

TABLE OF CONTENTS

- A. **MISSION AND ORGANIZATION**
 - A-1. Indiana University
 - A-2. Indiana University Southeast
 - A-3. Mission and Vision
 - A-4. Academic Programs
 - A-5. Academic Schools and Divisions
 - A-6. Faculty Meetings
 - A-7. Faculty Senate
 - A-8. Faculty Board of Review
 - A-9. Administrative Organization
 - A-10. Duties of Principal Administrators
 - A-11. Appointment of Academic Administrators
 - A-12. Campus Administrative Council
 - A-13. Academic Affairs Council
 - A-14. Planning Process
 - A-15. Campus Committees
 - A-16. Kentuckiana Metroversity, Inc.

A. MISSION AND ORGANIZATION

A-1. Indiana University

Indiana University Southeast (IU Southeast) is one of the eight campuses of Indiana University. As such, IU Southeast belongs to a distinguished tradition of academic excellence which began in 1820 with the founding of Indiana University at Bloomington. This tradition emphasizes world-class scholarship in the liberal arts, plus professional education at the undergraduate and graduate levels. IU is a leader in international education, with opportunities for study in over two dozen locations around the globe. Many of these programs are available at IU Southeast.

A-2. Indiana University Southeast

The Southeast campus traces its history to the 1941 opening of the Falls Cities Area Center in Jeffersonville. By 1968, the campus had adopted its present name and was beginning to graduate students with baccalaureate degrees. In 1973, IU Southeast moved to its current campus in New Albany. The campus also maintains a Graduate Center in Jeffersonville, IN. Today it offers more than 50 graduate, undergraduate, and associate degree programs in the fastest growing careers, to a student body numbering approximately 5,000.

A-3. Mission, Vision and Values Mission

Mission

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

Vision

IU Southeast will become one of the nation's leading student-centered, comprehensive regional universities.

Core Values

Core values are the authentic guiding principles that define who we are as a university and what we stand for as an institution. They are the timeless values about which we feel passionately – values we would continue to honor even if our circumstances changed in a way that penalized us for holding to them. Since core values define who we are as a university, they act as the foundation upon which we build our mission, vision, and strategic plan.

•Nurturing Environment

We foster a caring campus community that honors diversity, innovation, loyalty, teamwork, mutual respect, and fair play. We work together to create a culture of inclusion and dignity for all.

•**Holistic Learning**

We provide a rich educational environment of academic excellence that extends beyond the classroom and supports students in reaching their full potential. We seek ways to improve upon the quality and service we provide to students.

•**Integrity**

We are uncompromising in our commitment to doing the right thing and being direct in our dealings. We are good stewards of our resources and take that responsibility seriously, are conscientious in our decision-making, and practice ethical behavior in all we do.

•**Connectedness**

We engage with and support the many communities to which we belong and from which we draw our strength and potential. We go to extraordinary lengths to serve our communities efficiently and knowledgeably.

These values will enliven discussion and inform our daily decision-making process. Our Core Values are placed with our Vision and Mission Statements to remind us of our common purpose and to tell others interested in our campus who we are and what we stand for. Please join us in openly embracing these values as an integral part of the IU Southeast community.

Commitment to Diversity

Diversity is the valuing and respecting of difference, including socio-economic status, race, age, religion, gender, gender identity, sexual orientation, disability, veteran status, cultural and international origin, and other groups traditionally underrepresented at the university and in society. We grow and evolve as a university through seeing equality and representation as a goal and human right for everybody. Indiana University Southeast is committed to recruiting students from diverse populations and to making the climate and curriculum welcoming and equitable. Students will leave the university with a raised level of awareness of the history of equality and difference and attain international awareness, so that their understanding of academic disciplines, society, and the workplace will be enhanced, and they will be receptive to and promote valuing and respecting difference in their lives and in the workplace.

A-4. Academic Programs

IU Southeast offers a wide range of undergraduate and graduate degree programs. Concentrations or tracks within programs, as well as minors and certificates in many fields, provide additional options for students. In addition, Purdue University's School of Technology's New Albany Campus offers degrees in conjunction with IU Southeast.

Complete information regarding degree programs and courses can be obtained from the IU Southeast Bulletin.

Honors Program

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

Students accepted into Tier One of the Honors Program have the opportunity to choose from at least one multidisciplinary honors elective offered each semester, as well as a two-semester seminar sequence titled Common Intellectual Experience I and II. Honors H103, the first course in the sequence, is typically taken in the fall, while Honors H104, the second course in the

sequence, is offered in the spring. These courses are offered to a limited number of Honors students by an instructor who has been carefully chosen for his or her teaching expertise and desire to mentor Honors students.

Additionally, these courses are designed to fulfill selected goals of Indiana University Southeast's General Education program, permitting students to participate in the program without slowing their progress toward the completion of their degree program. Honors H103 fulfills the general education requirements usually fulfilled by English W131 requirement, while H104 fulfills the requirement usually fulfilled by Speech S121. During the rest of their academic career within the Honors Program, students are expected to take two multidisciplinary Honors electives, as well as to serve as leaders within Honors, helping to guide more recently admitted students through their Indiana University Southeast experience.

Students admitted into Tier Two of the Honors Program (usually students who are entering their Sophomore or Junior years) take two multidisciplinary Honors electives. In addition, students are required to complete an Honors track of their choice. In order to address the needs of a diverse student population, the Honors Program offers the following opportunities: Discipline-Based Honors (for students majoring in a course of study that offers Departmental Honors), the Honors Research Minor, and Individualized Honors. Most students pursue the Research Minor.

Students who fulfill both Tier One and Tier Two requirements graduate as Honors Program Fellows, a distinguished achievement.

Honors courses explore important topics in depth, through a multi-disciplinary approach. The pace of the courses, and the level and quality of work expected of students requires that participants be self-motivated, and that they exercise good time-management skills; however, the small size of each Honors class (fewer than 15 students per section) insures group discussion, interaction with the instructor, and focused guidance and support of each student's academic goals.

In addition to taking Honors classes, members of the Honors Program participate in various co-curricular activities, including service projects, attending cultural events, and participating in the Mideast Regional Honors Conference, which takes place every spring.

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

First Year Seminar (FYS)

The first year seminar is a special course for first year students to increase their academic and social integration into college. FYS helps new students to discover their skills and become aware of all the resources available to them in college. This course introduces the nature of higher education and a general orientation to the functions and resources of the university. The instructor mentors and guides first year students as they adjust to the university, develop a better understanding of the learning process, and acquire essential academic survival skills. The course also provides a support group of students in a critical transition by examining problems common to new students. Faculty who know the IU Southeast campus well and who enjoy working closely with first year students teach FYS courses. Most often, these are full-time faculty or part time faculty who have been recommended by a dean and who have five years of experience on our campus.

In each FYS class students connect with an instructor and a set of classmates in an environment which is supportive and designed to expose the student to a variety of new skills. The faculty member is a mentor, and often forms relationships with other students that last throughout the college years. Across the FYS classes there are critical assignments that all FYS courses share. Completion of these assignments ensure that all first-year students receive training in library usage, become aware of various campus resources, learn about the writing center, enhance their social skills, participate in group work, develop their time management, learn about different study techniques related to reading, learning and become aware of the variety of extracurricular opportunities available to them.

Each FYS course uses the College Success Guide as their text. This text has been designed specifically for our campus to work well with our students. All the chapters have been written by faculty and staff on our campus and the information provided in the text will be invaluable for the students as they earn their degree at IU Southeast.

FYS is one of IU Southeast's major investments in enhancing student success and persistence. Students who take an FYS during their first semester are more likely to return the following semester than students who do not. Instructors benefit from the satisfaction of helping new students get off to a good start and the joy of some special relationships with students that will last. Faculty also benefit from the camaraderie with colleagues from across the campus who are dedicated to the same purpose. This camaraderie is promoted through informal biweekly discussions. The FYS retreat is held in May to highlight new materials, techniques or research relevant to the teaching of FYS. Faculty who teach an FYS course are dedicated to the success of first-year students and it is an acknowledged service to the university. Faculty are compensated for each FYS course taught.

Currently there are two different ways a FYS course can be taught. One can teach it as a stand-alone FYS course meeting one hour on one day of the week for the entire semester or as a FYS course connected to a typical course a first year student would take (e.g., W131 with a FYS, or P101 with a FYS) These are considered tandem FYS courses and the student receives one credit hour for the FYS portion, and three credit hours for the content course. The standard times for 3-credit classes (4 with the FYS) meeting twice a week are: 9:05-10:45; 11:00-12:40; 12:50-2:30; 2:45-4:25; 4:15-5:55; 5:35-7:15; and 7:30-9:10.

Appropriate schedules can also be developed for 4-credit classes, 2-credit classes, classes that meet once a week, etc. The important thing is to add 50 minutes per week to the class and to try not to interfere with other class time periods any more than necessary. Please contact Donna Dahlgren at ddahlgre@ius.edu; 812-941-2682, or gain information and reactions from anyone who is currently teaching an FYS.

Office of International Programs and Initiatives

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

IU Southeast has a faculty with strong interests in international education, curriculum-based interventions, campus events, and study abroad opportunities are part of the IUS experience.

IntProgs@ius.edu

A-5. Academic Schools and Divisions

To facilitate the growth and coordination of the academic programs at IU Southeast, the various academic disciplines have been grouped into seven academic units. Consult the individual school web sites for a list of programs each school offers.

1. School of Arts & Letters
<https://www.ius.edu/arts-and-letters/index.php>
2. School of Business
<https://www.ius.edu/business/index.php>
3. School of Education
<https://www.ius.edu/education/index.php>
4. School of Natural Sciences
<https://www.ius.edu/natural-sciences/index.php>
5. School of Nursing
<https://www.ius.edu/nursing/index.php>
6. School of Social Sciences
<https://www.ius.edu/social-sciences/index.php>
7. Purdue College of Technology Statewide Programs
<https://polytechnic.purdue.edu/new-albany>

A-6. Faculty Meetings

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

A Faculty In-Service Day may be held prior to the start of the fall semester. The meeting is coordinated by the Office of Academic Affairs and focuses on major priorities in Academic Affairs.

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

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

Deans call and preside over faculty meetings as needed to discuss the business of their units.

A-7. Faculty Senate

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

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

A-8. Faculty Board of Review

In the spring of each academic year, the elected senators elect a Faculty Board of Review (FBR) according to the rule and procedures outlined in By-Law 3 of the Faculty Senate Constitution (see Appendix). Information about the purview of Faculty Boards of Review and their procedures can be found in the IU Academic Handbook and in By-Law No. 3 (see Appendix).

A-9. Administrative Organization

IU Southeast has been organized into administrative units to accomplish its mission.

The most recent organizational chart can be found at:

<https://www.ius.edu/academic-affairs/about-us/organizational-chart.php>

A-10. Duties of Principal Administrators (below)

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

1. Chancellor

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

2. Executive Vice Chancellor for Academic Affairs

As the chief academic officer of an IU campus, the executive vice chancellor for academic affairs is accountable to the chancellor for the quality, development, coordination and promotion of all academic and noncredit programs and courses on the campus. The executive 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 executive vice chancellor has overall responsibility for periodic review of academic programs and for regular assessment of student academic achievement and institutional effectiveness for the purpose of program improvement. The executive vice chancellor recommends allocation of resources to the

academic units and support departments, and supervises their budgets. Along with the associate vice chancellor, the executive 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 executive vice chancellor supervises the academic advising of students, and oversees preparation of the Schedule of Classes and the IU Southeast Bulletin.

3. Associate Vice Chancellor for Academic Affairs

The Associate Vice Chancellor for Academic Affairs has primary responsibility for key functions related to student academic success and persistence to graduation within Academic Affairs and acts as liaison to other divisions in these areas. Such functions include academic program leadership, coordination articulation and transfer matters, new academic program development (including on-line programming), and the coordination of initiatives designed to encourage student persistence. The associate vice chancellor provides leadership to the Honors Program, serves as a member of the Improvement of Learning Committee, serves as the campus liaison to both the Higher Learning Commission and the American Association of Colleges and Universities and Chairs both the accreditation planning committee and the persistence and completion council. The position also provides leadership in handling student complaints and academic appeals. The associate vice chancellor reports to the executive vice chancellor for academic affairs and carries out the duties of the executive vice chancellor in his or her absence.

4. Assistant Vice Chancellor for Academic Affairs

The Assistant Vice Chancellor for Academic Affairs reports to the Executive Vice Chancellor for Academic Affairs and is primarily responsible for specialized units and programs uniquely furthering student success. The Student Success Center provides students and faculty supplemental instruction, free tutoring, and special testing services. The Office for Disabilities coordinates resources to afford students, faculty, and staff with disabilities equal access to educational and employment opportunities. The Academy for Diversity and Inclusive Education supports faculty teaching, research, and service—to cultivate respect for the dignity of others, to consider their perspectives thoughtfully, and to acknowledge their needs for the benefit of all. International Programs enhances international awareness and appreciation for the richness of a global society—through studies abroad, community outreach, and an array of cultural events brought to campus. The Common Experience coordinates a series of annual events centered in a personally and socially significant common reading and theme--to generate intellectual and co-curricular exchange among students, faculty, staff, and members of the community. The Assistant Vice Chancellor also serves as the point person in Academic Affairs for adult learner initiatives and assessment of unit offices.

5. Dean for Research and Graduate Studies

The dean for research and graduate studies promotes and supports faculty and student research and creative work. The dean provides information on internal and external funding opportunities, and assists in the administration of funded research in both pre-award and post-award phases. The dean is responsible for compliance with all federal and university regulations governing the protection of and the humane treatment of animal subjects. The dean acts as a liaison with the IU Office of Research Administration Office of Research Compliance. Additional information on research opportunities, policies and procedures may be found in the IU Southeast Research Policy Manual.

The dean for research and graduate studies chairs the IU Southeast graduate council and consults with the council on matters of educational administrative policy and academic matters. The dean works with the directors of the graduate programs to develop recruitment and marketing plans and best practices, coordinates efforts with units to provide recruiting, admissions, orientation, advising, mentoring and support services for graduate students, assists with the development of existing and new graduate programs, including graduate programs that span disciplinary boundaries, ensures a seamless transition between the approval of new graduate programs, marketing and the application process and serves as an advocate for graduate education.

6. Dean for Student Success and Persistence

The Dean of Student Success and Persistence position was renamed from the original First Year Experience Director. It was created to reflect the importance of continuous development of student success and persistence programs on the IU Southeast campus, and the extension of the FYS Director into student success. The Dean of Student Success and Persistence collaborates with administrators, faculty, advisors, and staff to enhance student success and persistence through the First Year Seminar, and through other student success and persistence strategies. The Dean designs and implements student success initiatives, along with appropriate assessments. Coordinates with the Executive Vice Chancellor for Academic Affairs and Unit Deans to implement and ensure the success of First Year initiatives and programs. Oversees the First Year Seminar course on campus. Provides leadership to first year experience and other transition programs in collaboration with faculty. Responsible for planning first year experience and other student transition experiences, developing learning outcomes and program goals, and assessing program effectiveness. Provides leadership to Pathways program and oversees development of the course. Collaborates with Academic Affairs in developing, promoting, and implementing institutional student success strategies. Participates in developing and delivering an appropriate institutional response to identified areas of concern related to student success and persistence. Build and maintain awareness of current trends and best practices in persistence and student success areas and integrate such knowledge into campus programs and services. Serves on the campus Persistence and Completion Council, and reports to Executive Vice Chancellor for Academic Affairs.

7. Academic Deans

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

students, handling of complaints from students, encouraging excellence in teaching and research, and assisting in the professional development of the faculty are other important responsibilities.

8. Program Coordinators

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

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

A-11. Appointment of Academic Administrators

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

1. (Executive) Vice Chancellor, Associate or Assistant Vice Chancellor

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

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

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

After the interviews have been completed, the search committee sends to the chancellor or the executive vice chancellor an evaluation of the candidates who have been interviewed, listing acceptable candidates in order of preference and indicating which candidates are unacceptable.

The chancellor or the vice chancellor may discuss the candidates with the members of the committee and may request them to continue the search. When the decision is made and the recommendation for appointment prepared, each member of the committee will be notified of the final choice.

2. Dean

Deans of schools are appointed for the fiscal year and are normally expected to serve a term of three years. Newly hired deans after Spring '17 will serve a 4 year term. Reappointed deans after Spring '17 will also serve a term of 4 years, consistent with a new policy adopted by Faculty Senate. A search for a dean shall be initiated during the third (fourth under new policy) year of a term, or sooner if requested by the chancellor, the executive vice chancellor for academic affairs, the present dean, or a two-thirds majority of the members of the academic unit (school or division).

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

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

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

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

In the case of an external search, the committee shall screen the candidates and determine which of them shall be given further consideration. Such external candidates, and all internal candidates, shall be invited to interviews with the faculty of the school, the executive vice chancellor for academic affairs, the chancellor, and other parties as deemed appropriate by the committee.

When the interviews have been completed, the committee shall provide an opportunity for interested parties to submit comments for its consideration.

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

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

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

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

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

3. Program coordinators. Deans recommend appointment of program coordinators in their schools to the Executive Vice Chancellor for Academic Affairs, after consultation with the faculty of the discipline. The chancellor has final authority to appoint program coordinators after receiving the recommendations of the Executive Vice Chancellor for Academic Affairs.

4. Other academic administrative appointments. The Executive Vice Chancellor for Academic Affairs makes recommendations to the chancellor for appointments to academic administrative positions other than those listed above (e.g., Honors Program Director, FYS Director). The executive vice chancellor may seek advice from other administrators and from standing or ad hoc committees when formulating his or her recommendations.

A-12. Campus Administrative Council

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

A-13. Academic Affairs Council

The Executive Vice Chancellor for Academic Affairs convenes regular meetings of the deans, the academic affairs unit heads, and other invited administrators. During the academic year, these groups meet approximately once each month to discuss policies and procedures related to the administration of academic affairs. The Council focuses specifically on use and analysis of data and assessment reports for the purpose of continuous improvement.

A-14. Planning Process

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

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

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

A-15. Campus Committees

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

Administrative committees are appointed annually by the chancellor to aid administrators in making policy decisions.

It has been found that the group deliberation and oral interchange of ideas in the committee meetings usually produce better solutions to the problems faced by the university.

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

Campus Budgetary Advisory Group (CBAG)

- To provide recommendations to the chancellor and the Budget Committee on budgetary and other fiscal matters as part of the annual campus budget process and also at other times when requested.

- To communicate with campus constituencies at IU Southeast regarding the budget, the budget process, and budget decisions.

Campus Facilities and Environment Committee

- To receive and evaluate suggestions from the campus community concerning matters of safety and security and to make appropriate recommendations to the chancellor for improving conditions affecting either safety or 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, traffic control and parking, 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 training annually.
- To make recommendations to the administration regarding campus buildings and their furnishings, parking areas, site development, and energy conservation.
- To establish rules of procedure for conducting hearings regarding violations of the motor vehicle, bicycle, and traffic regulations.
- To make recommendations about installation of technology in classrooms.
- To oversee classroom scheduling; mediate disputes.
- To make recommendations about furniture in classrooms.
- To make recommendations about furniture in student study areas and lounges

◦Chancellor's Advisory Council on Diversity

- To advise the Chancellor and the Chancellor's Cabinet regarding diversity plans and priorities.
- To work with and advise coordinators on implementation of campus diversity plans.
- To serve as a high-level think tank to make recommendations to the cabinet-level diversity leadership.
- To provide a mechanism for information sharing and programmatic coordination of diversity efforts across the campus.

◦Enrollment Management Committee

- 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 six months, the IU Southeast program for humane care and use of animals, using the guide as a basis.
- To inspect, at least once every six months, all of the animal facilities, including animal study areas/satellite facilities, using the guide as basis.

- To prepare reports of the Institutional Animal Care and Use Committee (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 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 conduct continuing reviews of activities covered by Public Health Service (PHS) policy at appropriate intervals as determined by the committee, but no less than annually.
- To suspend an activity involving animals when necessary; take corrective action; and report to the Institutional Official funding agency, the United States Department of Agriculture (USDA), and the Office of Laboratory Animal Welfare (OLAW).

◦Student Computing 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.

◦Student Life Committee

- To conduct monthly review of Student Activity Fee accounts – monitor utilization and compliance, flag accounts before over-spending, and ensure utilization of all funds.
- To make recommendation for Student Activity Fee rates for the following year: ◦Inform SGA of committee's recommendation and solicit student input via SGA members
- Discuss SGA input and make decision on recommendation to the chancellor
- Report the approved Student Activity Fee allocation to the student body.
- To conduct budget hearings for all Student Activity Fee accounts each spring semester. Make recommendations to the chancellor for allocation of Student Activity Fee funds. Inform student body of annual Student Activity Fee allocations.
- To develop policy, procedures, and campus communications regarding the Learning Enrichment fund. Establish and evaluate student travel policies and funding practices. Make decisions on student requests using established Learning Enrichment guidelines.
- Develop policy, procedures, and campus communications regarding the Registered Student Organization (RSO) Grant. Make decisions on student organization requests using established RSO Grant guidelines.

A-16. Kentuckiana Metroversity, Inc.

IU Southeast participates in a consortium of institutions of higher education in the Greater Louisville metropolitan area known as Kentuckiana Metroversity. Other institutions in the consortium are: Bellarmine University, Spalding University, Louisville Presbyterian Seminary, Southern Baptist Theological Seminary, Jefferson Community College, Ivy Tech Community College of Indiana-Sellersburg, and the University of Louisville.

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

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