southeast, the Capital Asset Management (CAMS) office is responsible for the logging, tagging, and tracking all purchased equipment which is expensed as a capital item (object code 7000 level). The CAMS office is administered by the CAMS/Purchasing Assistant and supervised by the Director of Campus Services. The IUS CAMS office is located in the Service Building 102. Organizations with inquiries regarding CAMS may call ext. 2366 for assistance.

All equipment with an acquisition value in excess of \$1,000 or more, and a life expectancy of greater than two years is classified as capital equipment. Only equipment with a cost exceeding \$5,000 must have an Indiana University Property Tag affixed and will be physically inventoried every two years. Organizations that want to tag and track any assets valued at less than \$5,000 may do so at their own option utilizing the CAMS portion of the IU Financial Information System. The CAMS/Purchasing Assistant can provide assistance and training for tracking assets valued under \$5,000.

Physical Inventory Requirements:

Federal regulations require that each organization must complete a physical inventory every two years. CAMS exists because of the federal requirements (Circulars A-133, A-110, and A-21). Organizations may access the Indiana University policy regarding physical inventories at the following URL: http://www.fms.indiana.edu/cams/policies/physical_inventories.html.

Organizational physical inventories are performed by utilizing scanning devices. After an inventory, an Inventory Reconciliation Report is delivered to each organization. This report is a listing of all the organization's capital assets which were not scanned during the physical inventory. While the organization is reconciling the report, all necessary updates must be reported to the CAMS office. Each organization must resolve its Inventory Reconciliation report within two weeks after receiving the report. After reconciliation has been performed, an Inventory Certificate letter must be signed by the organization head, then returned to the CAMS office. Physical inventories and their corresponding reconciliations fulfill government regulations for the University's capital assets.

Capital Asset Equipment Transactions:

If any organization chooses to sell, trade in, discard, cannibalize or destroy an asset, the organization must first contact the CAMS/Purchasing Assistant. Likewise, if an asset has been lost or stolen, the organization must contact the CAMS/Purchasing Assistant. A **Capital Equipment Transactions Form (Exhibit 84)** must be completed by the organization and the form turned into the CAMS/Purchasing Assistant. If any organization wishes to sell or donate an asset, written permission granted by the Director of Campus Services must accompany the form. The CAMS/Purchasing Assistant will then advertise the item(s) internally, and the equipment must be offered to all of the Indiana University campuses before attempts can be made to sell to any outside organizations or individuals. Organizations may obtain the **Capital Equipment Transactions Form** from the IU Southeast CAMS office.

In the event any equipment is stolen from a organization, the IU Southeast University Police Department must be contacted; that office will prepare a theft report. An attempt will be made by University Police to secure insurance recovery through IU Risk Management. A copy of the theft report must accompany the Capital Equipment Transactions Form.

Equipment Loans/Off Premises Equipment:

Equipment that is not located on campus should have the off-campus address listed on the Capital Equipment Loan form which is kept in the CAMS office. Equipment that is in the personal possession of the Indiana University staff/faculty for more than 30 days must have a valid **Equipment Loan/Return Form (Exhibit 85)** processed in the CAMS office with the IU Southeast staff/faculty member's signature on file in their respective office.

The organization head must have an electronic or handwritten signature on file. This form is valid for two years. A copy of the **Equipment Loan/Return Form** must be forwarded to the IU Southeast CAMS office. Loaning organizations should contact IU Risk Management at (812) 855-9758 concerning insurance coverage on loaned equipment. The organization does have the option of waiving insurance coverage; however, it must be understood that the loaning organization is fully liable in the event of damage or loss. Any associated costs or charges will be the responsibility of the loaning organization.

Capital Asset Physical Equipment Moves:

If any organization physically moves any equipment (asset) to another location (i.e. equipment moved to a different building, or sub-room) on campus, the CAMS/Purchasing Assistant must be notified as soon as possible so that the information may be updated. It would be best to notify the CAMS/Purchasing Assistant by either e-mail or written confirmation with the exact new building location, room number and sub-room number if applicable.

H-13. USE OF UNIVERSITY OWNED OR LEASED SUPPLIES AND EQUIPMENT

University-owned or leased supplies and equipment are paid for with funds provided to the University for the purpose of operating, maintaining, or otherwise supporting University-related activities. Accordingly, the use of these supplies and this equipment for personal or other non-university related functions is prohibited. Exceptions to the above policy will be limited to those situations wherein the University's best interests are served and only when authorized by the dean or director of the organization.

When authorized, equipment taken off of the University premises for a period of thirty days or more must have an **Equipment Loan/Return Form (Exhibit 85)** on file at the Campus Services Office with the following approvals:

- If the equipment has an acquisition cost of less than \$5,000—approval of the academic unit head.
- If the equipment has an acquisition cost of \$5,000 or more—approval of the Chancellor.
- Federally owned or funded equipment, and any other non-university owned equipment—approval of IU Contract and Grant Administration and Financial Management Support, in addition to the above signatures.

H-14. USE OF OFFICIAL IU SEAL

Policy Statement:

Use of the official seal of Indiana University is restricted to authentication of contracts, diplomas, transcripts, deeds, notes and other official document records for which there are legal requirements. If a signature is involved, the signer must have been authorized to sign University documents which commit or obligate the University or to verify official University records (such as transcripts).

For purposes of this policy the official seal of Indiana University shall mean the University seal impressed by means of devices available only in the offices of the Trustees, the President of the University, and the registrars on all campuses.

Exceptions to this policy shall be granted only for specific uses which require formal recognition of validation.

Requests for exceptions must be submitted in writing to the Office of the President at least two weeks in advance of the date of intended use and shall include an explanation of methods used in determining the person to receive the document (if applicable), and the reasons for officially marking the document.

This policy shall not apply to printed reproductions of the University seal which carry no official validation authority and are primarily used for decorative or identification purposes.

EXHIBITS

Academic Personnel Action Recommendation	Exhibit 21
Account Delegation Authorization Form	Exhibit 3
Applicant Monitoring Form	Exhibit 16
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Application for Travel Funds - Learning Enrichment Account	Exhibit 61
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Authorization for Criminal History & Background Investigation	Exhibit 41
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Authorization for Printing - IU Printing Services	Exhibit 80
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Reimbursement of Expenses for Candidates of IUS Professional Staff Positions	Exhibit 29
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Special Expense Account Billing Request for IUS Food Service Conf. & Cater.	Exhibit 31
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