



**INDIANA UNIVERSITY  
SOUTHEAST**

**Faculty Manual**

May 2020

## FORWARD

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

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

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## **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](mailto: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](mailto: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](mailto: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.

## **B. FACULTY MATTERS**

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

#### **1. Tenure-track Appointments**

The tenure-track faculty includes those appointed in the ranks of professor, associate professor, and assistant professor. Tenure-track librarian appointments comprise the ranks of Librarian, Associate Librarian, and Assistant Librarian.

Only full-time tenure-track faculty members and librarians are eligible to be awarded tenure or sabbatical leaves. A tenure-track appointment requires that the appointee hold the terminal degree in the discipline, as recognized at the time of hiring.

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

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

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

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

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

#### **4. Roles in Governance and Service**

At IU Southeast, the major service/teaching work and commitments within units and academic programs are to be fairly apportioned and shared amongst the entire full-time faculty, both tenured/tenure-track and non-tenure track. Non-tenure track faculty must be willing to contribute to their programs and must be given opportunity to do so that is consistent with their background, experiences, and talents. At the same time, in keeping with the principle stated in the Academic Handbook, tenured and tenure track faculty must accept major responsibility for those duties that fall within their traditional arena of faculty governance. Tenure track faculty should neither exclude non-tenure track faculty from decisions that affect them, nor should the tenure track faculty abdicate their responsibilities for the integrity of their programs. It is especially important when issues of contention are likely to rise on campus/School committees or governance bodies that those with tenure should take on such work commensurate with the protections that come from their tenured status.

Full-time, non-tenure track faculty members at IU Southeast are eligible to participate in campus and school service that pertains to the campus's teaching mission. These opportunities may include but not be limited to serving on school and campus committees; coordinating courses; advising students; and sponsoring student clubs, organizations, and outings. Full-time, non-tenure track faculty members who have long-term contracts are also eligible to chair school or campus committees and to coordinate academic programs with the approval of a majority of the tenured/tenure track faculty of the program. Full-time non-tenure track faculty members will also be supported in professional development activities having to do with either teaching or service as needed and appropriate and as such support is available.

The *IU Academic Handbook* explicitly states that "lecturers are not eligible for academic administrative appointments at and above the department chair level" because a person with tenure (or on tenure track) is assumed to have the "fuller protection of academic freedom" and "the full range of academic qualifications" that such an administrative post might require. At IU Southeast, this statement refers to service at or above the level of dean, since there are no department chairs.

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

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

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

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women and Vietnam-era veterans. (Board of Trustees, Nov. 21, 1969; Amended: Board of Trustees, December 4, 1992)

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

### **Academic Appointees with Disabilities**

#### **BACKGROUND AND SUMMARY**

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

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

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

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

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

### **The Recruitment Process**

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

Faculty members who are appointed to chair a recruitment committee should study the Recruitment and Search Guide for a detailed description of the recruitment procedure available online at <https://www.ius.edu/digital-publications/recruitment-search-guide/2017/>.

Vacancies will be advertised in relevant professional journals, listed with appropriate minority and women's organizations, and listed with appropriate officials of institutions of higher education, and in the IU Professional Opportunities Bulletin. See IU Advertising Policy for Academic Instructional Positions: (<https://policies.iu.edu/policies/aca-77-advertising-instructional-positions/index.html>)

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

A formal interview may be scheduled after the recruitment committee has approval of the Interview Request by the executive vice chancellor for academic affairs and the director of equity and diversity indicating the procedures followed in meeting the unit's affirmative action goal. The interview may be scheduled if no objection has been lodged by the executive vice chancellor or the director.

Only candidates who are American citizens or who hold valid permanent immigrant visas are eligible to be invited for employment interviews for regular or tenure track positions at IU Southeast. The chair of the recruitment committee and the employing administrator are responsible for determining the immigration status of the candidate and enforcing this policy. See the University-Sponsored, Employment-Based Permanent Residence Policy for additional information. (<https://policies.iu.edu/policies/int-06-university-sponsored-employment-residence/index.html>)

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

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

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

Except in rare situations approved by the executive vice chancellor for academic affairs, academic appointees who teach undergraduate courses will have at least the master's degree, and those who teach graduate courses will have an appropriate terminal degree. Therefore, non-tenure track faculty members with master's degrees are eligible to teach undergraduate courses for which their graduate training has prepared them. They may be eligible on a case-by-case basis to teach graduate courses in their areas of specialization should the need arise. Teaching of graduate courses by non-tenure track faculty must be approved by the dean of the school that offers the graduate degree. Preference in graduate teaching assignments should be given to faculty members who hold doctoral degrees. These principles are consistent with accreditation standards that generally require that a person hold a degree at least one level above that being sought by his or her students.

The teaching responsibilities of any faculty position will be defined at the time that a search for the position is authorized. This principle applies to all positions, whether tenure-track or not. The teaching responsibilities for each open position are to be defined by the tenured/tenure track faculty of the program with the consultation and approval of the dean of the school that houses the program. Teaching expectations should be reflected in the advertising for candidates for that position. When a new faculty member is hired, there should, again, be clear, written communication as to the level and content of the courses the person is expected to teach. Changes in the scope, or nature, of a faculty member's teaching assignment should result only from a collegial process of discussion at the program level, followed by approval by the dean of the school.

### **B-4. Outside Professional Activities/ Conflict of Commitment**

Indiana University policy permits academic appointees to engage in outside professional activities provided that these do not constitute a conflict of commitment. A conflict of commitment arises when outside activities interfere with the faculty member's obligations under the terms of his or her appointment, or when the faculty member undertakes activities on behalf



of another organization that would ordinarily be performed on behalf of Indiana University. University policy requires that a faculty member who has a potential conflict of commitment must report it to his or her dean and must work with the dean to resolve or manage the conflict. Resolution of conflicts of commitment must be documented in writing. See the IU Policies website for more information on this policy. (<https://policies.iu.edu/policies/aca-29-conflicts-commitment-outside-professional-activities/index.html>)

### **B-5. Overload Assignments**

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

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

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

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

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

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

### **B-6. Academic Freedom and Ethics**

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

Teachers shall have full freedom of investigation, subject to adequate fulfillment of academic duties. No limitation shall be placed upon teachers' freedom of exposition of their subjects inside or outside of the classroom. Teachers should not subject students to discussion in the classroom of topics irrelevant to the content of the course. In public utterances, teachers shall be free of institutional control, but when writing or speaking as citizens, they should endeavor to

avoid the appearance of speaking for the university. Teachers should recognize the obligation to be accurate, to exercise appropriate restraint, and to show respect for the right of others to express their views.

The *Code of Academic Ethics* in the *Indiana University Academic Handbook* describes in detail the rights and responsibilities of faculty members at all IU campuses and the procedures for enforcement of the code. It should be studied closely by all members of the faculty. The Code of Academic Ethics can be found on the IU Policies website: (<https://policies.iu.edu/policies/aca-33-code-academic-ethics/index.html>).

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

### **B-7. Political Activity**

IU Southeast as a public institution of higher education does not participate in partisan politics, support any candidate for public office, or expend funds for political purposes. Employees will not engage in political activity during working hours or use the resources of the university in support of a political candidate or party. Policies regarding faculty participation in political activities can be found in the *IU Academic Handbook*. (<https://policies.iu.edu/policies/aca-34-political-activities-academic-personnel/index.html>)

Policies regarding use of university facilities can be found in the Guidelines for Political Campaign Invitations, Events, and Activities published by the IU Vice President for Public Affairs and Government Relations. Questions about use of campus facilities for political activity should be directed to the Office of University Communications.

### **B-8. Annual Reports**

All full-time faculty members are required to submit an annual report at the end of each calendar year. IU employs an online faculty annual report (Digital Measures Activity Insight) application for this purpose. Digital Measures Activity Insight can be accessed through [one.iu.edu](http://one.iu.edu).

The annual report provides a means for faculty members to report on their teaching, research, and service activities.

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

### **B-9. Annual Review**

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

## **B-10. Support of Research**

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

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

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

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

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

## **B-11. Intellectual Property and Financial Conflicts of Interest**

### **Intellectual Property**

As specified in the Indiana University Intellectual Property Policy and other documents, the university exercises intellectual property rights to all inventions, creations, innovations, discoveries, and improvements *other than* traditional works of scholarship and instructional materials that have been developed with significant University resources. Primary responsibility for identifying, protecting, and managing applicable intellectual property resides with the Office of Technology Transfer, under policies developed and supervised by the Intellectual Property Policy Committee and the vice president for research and dean of the university graduate school. Questions about intellectual property should be referred to the Office of Academic Affairs or the IU Office of Innovation and Commercialization. The IU Intellectual Property Policy can be found here: <https://policies.iu.edu/policies/ua-05-intellectual-property/index.html>

### **Financial Conflicts of Interest**

Indiana University requires an annual report of possible conflicts of interest in order that significant outside financial interests should be disclosed and reviewed to ensure that they are

not improperly influencing teaching, research, or service, regardless of the source of funding. Disclosures must be completed by (1) all full-time tenured or tenure-track faculty, (2) all visiting faculty, and (3) all other academic appointees who are currently principal investigators on research projects. The disclosure form and instructions may be obtained from Academic Affairs or at the following web site: (<https://policies.iu.edu/policies/aca-74-financial-conflicts-interest-research/index.html> ). Note that this policy is separate from the policy on conflicts of commitment described in section B-4.

## **B-12. Faculty Review During the Probationary Period**

The purpose of this section is to provide information regarding the review of faculty members during their probationary period, which is defined as the time prior to the review for tenure in the case of tenure-track faculty or the review for the granting of a long-term contract in the case of non-tenure-track faculty. This section in combination with other parts of the Indiana University Academic Handbook and the Indiana University Southeast Faculty Manual provides information about types of documentation related to reviews, specific evaluation procedures at each point of review, criteria to be used to assess the documentation submitted, and the sequence of the review processes.

Faculty members will be reviewed during their probationary period as described below. Though assistance will be provided, preparation of the faculty annual report and the candidate's portion of the third-year review are the faculty member's responsibility. The gathering of documentation is an on-going process which starts immediately upon being hired.

### **1. Faculty Annual Report**

Early in the spring semester, each faculty member prepares an annual report utilizing Digital Measures Activity Insight accessible through [one.iu.edu](http://one.iu.edu). The report contains the faculty member's documentation to support her/his achievements in teaching, scholarship and service. Depending on the school, the annual report may also be reviewed by a school committee for purposes of merit pay. Information on the faculty annual reporting system will be given by the executive vice chancellor for academic affairs to each new faculty member at his/her initial orientation. (More information about the annual report is contained in section B.7 of the Faculty Manual). New faculty are encouraged to seek advice from the dean and colleagues regarding preparation of the report.

### **2. Points of Review**

#### **a. Dean's Annual Review.**

Following the submission of the faculty annual report in the spring semester, the appropriate dean shall complete an annual review of each faculty member. The review should include an evaluation of the faculty member's progress toward promotion and tenure. The dean is required to meet with each faculty member during his or her probationary period to discuss the faculty annual report and the dean's annual review. The review of probationary faculty will include a discussion of which area of performance (teaching, research, or service) shows promise of excellence. A copy of the annual review will be kept in the individual's school file and another will be given to the faculty member. An additional copy will be forwarded to the executive vice chancellor for academic affairs. During faculty orientation in the initial appointment year, a copy of the current standard Dean's Annual Review Form will be given to each new faculty member. (More information about the annual review is contained in section B.8 of the Faculty Manual).

In response to the progress statement in the dean's annual review, all faculty members are encouraged to submit to the dean a developmental plan for teaching, scholarship, and service, including any requests for specific support during their probationary period. The plan is placed

in the candidate's school file only and will be revisited by the dean and the faculty member no later than the next annual review time. The candidate may choose to include the plans as part of the documents submitted for subsequent reviews.

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

**b. Notification of Reappointment**

Annually during his or her probationary period, each faculty member will receive written notification of review for reappointment, according to the time schedule specified in the Indiana University Academic Handbook. In addition, the dean shall provide a copy of his/her recommendation concerning reappointment/ non-reappointment to the faculty member at the time it is submitted to the executive vice chancellor for academic affairs. Because satisfactory progress toward promotion and tenure requires a higher standard than that for reappointment, reappointment does not necessarily signify satisfactory progress toward promotion and tenure. (See Indiana University Academic Handbook, "Faculty And Library Tenure," for detailed information: <https://policies.iu.edu/policies/aca-37-faculty-librarian-tenure/index.html>)

**c. Third-Year Review.**

The purpose of the third year review is to have peers in the individual's school evaluate the faculty member's progress toward promotion and/or tenure based on his/her teaching, scholarship, and service (non-tenure track faculty are evaluated on teaching and service only). The evaluation will include the review committee's judgement as to which area of performance (teaching, research, or service) shows promise of excellence. The third year review will normally be completed in the spring semester of the third year of probationary service, and no later than two years prior to the year in which the tenure/promotion decision process is initiated.

By March 1 of the review year, the faculty member will submit a mini-dossier to the School Review Committee. The mini-dossier will follow the model specified by the Indiana University Southeast Faculty Manual, Section B.14.3.

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

- \* Obtain from the dean: the appointment documents, the Faculty Annual Reports, and the Dean's Annual Reviews.
- \* Receive and review the mini-dossier.
- \* Solicit commentary from discipline colleagues and other faculty wishing to provide information relevant to the review.
- \* Request additional information from the candidate when necessary.
- \* Evaluate the candidate's teaching either by examining previous review(s) by faculty peers or by direct observation by SRC members, or both.
- \* Discuss the candidate's case and prepare a preliminary written evaluation, including important strengths and areas of concern.
- \* Provide the preliminary written evaluation to the candidate and invite the candidate to meet with the School Review Committee to discuss the preliminary written evaluation.
- \* Write the final evaluation after meeting with the candidate. Copies shall be given to the candidate and to the dean for the school file only.

**3. Assistance During the Probationary Period**

**a. Appointment Documents**

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

- \* date of degree completion for all ABD candidates,
- \* any resources (e.g., equipment) required;
- \* workload (e.g., reassigned time) negotiated; and
- \* the number of years credited toward tenure. (See IUS Faculty Manual, Section B.13.2.d.)

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

**b. Orientation**

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

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

**c. Relevant Documents**

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

- \* Indiana University Southeast Faculty Manual;
- \* Indiana University Academic Handbook; a print version of the Academic Handbook is no longer available. All policies are now accessible through <https://policies.iu.edu/>
- \* School/Discipline Criteria Document;
- \* Specialized school procedures for the third-year review, if any;
- \* current Faculty Annual Report Form;
- \* current Dean's Annual Review Form; and
- \* guidelines for dossier preparation.

Each faculty member's personnel file in the Office of Academic Affairs shall contain a checklist that verifies through the member's signature that s/he has received these items. As revisions of those documents are made, faculty members shall receive updates.

**d. Faculty Development**

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

**B-13. Review of Non-tenure-track Appointees**

Nothing in this statement should be interpreted as contradicting the policies and standards of the University as contained in the Indiana University Academic Handbook:  
<https://policies.iu.edu/>

**1. Full-Time**

The purpose of this section is to provide information regarding the review process for full-time academic appointees who are not on the tenure track. This section in combination with other parts of the Indiana University Academic Handbook and the Indiana University Southeast Faculty Manual and Handbook for PartTime Instructional Appointees provides information regarding the review process leading to promotion and long-term contracts.

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

Annual Reports (<https://policies.iu.edu/policies/aca-25-annual-reports-facultylibrarians/index.html>) and Points of Review (<https://policies.iu.edu/policies/aca-21-facultylibrarian-annual-reviews/index.html>) apply to non-tenuretrack as well as tenure-track appointees except that the former are reviewed only on teaching and service, and not on scholarship.

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

## **2. Part-Time**

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

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

Note: Faculty members appointed prior to 1996 should refer to section B-14.6, Grandfather Clause, regarding criteria for promotion. Questions about these matters should be directed to the Executive Vice Chancellor for Academic Affairs.

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

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

For additional information on Faculty and Librarian tenure, see the IU Policies website: <https://policies.iu.edu/policies/aca-37-faculty-librarian-tenure/index.html>.

For additional information on Faculty and Librarian Promotion, see the IU Policies website: <https://policies.iu.edu/policies/aca-38-faculty-librarian-promotion/index.html>.

Within the context of the mission of Indiana University Southeast, we recognize that teaching, scholarship, and service are central to the work of faculty. When considering criteria for promotion and tenure, there are general expectations about accomplishments in these areas that are applicable across the campus. But it is also the case that the academic units differ sufficiently to require that the specific applications be developed in each school/discipline. Therefore, this document specifies the criteria defined in terms of general standards based on the common goals we share. The more explicit and detailed formulation of the criteria is formulated by each school/discipline following the guidelines specified in the IUS Faculty Manual, Section B-14-5. Regardless of the school or discipline, however, an assessment of the performance of a tenure-track faculty member in all three of these areas or a non-tenure track faculty member in teaching and service will serve as the basis for the promotion and tenure evaluation process.

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

## **2. General Expectations**

### **a. Teaching**

Excellent teaching encompasses communicating well with students and colleagues. Excellent teaching includes imaginative and conscientious course design, ongoing efforts to maintain and develop subject area expertise, and the use of appropriately diverse and excellent teaching techniques. An excellent teacher also assesses student achievement using multiple strategies and reflects upon the assessment as a tool for continued improvement. Excellent teaching includes maintaining and developing subject area expertise as well as pedagogical knowledge and skills.

An excellent teacher demonstrates practices such as:

- \*demonstrates a high level of knowledge and understanding in subject areas;
- \*establishes meaningful course goals and reasonable student outcomes;
- \*demonstrates good organization in course outlines, lectures, labs, discussions, course materials and tests (or other assessment tools);
- \* guides students in developing knowledge and skills;
- \* exhibits a positive attitude toward students and a fairness in all interactions, including grading;
- \* reflects upon teaching practice and makes modifications to continuously improve and impact student learning
- \* serves as an academic role model and mentor for students and colleagues, both inside and outside the classroom;
- \* demonstrates flexibility and cooperation in the development of discipline curriculum within the discipline
- \* assesses the excellence of teaching primarily through direct measures of student learning;
- \* works constructively with colleagues to promote high academic standards in accordance with the mission and core values of Indiana University Southeast and the professional standards of each discipline.

### **b. Scholarship**



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

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

**c. Service**

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

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

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

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

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

**e. Time in Rank**

At the time of nomination for promotion to associate professor, candidates will normally have completed a minimum of five years in rank as assistant professor and promotion review will occur along with tenure review in the faculty member's sixth year. This may include time negotiated toward tenure at the time of hire. Lecturers and clinical appointees are eligible to apply for promotion after six years in rank.

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

dossier.

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

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

There is no minimum time in rank required for promotion from associate professor to professor. Just as there is no minimum time in rank required for promotion from associate professor to professor nor a requirement to seek such promotion, the same is true for promotion from senior lecturer to teaching professor.

#### **f.. Guiding Principles for Evaluators**

The quality of the decisions made during the evaluation of candidates for promotion and tenure bears directly upon the well-being of the university community. The materials available to the evaluators, the procedures and criteria to be followed, and the diligence with which the procedures are followed affect the quality of the decisions made. The criteria for promotion and tenure are specified in the IUS Faculty Manual, Section B-14-3. The procedures for promotion and tenure are specified in Section B-15. In this section guiding principles for individuals and committees are specified:

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

#### **3. Criteria for Promotion**

Consistent with the *IU Academic Handbook*, a tenure-track candidate's performance shall be evaluated in teaching, scholarship, and service and a non-tenure track candidate's performance shall be evaluated in teaching and service. All assessments must clearly describe the candidate's performance in each area by reference to the terminology in the *IU Academic Handbook* ("excellent", "satisfactory" and "unsatisfactory"), even if additional categories or alternative terminology is used. In order to meet the criteria for promotion, a candidate's performance shall normally be excellent in one area and at least satisfactory in the other area(s)

evaluated. (See IUS Faculty Manual, Section B- 14-3c for balanced case.) Candidates for promotion and tenure, in consultation with their deans, must designate one and only one performance area in which their case will demonstrate excellence, or must choose the balanced case option. The candidate's choice does not preclude the possibility that performance in one or both other areas will also be judged excellent.

The work of faculty members, especially during their probationary periods, will typically focus on teaching and scholarship, with less emphasis on service. Therefore, faculty members seeking tenure and/or promotion will normally do so on the basis of excellence in either teaching or scholarship. A possible exception would be a faculty member who is assigned a specific, major service expectation, such as starting a new program. Such a person might seek promotion or tenure on the basis of excellence in service. Lecturers and clinical appointees who have devoted at least 75% of their time to teaching, will be expected to attain promotion on the basis of excellence in teaching.

The general standards for applying these criteria at each level of promotion are specified in the following sections of this document. Each school shall develop a document that articulates more specifically the application of these criteria for their use in making promotion and tenure decisions. (See IUS Faculty Manual, Section B-14-5).

**a. Promotion to Associate Professor, Clinical Associate Professor, or Senior Lecturer**

To achieve the rank of associate professor, clinical associate professor, or senior lecturer, faculty are expected to establish (1) a record of effective teaching in an appropriate range of courses, and (2) a record of service to various levels of the university, to the profession, and/or to the external community. In addition, tenure-track faculty must establish a post-doctoral program of scholarship (research or creative activity) and a record of successful sharing of this work with professionals beyond the campus. Promotion to Senior Lecturer or Clinical Associate Professor will follow the same guidelines as those for tenure-track faculty except that Lecturers and Clinical appointees will be evaluated on teaching and appropriate service, but will not be evaluated on scholarship.

**i. Criteria for Teaching**

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

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

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

**ii. Criteria for Scholarship**

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

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

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

**iii. Criteria for Service**

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

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

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

**b. Promotion to Professor, Clinical Professor, or Teaching Professor**

To achieve the rank of professor, clinical professor, or teaching professor, faculty are expected to establish during their service at associate rank or senior lecturer rank (1) a record of excellent teaching, and (2) a record of extensive service and leadership to various levels of the university, the profession, and/or the external community. The candidate is also expected to show evidence of functioning as a senior model and leader within the discipline, campus, university, profession and/or community. In addition, candidates for promotion to professor must establish a record of contributions to scholarship within the area of expertise through sharing of original research or creative work and/or consultation based on established expertise. Promotion to Teaching Professor or Clinical Professor will follow the same guidelines as those for tenure-track faculty except that Lecturers and Clinical appointees will be evaluated on teaching and appropriate service, but will not be evaluated on scholarship.

**i. Criteria for Teaching**

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

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

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

**ii. Criteria for Scholarship**

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

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

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

### **iii. Criteria for Service**

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

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

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

### **c. Balanced Case**

Normally, a candidate will be evaluated using the criteria and standards described above. However, in exceptional cases, a candidate may present evidence of balanced strengths in teaching, scholarship and service "that promise excellent overall performance of comparable benefit to the university over time." (modified from the 3/7/94 University Faculty Council amendment to the *IU Academic Handbook*) A balanced case is appropriate when a candidate's performance in all areas is clearly above satisfactory but no area is clearly excellent. Thus a candidate for promotion or tenure on the basis of a balanced case would be rated as "highly satisfactory" in all areas reviewed.

## **4. Criteria for Tenure**

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

## **5. School/Discipline Criteria Document**

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

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

- \* will be created by the faculty of the school and/or discipline;
- \* will include lists of valid evidence used to document valued performance;
- \* will include the school-specific and/or discipline-specific definition of "excellent" and "satisfactory" within the general guidelines in the IUS Faculty Manual, Sections B-14-3, B-14-4 and the IU Academic Handbook (1992, pp. 26-28); and
- \* will be reviewed periodically by the school/discipline and revised if necessary.

The school-specific and or discipline-specific promotion/tenure document will, after its original adoption and after each revision, be submitted to the executive vice chancellor for academic affairs for review, as specified below.

The executive vice chancellor for academic affairs will:

- \* review such documents and insure that they are consistent with such documents at higher levels;
- \* maintain a current file of such documents; and
- \* provide each probationary faculty member with a copy of the document at the beginning of probationary service.

Deans will be responsible for insuring that a copy of the applicable school- and/or discipline-specific documents is placed in the candidate's dossier at the beginning of the promotion/tenure review process.

## **6. Grandfather Clause**

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

## **B-15. Procedures for Promotion and Tenure**

The following procedures apply to promotion and tenure reviews up to and including the review by the executive vice chancellor for academic affairs at IU Southeast. The procedures for reviews beyond the level of the executive vice chancellor for academic affairs are determined by the President of Indiana University in consultation with the University Faculty Council. The president also is responsible for establishing procedures for notifying candidates of the final decision in each promotion and tenure case.

### **1. Initiation of the Promotion Review Process**

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

### **2. Nominations**

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

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

Timely preparation of the dossier is the responsibility of the candidate. As a part of the dossier, the candidate will provide a current vita. The candidate's dean will provide copies of the candidate's annual reviews, which will be uploaded into the "Internal and External Letters" section of the e-dossier. Guidelines for the preparation of the dossier should be provided at the time of hire. The schedule for dossier preparation may be obtained from the office of the executive vice chancellor for academic affairs. Indiana University now utilizes the e-Dossier system, and the dossier is submitted electronically through the e-Dossier system.

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

The candidate may add appropriate material (e.g., notice of acceptance of publication) at any time for consideration of subsequent reviewers. No other changes are allowed once the candidate has submitted the dossier for review.

Consideration for promotion to a higher rank shall be based only on activity generated since a previous successful promotion. Candidates who include material that supported their previous promotions in their dossiers must clearly indicate which material is germane to the rank currently being sought and reviewers will take care to consider only that material in making their recommendations.

Prior to review, a candidate will submit a list of names to the dean of the school from whom letters must be requested. Normally, this list will include colleagues, current and former students, as well as other professionals in the discipline outside Indiana University Southeast. The school dean and/or the SRC may request input from other sources. For tenured and tenure-track faculty, the expectation is that there will be at least four letters from qualified individuals who are not from IU Southeast. External reviewers should be able to provide objective, credible evaluations of the candidate's qualifications for promotion or tenure. Any significant relationship a reviewer has to a candidate (e.g., thesis advisor, mentor, co-author, or former colleague or classmate) must be clearly disclosed by the candidate and the reviewer. Relevant portions of the candidate's dossier and the unit's promotion and tenure guidelines should be provided to external reviewers to assist in their evaluations.

The candidate's confidential dossier will be compiled by the dean and will contain all letters solicited by the dean and/or SRC as well as the annual reports and annual reviews of the candidate for the time being evaluated. Three year reviews will not be included in the candidate's confidential dossier. The candidate may or may not include the third year review in the candidate-prepared dossier. The confidential dossier, now built into the e-Dossier system, is also submitted electronically in the "Internal and External Letters" section.

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

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

Appropriate supporting materials for the candidate-prepared dossier follow.

**a. Teaching**

Evidence from multiple sources to show excellent teaching, reflecting on the interconnections

among those sources.

Evidence of teaching excellence as manifest in good course design, current course content, and diverse and creative teaching techniques.

Evidence of establishing appropriate student learning outcomes and assessing student progress toward meeting those student outcomes. Student progress toward learning outcomes should be assessed by multiple measures of direct student learning. Examples of direct student learning may include, but are not limited to the following: comparative pre-post test scores, assessment of student portfolios, products, projects, performance or papers, scores on standardized tests and other formal assessments, etc. Grades alone, without meaningful connection to student learning outcomes, do not serve as direct evidence of student learning.

Evidence of student learning via indirect evidence, as a complement to direct evidence. Examples include student feedback and evaluations, success in subsequent courses, admission to graduate programs, alumni reports, teaching awards, grants, or other acknowledgments, etc.

Evidence of ongoing analysis and reflection toward continued development of the organization and content of course materials, as well as the modification of instructional practices to enhance further student learning.

Evaluation of teaching by students, colleagues, and/or the candidate; review of the teaching techniques used by the candidate, the reasons for their use, and evaluation of their excellence. Peer review by trained colleagues is highly encouraged.

Evidence of fair and respectful interactions with students as measured by self-report, classroom observation, structured interview and/or student responses to surveys.

Evidence of excellent mentoring of students as measured by solicited and unsolicited letters and comments from former students and colleagues, awards or other acknowledgments for excellent student mentoring.

Evidence of excellent student advising as measured by reported levels of activity, student feedback about excellence, self-evaluation, or letters from individuals knowledgeable about the candidate's advising activities.

Evidence of participation in and subsequent reflection upon the pedagogy of teaching as measured by engagement in aspects of professional organizations focusing on teaching; reliance on evidence-based teaching strategies supported by the scholarship of teaching and learning; research and publications, and presentations related to excellent teaching, and participation in workshops and seminars designed to enhance teaching excellence and/or increase diversity of excellent teaching techniques.

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

At all levels of review, the preferred approach to a summation of the teaching dossier is the construction of a narrative that demonstrates how various pieces of evidence have contributed and interacted collectively to establish a record of excellent and thoughtful teaching.

Additional resources on excellence in teaching can be found in the 2019 document Identifying



Pathways for Excellence in Teaching, and the Teaching.IU and FACET websites.

**b. Scholarship**

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

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

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

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

Evidence of grants or awards applied for and/or received. Description of future plans.

**c. Service**

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

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

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

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

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

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

Faculty members and administrators who participate in promotion and tenure reviews must have full access to all materials in the candidate's dossier and to assessments at all previous levels of review. Reviewers are not obligated to review supplemental materials in a candidate's e-dossier, but must be able to have access to those materials if needed.

Promotion and tenure cases are to be evaluated on the basis of the area of excellence (or the balanced case) designated by the candidate, although the candidate's choice does not preclude a rating of excellent in other areas as well. Each evaluator will rate each candidate and, in the final analysis, a candidate will be considered excellent in a particular criterion if a majority of the members of a review committee rate the candidate as being excellent in that criterion.

Recommendations at all levels of review must include 1) specific ratings, consistent with the rating scales applicable to the candidate, in each of the recognized categories for evaluating that faculty member's performance (teaching, service and if applicable, scholarship) and 2) a written indication for the basis of each of those ratings.

Recommendation letters for promotion must be separate from recommendation letters for tenure. Candidates should receive copies of all recommendation letters at the same time that

they are sent to subsequent reviewers.

Letters from committees must include a tally of the vote of the committee on whether to recommend the candidate for promotion or tenure. Separate minority reports are not permitted. However, when a vote is not unanimous, the letter prepared by the committee must fairly reflect minority views of the candidate's performance. The report of the committee must represent a consensus of the committee such that all committee members can sign the report in good conscience. By the same token, the minority on a committee must not attempt to impose its views on the majority by refusing to sign a consensus letter.

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

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

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

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

**a. School Review Committee**

Each academic unit and the library will have a review committee. The School Review Committee (SRC) will consist of a minimum of four voting members. Each school will decide whether it will elect the members or have them appointed by the dean. Only faculty members with tenure may vote on the award of tenure. To the extent feasible, only faculty members who hold at least the rank being sought may vote on the award of that rank. Any exception to this principle must be explained in the recommendation of the committee (e.g., that there were not enough faculty holding the rank sought by a candidate to constitute a committee.)

The SRC will receive, discuss, and evaluate the complete dossier of each candidate and submit its recommendation to the Campus Review Committee (CRC) through the executive vice chancellor for academic affairs, with a copy to the dean and to the candidate. It is expected that members of the SRC will directly observe the candidate's teaching as part of its review of each case. A report of those observations should be included in the committee's recommendations.

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

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

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

A person may sit on a SRC for an individual for whom that person has written a letter of

information. However, the SRC member should refrain from including a positive or negative recommendation in the letter.

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

**b. Dean of the Candidate's School**

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

The dean will submit his/her recommendation to the executive vice chancellor for academic affairs. The dean will not make a recommendation in his/her own case for promotion and/or tenure.

**c. Campus Review Committee**

A Campus Review Committee for Promotion (CRCP) and a Campus Review Committee for Tenure (CRCT) will be elected each year. To the extent feasible, no faculty member should serve at the CRC level for more than three consecutive years. Deans may not be elected to either CRC.

The CRCT will be composed of one tenured faculty member from each school and the Library, elected from the two highest faculty or librarian ranks. The CRCT will review all tenure cases.

The CRCP will be composed of one tenured faculty member from each school and the Library. To the extent feasible, those elected to the CRCP should hold the highest faculty or librarian rank. Any exceptions to this principle will be explained in the committee's recommendations. The CRCP will review all cases for promotion.

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

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

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

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

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

**5. Procedural Violations**

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

## **B-16. Salary Policies**

IU Southeast adheres to Indiana University policy with respect to determination of annual faculty salary increases. In general, this policy recognizes that a number of factors affect salary increases, including merit, salary minima, remedial equity, and inflation. The policy states that "Merit has primacy among these." See the IU Policies website for the full text of the university policy: <https://policies.iu.edu/policies/aca-28-faculty-librarian-salary/index.html>.

Each school maintains a policy regarding salary recommendations within the unit. Information about these policies can be obtained from the school dean.

## **B-17. Policy for Faculty Members Holding Administrative Positions**

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

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

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

## **B-18. Sabbatical Leaves of Absence**

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

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

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

Within three months after the termination of the leave, the faculty member will submit a report to

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

Acceptable programs for the use of time may include:

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

For additional information, see the Sabbatical Leaves for Faculty and Librarians on the IU Policies website: <https://policies.iu.edu/policies/aca-47-sabbatical-leaves-faculty-librarians/index.html>.

## **2. Terms of Leave**

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

- (1) persons on leave for a year at half pay may engage in other scholarly activity consistent with that for which leave is granted and receive salary, stipend, or honoraria from other sources in such amounts that total salary, stipend, and honoraria do not exceed approximately the annual income normally earned, and
- (2) persons on leave may receive grants from other sources for travel and research expenses incidental to their scholarly activity. Faculty members who receive sabbatical leave for a full year at half salary should discuss the potential impact on their retirement benefits with the human resources staff.

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

Under special circumstances permission may be granted for a faculty member to augment a full-

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

### **3. Eligibility**

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

### **4. Scheduling**

As far as possible, departmental schedules should be arranged so as to permit eligible members of the faculty to take sabbatical leaves. In order to facilitate budgeting and scheduling, faculty members should notify deans of their schools of their intent to apply for sabbatical leave in the spring of the year preceding their formal application. In arranging schedules, an attempt should be made to minimize the cost of substitute instruction and the disruption of the department program.

### **5. Administration**

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

#### **a. School**

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

#### **b. Dean for Research**

The dean for research will forward the application to the Research and Grants Committee with

any appropriate remarks concerning budgeting or scheduling.

**c. Research and Grants Committee**

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

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

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

**d. Executive Vice Chancellor for Academic Affairs**

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

**B-19. Leave Without Pay  
Request for Leave**

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

For additional information, see the Leave without Pay for Academic Appointees on the IU Policies website: <https://policies.iu.edu/policies/aca-48-leave-without-pay-academic-appointees/index.html>.

**Status of Time Spend on Leave Without Pay**

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

1. University obligations to make contributions to retirement funds.
2. Year's credit toward tenure, except that it may be counted if the leave is spent as a full-time faculty member at some other institution.
3. Year's credit towards sabbatical eligibility.

4. Years of service which may be relevant under any other University regulations, such as those concerned with early retirement.

### **Benefits While on Leave Without Pay**

#### **Group Life Insurance**

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

#### **Group Medical Insurance**

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

#### **IU Retirement Plan Contributions**

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

### **B-20. Family and Medical Leave**

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

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

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

The academic sick leave policy is used to meet FMLA requirements if a faculty member becomes seriously ill and is unable to perform the functions of his or her job. The policy allows payment of up to six weeks' full salary and one-half salary for the balance of the semester in case the illness lasts that long. Where prognosis for early recovery is favorable, the University may extend this leave beyond the limits of one semester to a total maximum of six weeks at full pay and nine additional weeks at one-half pay. See the Academic Handbook for the full sick leave policy.



In the case of the birth or adoption of a child or for the serious health condition of the appointee's spouse or registered same sex domestic partner, child or parent of whom the appointee is primary or co-primary caretaker, a full-time academic appointee is eligible for paid family leave after 12 months of full-time service and with a frequency not to exceed twice in five years. For the birth or adoption of a child, such leave must be concluded within twelve months of the date of the birth or placement for adoption of the child. Refer to the Academic Handbook or contact the Office of Academic Affairs for more information on paid family leaves. See [http://hr.iu.edu/policies/uwide/fmla\\_procedures.html](http://hr.iu.edu/policies/uwide/fmla_procedures.html)

Faculty members on the tenure track should consult with the executive vice chancellor for academic affairs regarding the impact of FMLA leaves on their tenure probationary period. Any change in the tenure probationary period as a result of an FMLA leave must be documented.

### **B-21. Retirement and Emeritus Status**

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

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

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

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

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

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

If the faculty member regards the decision of the executive vice chancellor as unfair, he or she may appeal in writing to the Faculty Board of Review (FBR) except in promotion and tenure cases. Procedures for handling an FBR case are described in By-Law No. 3 in the Appendix. The FBR will not take appeal cases regarding promotion and tenure until after the chancellor has announced a decision on the promotion or tenure recommendation.

### **B-23. Discrimination Grievance Procedures**

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

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

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

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

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

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

### **B-24. Sexual Harassment**

#### **1. Policy**

**(as approved by the Board of Trustees, <https://policies.iu.edu/policies/ua-03-sexual-misconduct/index.html>) updated 1/1/2018)**

Harassment on the basis of sex is a violation of federal and state law. Indiana University does not tolerate sexual harassment of its faculty, staff or students. Individuals who believe they are victims of sexual harassment, as well as those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly.

Indiana University will investigate every sexual harassment complaint in a timely manner and, when there is a finding of sexual harassment, take corrective action to stop the harassment and prevent the misconduct from recurring. The severity of the corrective action, up to and including discharge or expulsion of the offender, will depend on the circumstances of the particular case.

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

#### **2. Definitions**

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

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

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

### **3. Application**

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

### **4. Provisions**

- a. Faculty, staff, and students have the right to raise the issue of sexual harassment. Further harassment against complainants or retaliation against complainants or others who participate in the investigation of a complaint will not be tolerated. Appropriate and prompt disciplinary or remedial action will be taken against persons found to be engaging in such further harassment.
- b. The University will deal with reports of sexual harassment in a fair and thorough manner, which includes protecting, to the extent possible and to the extent permitted by law, the privacy and reputational interests of the accusing and accused parties.
- c. Education is the best tool for the prevention and elimination of sexual harassment. Each dean, director, department chair, and/or administrative officer is responsible within his/her area of jurisdiction for the implementation of this policy, including its dissemination and explanation.
- d. It is the obligation and shared responsibility of all members of the University community to adhere to this policy.

### **5. Enforcement Principles**

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

- a. Each campus must have procedures - consistent with notions of due process - for implementing this policy including where complaints are made, who investigates complaints, how complaints are resolved, what procedures are available for appeals, and how records are kept.
- b. At IU Southeast, the Affirmative Action Officer shall serve as a resource with regard to interpretation of sexual harassment guidelines.
- c. Confidentiality of information relating to investigations of complaints of sexual harassment shall be maintained to the extent practical and appropriate under the circumstances and to the extent permitted by law. Individuals charged with implementing this policy shall share information with regard to given incidents of sexual harassment only with those who have a "need to know" in order to implement this policy.

- d. Investigations must be conducted promptly and thoroughly.
- e. Whether particular actions constitute sexual harassment will be determined from the facts, on a case-by-case basis. The University will look at the record as a whole, as well as the context in which the misconduct occurred.
- f. Both the charging party and the respondent will be notified of the outcome of the investigation.
- g. In the event it is found that sexual harassment has occurred, corrective action, up to and including discharge or expulsion of the offender, will be taken through the appropriate channels of the university. The corrective action will reflect the severity and persistence of the harassment, as well as the effectiveness of any previous remedial action. In addition, the university will make follow-up inquiries to ensure the harassment has not resumed and the complainant has not suffered retaliation.

## **B-25. Sexual or Amorous Relationships**

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

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

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

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

The university's educational mission is promoted by professionalism in faculty-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism

and hinder fulfillment of the university's educational mission. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse their power in such a context violate their duty to the university community.

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. All amorous or sexual relationships between faculty members and students are unacceptable when the faculty member has any professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's

interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the university will view it as a violation of the Code of Academic Ethics if faculty members engage in amorous or sexual relations with students for whom they have professional responsibility, as defined in number a. or b. below, even when both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non-instructional contexts.

**a. Relationships in the Instructional Context**

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

**b. Relationships outside the Instructional Context**

A faculty member should be careful to distance himself or herself from any decisions that may reward or penalize a student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty member and student are in the same academic unit or in units that are allied academically.

**B-26. Safety and Security**

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

**Firearms Prohibitions:**

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

**Alcohol & Drug-Free Campus:**

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

**Tobacco-Free Campus:**

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

<https://policies.iu.edu/policies/ps-04-tobacco-free/index.html>

**Building Security**

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

## **B-27. Alcohol and Drug Abuse**

### **1. Basic Philosophy**

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

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

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

### **2. Regulations**

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

- a. No alcoholic beverage will be brought onto or consumed on IU Southeast property except for events specifically authorized by the chancellor. Further, no illegal drug will be brought onto or consumed on university or campus property at any time.
- b. Any employee whose off-work use of alcohol or drugs can reasonably be established to be the cause of excessive absenteeism or tardiness, or the cause of accidents or poor work performance will be counseled to seek rehabilitation from available community resources. It is the employee's responsibility to meet the standards of acceptable work performance and failure to do so will be addressed within the progressive disciplinary process applicable to that employee.
- c. Rehabilitation itself is the responsibility of the employee. An employee seeking medical attention for alcoholism or drug addiction is entitled to appropriate health insurance benefits. Such treatment is an acceptable purpose for a leave of absence subject to consideration of the other conditions listed in the leave of absence personnel policy.

d. An employee's request for assistance will be treated as confidential by the supervisor receiving it and only those persons needing to know will be made aware of the request.

### **B-28. Service Recognition**

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

A reception for the entire IU Southeast community will be held each year to recognize ten, fifteen, twenty, and twenty-five year honorees. They will receive a certificate and an IU service pin. Twenty and twenty-five year honorees will receive a gift from the university.

## **C. INSTRUCTION**

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

The following guidelines approved by the Faculty Senate and other university adjudicative bodies are used to construct the academic calendar each year. The calendar is prepared by the Office of the Registrar and reviewed by the Academic Policies Committee, which is responsible for recommending the calendar to the senate for its review and action.

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

- A) The start of fall and spring semesters are mandated by the Common Calendar approved by the IU Board of Trustees and are the same for all IU campuses.
- B) Summer Session I and full term summer classes will begin the Tuesday after commencement.
- C) 100% online summer classes which are shared with other campuses through the IU Online Class Connect process (IUOCC) designated as OL1 (first online summer session) or OLF (full summer online session) will begin on the Monday following commencement.
- D) There should be a two-week break between the end of summer II/summer full term classes and the beginning of classes for the fall semester.
- E) There should be at least a two-week break between the end of classes for the fall semester and the beginning of classes for the spring semester.
- F) The spring semester will start on a date that will cause grades to be due during the week before commencement.
- G) Intersession, attached administratively to the spring semester, may not begin before the end of the exam period in the fall semester and must end before the start of regular session spring classes.

3. Final Exams

- A) In the fall and spring semesters, faculty teaching regular weekday classes will have at least three calendar days to grade final exams.
- B) Faculty teaching weekend classes will have at least two calendar days to grade final exams.
- C) In the fall and spring semesters, students shall have one full day of no class obligations to begin their studying (the “resting” day) between the last day of scheduled classes and the beginning of the exam period. Faculty should not schedule *mandatory* make-up or review sessions on this day.
- D) Final exams in summer and inter- sessions are to be given during the last scheduled class period, with no study day planned.

4. Grades Due: Spring

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

5. Spring Recess

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

*Note: As of this publication, this is the current practice regarding Spring Recess. There is administrative review of this practice and activity engaged now which would modify this practice to align this campus’ Spring Regional with that of other regional campuses.*

6. Academic Calendar Publication and Schedule Changes

The Academic Calendars are published online at:

<https://www.ius.edu/registrar/academic-calendars/>



Instructors are expected to hold classes upon the basis of the stated schedule of classes. The number of class meetings and the length of each class period have been set to meet federal, university, and accrediting standards. (See the “Policy and Guidelines for Determining Units of Academic Credit” section in the Bulletin.) They should not be altered without prior clearance with the dean of the appropriate school or the executive vice chancellor for academic affairs. The first class meeting of any course should run for the major part of the scheduled period.

Changes to the location or meeting pattern (days and times) of an individual class should be cleared with the offering school dean or program coordinator; and engage the school scheduling coordinator to implement any adjustments to the class location, meeting pattern, and effect on already enrolled students with the Registrar's Office. A master room schedule to prevent conflicts in room utilization is maintained by the Registrar's Office, in collaboration and conjunction with the academic units who control some academic spaces within their units; and the university Conference and Catering office. What may appear to a faculty member as a slight change in meeting pattern which should have no ill effect on anyone, without checking, could mean disappointing the settled expectations of others with a prior reservation for the space.

### **C-2. Course Cancellations for Low Enrollment**

Whenever registration for a section is considered insufficient, the campus reserves the right to cancel that section. Lower (100 and 200) level classes will ordinarily be canceled if enrollment is below 15. Upper level and graduate courses will usually be canceled if enrollment is below 10. Policy for summer sessions might differ from this, and is available through the Office of Academic Affairs.

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

### **C-3. Syllabi and Course Assignments**

Instructors are expected to develop a Universal Design for Learning (UDL) compliant course syllabus (calendar and assignment sheet) for each course. A sample of a UDL-compliant syllabus is available on the ILTE website. Such syllabi should include measurable learning outcomes and give definite instructions to the students as to requirements (assessments/assignments), materials needed for the course (texts/technology), make-up policy, and university policies. Faculty members should deliver copies of each course syllabus to the dean for files maintained in the office of each school.

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

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

Faculty Senate policy stipulates that all syllabi must be published in Canvas at least 7 days prior to the start of the semester.

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

##### **Bad Weather Policy**

Weather delays and closings are determined daily. Normally, Indiana University Southeast does not cancel classes due to bad weather. On those rare occasions when conditions indicate that a delay or a cancellation is necessary, an official announcement will be sent out through IU Notify, disclosed on campus website, and broadcast on local television stations. The announcement will state that classes either will be delayed on the snow schedule listed as follows or will be cancelled for a specific period of time. On the snow schedule, only emergency personnel should report before the time indicated.

##### **Monday through Friday classes:**

<b>NORMAL CLASS START TIME</b>	<b>ADJUSTED DELAY SCHEDULE</b>
Classes starting between 8 a.m. to 9:05 a.m.	Will meet 10 a.m. to 10:55 a.m.
Classes starting between 9:10 a.m. to 10 a.m.	Will meet 11 a.m. to 11:55 a.m.
Classes starting between 10:30 a.m. to 11:45 a.m.	Will meet 12 p.m. to 12:55 p.m.
<b><i>All other classes will meet at regular times</i></b>	

##### **Saturday classes:**

Morning classes meet from 10 a.m. until 12 noon.

Afternoon classes meet at regular times.

##### **Off-campus classes:**

If IU Southeast is closed, all classes at off-site facilities are also cancelled. If IU Southeast is open, off-campus classes meet according to those facilities' schedules.

##### **IU Southeast Lodges**

IU Southeast lodges remain open for residents even when campus is closed.

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

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

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

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

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

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

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

Only examinations, syllabi, and other brief items which are essential to the course should be duplicated at university expense and distributed free to students. Faculty are strongly encouraged to use electronic resources and Canvas to reduce copying and duplicating expenses.

### **C-6. Canvas**

Canvas is IU's online learning management system (LMS). It can be used to supplement face-to-face classes or to teach classes online. For assistance in using Canvas consult the ILTE staff.

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

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

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

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

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

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

If a faculty member wishes to give an examination during a class period when he or she must be absent, the faculty member should arrange to have a colleague on the faculty supervise that

examination. Clerical employees or student assistants should not be asked to proctor examinations as neither has the authority to handle cheating cases.

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

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

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

1. Insure security of examinations while they are being prepared.
2. Provide for adequate and thorough proctoring of examinations.
3. Consider the possibility that students may have the teacher's guide to the texts currently being used.
4. Require arbitrary seating of students at examinations so as to break up pre-arranged groups.
5. Avoid the use of the same form of an examination for succeeding sections and for makeup examinations.
6. A request for an incomplete may be considered a form of cheating when it is used to avoid low grades and protect grade averages. A common approach is to request an incomplete when grades are low, and then persuade the instructor to remove the incomplete with a grade of W. The campus policy is that a student must be passing the course and must have completed a majority of the work in the course to receive a grade of I. If those conditions are met, award of the grade of I is at the instructor's discretion. See section D-6 below for the policy on I grades.

Should the faculty member detect signs of plagiarism or cheating, it is a most serious obligation to investigate these thoroughly and to take appropriate action as discussed in the Code of Student Rights, Responsibilities, and Conduct and in the IU Southeast Code Procedures document found at the Office of Student Affairs website. Students' attention should be called to these policies and procedures.

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

Consultation with students is an important part of instruction. Faculty members should hold regular weekly office hours. Office hours may be accomplished through technological means when necessary to accommodate students. For faculty teaching in studio, lab, or clinic settings, extensive in-class consultation may serve instead of office hours. Faculty members should also see students by special appointment as needed.

To meet the needs of commuting students, faculty are urged to hold office hours immediately before or immediately after a scheduled class meeting in each course if at all possible. Faculty members teaching on-line courses should arrange specific times when they will be available on-line for consultation.

Office hours should be posted at a faculty member's office, studio, or other location of work; on the course syllabus; and on Canvas or any other course website. Faculty members should inform their department and dean's office of their scheduled office hours. Faculty members should notify students of both planned and emergency changes to scheduled office hours.

## **C-12. Library Services**

In addition to holding over 600,000 books, the Library subscribes to over 300 full-text databases, and provides online access to over 225,000 unique online books and 80,000 online journals, as well as a selection of print periodicals and newspapers. The Library also houses several special collections: Curriculum Materials Center; Center for Cultural Resources; the IU Southeast Archives; correspondence of former U.S. Representative Baron Hill; archives of the IU Southeast Oral History Project; the William L. Simon Sheet Music Collection (popular American music); the Ars Femina Collection (compositions by European and American women). Additionally, the Library is a selective depository for U.S. Government Publications.

Library hours during academic sessions are as follows:

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

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

Saturday 9:00 a.m. - 5:00 p.m. Sunday noon - 6:00 p.m.

Special hours are posted.

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

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

Access to the IU Southeast Library collections is through IUCAT, IU's online public access catalog. The database includes the holdings of all IU campuses. Other online information resources are also available via the Library website (see below). Public access terminals and printers are available throughout the Library. The IU Southeast Library webpage and all its features can also be accessed from anywhere on or off-campus via the Internet and the Library's proxy server at all times. (Please check with the Library for further information.)

General circulation policy provides for a student check-out period of 45 days and electronic renewal and telephone renewals are accepted. Fines are 25 cents per day for each item. The check-out period for faculty is 120 days. The Library uses an online computer based circulation system, and an IU Southeast ID card is required in order to check out materials. A book return box is located on the campus near McCullough Plaza.

Special services offered to faculty include placing materials on reserve, faculty privileges at all Kentuckiana Metroversity and IU libraries, interlibrary loan services and other reference and bibliographic assistance. To place materials on reserve, the instructor should complete the appropriate reserve request form which is available to faculty in the Library or on the Course Reserve website. The form should be brought to the Library or mailed, together with any personally owned materials which have been listed on the form, to the Circulation Desk at least one week prior to the time the material is to be available to students. Print Reserve materials are shelved at the Circulation Desk under the last name of the instructor. The IU Southeast Library follows U.S. Copyright law when placing materials on reserve.

Library services are furnished to IU Southeast staff, faculty and students who visit the libraries of any Kentuckiana Metroversity institutions or any of the Indiana University libraries. In

addition, the IU Southeast Library can secure materials for faculty and students from these and other libraries through interlibrary loan. Request forms for these services are available on the Library's website. Please allow at least 10 days for receipt of materials.

### **Library Instruction:**

The Library Instruction Program at Indiana University Southeast supports the educational programs of the University by providing effective, relevant, student-centered instructional services. These instructional services include library sessions designed to introduce students to relevant library resources and provide instruction in library research skills. Through our instructional services, the Library also supports the successful integration of Information Literacy--one of the University's General Education Goals and Outcomes--into the University curriculum.

Library instruction sessions are designed to complement particular courses or fields of study. In addition, First Year Seminar (FYS) students are given a library instruction session as a part of the program requirements.

Instruction covers use of local resources including the library's website and online catalog (IUCAT), as well as electronic indexes and databases, and major bibliographies and reference tools. Procedures for the retrieval and use of information resources are also covered. For further details about library instruction, please look at the IU Southeast Library's instruction policy: <http://www.ius.edu/library>

### **Technical Services**

The Technical Services Staff is responsible for maintaining the online public access catalog (IUCAT), acquisitions, cataloging, processing periodicals and other serials, and binding. These requests should be submitted on the appropriate form which is available on-line. Faculty members are encouraged to submit requests for library materials directly to the library staff via the web-based request procedure. Faculty members will be notified when materials are received. Please allow at least three months for processing, receipt and cataloging of materials.

### **Selection and Processing of Library Materials**

The importance of wise selection of library materials has grown in proportion to the increase in the quantity of available materials, the cost of these materials, and the expense of acquiring, cataloging, housing, and servicing them. Faculty members are encouraged to recommend materials in their special subject fields. Any member of the faculty or staff may request that an item be added to the collection by completing an electronic purchase request form on the Library's website. Library staff and faculty furnish access to library collections by maintaining the online public access catalog (IUCAT) and the Library website, and through various technical services processes, including cataloging, processing periodicals and other serials, and binding.

### **The IU Southeast Library General Collection**

The objectives of the Library General Collection are:

- A. To support the curriculum with adequate materials in those subject areas taught by the University. This involves supplying books and periodicals for required, supplementary and ancillary reading for courses, and a broad based reference collection.
- B. To provide a basic collection aimed at the development of the humane and liberally education person in addition to curriculum requirements. This involves a collection of standard

authors and works, representative collections of the best modern fiction and non-fiction, and a collection of outstanding current periodicals and back files.

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

1. To meet the needs of students with differing levels of ability, the Library will acquire materials ranging in difficulty from those for junior college to those for graduate students.
2. In the acquisition of new titles, the major emphasis will be on current publications, and among those, works which promise to fulfill future as well as current needs.
3. If materials are judged to be of marginal use to the collection, the holdings of IU system libraries will be consulted to avoid unnecessary duplication. Highly specialized materials needed for research can be obtained through inter- library loan.
4. Online information resources play a critical role in supporting the University's teaching, learning, and research mission. The Library endeavors to maintain a strong collection of online information that is aligned with the Library's general collection development goals and is regularly reviewed and updated to ensure relevance and efficiency. These resources include journal and newspaper databases, streaming audio and video resources, monographs, and reference materials. The Library strives, wherever possible to ensure that all such resources are accessible to persons with disabilities, and to advocate with vendors to ensure that all products are fully accessible.
5. Multiple copies of titles will not be purchased.
6. Materials in foreign languages which are used for teaching and exercises in language courses offered at the University are desirable purchases for the Library. Foreign language materials, other than reference tools, will be purchased for non-language subjects when there is evidence of their immediate usefulness to students and faculty.
7. No materials will be excluded from the collection because of the race, gender, sexual orientation or nationality of the authors; or the political, moral, or religious views expressed. All sides of a controversial issue should be represented in the collection.
8. For back files of serials publications, digital versions or microforms will be selected over paper copies when both are available.
9. Gifts of either library materials or money to purchase them will be accepted provided they fit into the above policies and provided there are no restrictions attached. The library must be free to dispose of any materials which are not needed.
10. The removal of obsolete materials for purposes of de-selection is considered an integral part of the total organized effort to develop the collection. Badly damaged copies will be withdrawn and items will be weeded if they contain outdated or inaccurate information. And as needed, the Library may opt to weed print materials that have been superseded by online equivalents, or transfer materials to the IU Libraries' Auxiliary Library Facility (ALF).

#### **The IU Southeast Library Curriculum Materials Center (CULAB)**

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

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

1. To acquire high-quality non-fiction trade publications to supplement the textbook collection, or to be used independently for instruction. (Materials which cover the history or theory of education are located in the IU Southeast Library General collections.)
2. To build a collection of children's and young adult literature including the winners of Newberry and Caldecott awards. This collection includes picture books, easy readers, intermediate and adolescent fiction, folktales and fairytales.
3. The Curriculum Materials Center Reference Collection includes dictionaries, encyclopedias, and other reference sources typically used by K-12 students.
4. A collection of non-print media representative of those currently used in elementary and secondary school classrooms includes video materials, audio recordings, multimedia kits, games and manipulatives.

### **C-13. University Information Technology Services (UITS)**

UITS provides a wide array of technology services to which faculty, staff, and enrolled students are given access, including:

- Online resources through [One.IU](#), the gateway to many university services
- Computing accounts for using e-mail, printing, cloud storage, and web hosting
- A wireless network that covers virtually the entire campus
- Help desk, 24-hour call center, online support, and publications
- Research supercomputing and high-volume data storage through the UITS Data Center
- Free and low-cost software including Office 365, Adobe Creative Cloud, Symantec Endpoint, Thomson Reuters EndNote, SPSS, and Visual Studio Professional
- IT Training workshops online

### **Organization & Contacts**

Indiana University's regional IT departments are part of University Information Technology Services (UITS) in order to provide a seamless university-wide IT services organization.

Local UITS staff and resources report to a Regional CIO who is a member of the Office of the Vice President for IT (OVPIT) (see <http://www.ovpit.iu.edu/>). The Regional CIOs work together to deliver consistent and coordinated university-wide services, while maintaining the distinctive



campus experiences of the regional campuses. UITS maintains and provides access to a campus-wide data network, as well as access to the statewide I-Light high-speed fiber network, which connects all of the IU campuses and the Internet.

The IT Help Desk is located in University Center South, room 212. The Help Desk phone number is 812-941-2447. Phone support is 24/7, with walk-up hours from 8:00 a.m. until 8:00 p.m. Monday-Thursday, 8 a.m. until 5 p.m. on Friday.

A current IT staff directory and organization chart can be found at <https://it.iu.edu/structure/regional/iu-southeast.php>.

## **UIITS Support**

- Knowledge Base: [visitkb.iu.edu](https://visitkb.iu.edu)
- Live Chat: [visitithelplive.iu.edu](https://visitithelplive.iu.edu)
- Phone: (812) 941-2447
- Email: [emailhelpdesk@ius.edu](mailto:emailhelpdesk@ius.edu)
- Walk-in: Support Center Front Desk, US 212A

## **UIITS Services**

IT services for faculty, staff and students are offered across all IU campuses. The UITS website is always the most up-to-date resource. The following items were excerpted from the site at the time of this writing.

[Accounts & passphrases](#) : Includes eligibility, quotas, and requests for access

[Email](#) : Includes set-up instructions, forwarding, list management, policies, and access to other services

[Help & support](#) : Includes technology repair, contact information, hours, and locations

[Computers & printing](#) : Includes student lab locations, hours, printing, and tools to find available stations

[Connection services](#) : Includes Wi-Fi (IU Secure), VPN, videoconferencing, and set-up instructions

[Software & hardware](#) : Includes no-cost software downloads, on-demand course software, and special discounts on technology

[Training](#) : Technology training, workshops, seminars, tutorials, and certifications

[Healthcare IT](#) : Includes resources and service requests for health science units

[Technology for researchers](#) : Includes access to IU's supercomputers, research-specific software and hardware, data visualization, and secure data storage

[Web publishing](#) : Includes site hosting, personal web pages, IU's content management system, development tools, and policies

[Security & policies](#) : Includes security tools, recommendations, incident reports, and alerts

[Classroom AV](#) : All classrooms at IU Southeast feature installed AV equipment. Standard rooms contain a Windows PC, a video projector, a Blu-Ray player, and either a push-button or a touch-screen controller. Some rooms also contain document cameras, SMART Boards or SMART Podiums. In smaller rooms, flat screen TVs are used instead of projection.

[Phones & Voice Mail](#) : Campus telephones are managed by UITs and support is provided by the local IT staff. If you are experiencing telephone problems, please contact the Help Desk at 812-941-2447.

Videoconferencing for Meetings & Distance Learning: The campus equips and maintains a small number of openly-scheduled rooms for videoconferencing and distance learning courses. Rooms include Knobview Hall 011, Knobview Hall 112, University Center North 120, University Center North 123, and University Center South 241A.

#### **C-14. Disability Services**

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

“Disability Services”

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

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

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

#### **C-15. Emergency Evacuation Procedures for Persons with Disabilities**

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

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

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

1. Take person to a safe area, preferably near a stairwell.
2. Have someone stay with the person.
3. Assign someone to inform emergency personnel where the person with a mobility impairment is in the building.
4. Do not attempt to evacuate the person unless there is imminent danger of death or injury and no alternative safe area is available, in which case, use whatever means and assistance is available to get the person to safety with minimum injury to you or the person with a disability. Allow the firefighters to establish whether there is imminent danger before attempting to evacuate the person with a mobility impairment. There is a stair climber located in Crestview Hall that can be used in cases of extreme emergency. The individual with a mobility impairment is the best authority as to how to be moved out of the building.
5. If a person is visually impaired, escort the person out of the building by having them hold on to your elbow. Inform them of steps.
6. If a person is hearing impaired, make sure they know that there is an emergency and that they follow everyone out of the building.

#### **C-16. Student Evaluation of Teaching**

The university has adopted a standardized system for student evaluation of teaching. This system allows the instructor to select appropriate questions from a lengthy master list of questions. The instructor may obtain information about this system and a master question list and item selection sheet from the school office staff.

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

#### **C-17. Outcomes Assessment**

In accordance with a campus-wide plan approved by the Faculty Senate, each academic program uses multiple measures to conduct regular and continual assessment of student learning outcomes, reviews the results, and systematically applies the findings for program improvement. The results of assessment and the actions taken in response are reported to the Office of Institutional Effectiveness and the Academic Assessment Committee, where they are combined with those of other programs to produce a campus wide assessment report. Assessment findings are also incorporated into program reviews.

#### **C-18. Program Review**

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

For more information on program reviews, see [www.ius.edu/acadaffairs](http://www.ius.edu/acadaffairs).

### **C-19. Institute for Learning and Teaching Excellence**

The Institute for Learning and Teaching Excellence (ILTE), located in the library, provides leadership, encouragement, and support for quality teaching and learning. We work with both full-time and adjunct faculty. The ILTE's professional development workshops, programs, consultations, and funding efforts are designed to encourage and recognize faculty excellence in teaching. The ILTE also encourages innovation in developing new technologies and pedagogies for improving student learning. ILTE is focused on instituting quality face-to-face, hybrid, and online course offerings taught by faculty who are professionally trained to design and deliver engaging, collaborative, and technologically appropriate learning experiences for their students; increasing active learning and collaborative classroom strategies; creating an interest and support system for the scholarship of teaching and learning, and effectively integrating technology into instruction. The Center meets these goals through internal and external collaborations with Academic Affairs, the Improvement of Learning Committee, Instructional Technology, teaching centers across Indiana University, and the Faculty Academy on Excellence in Teaching (FACET).

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

### **C-20. Improvement of Instruction**

A fund has been established to support innovative projects for the improvement of instruction. Instructors with projects for the improvement of teaching and learning should submit written proposals to the Improvement of Learning Committee (IOLC). The proposal should include a budget as well as details of what the instructor plans to accomplish with the funds, the number of students who will benefit, an assessment or evaluation plan, and similar data. The chair of the IOLC or the Office of Academic Affairs can provide forms and instructions regarding deadlines and procedures for submitting proposals. There is information about IOLC funding opportunities in the latest version of the *IU Southeast Research Policy Manual*.

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

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

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

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

All newly admitted and transfer students who indicate an intended major are assigned to the School that houses that major, where they will be advised regarding their academic programs and receive other assistance as they begin their work at IU Southeast.

Students who indicate they are undecided about a major are assigned to the Advising Center for Exploratory Students (ACES). All students without a declared major are required to meet with an advisor each semester and should work to select a major prior to earning 45 credit hours. Upon selection of a major, students will transfer to the academic School and will be assigned an advisor.

Academic advisement is very important in student retention and success, and faculty can play a positive role in helping to achieve the desired outcomes. While professional and faculty advisors, school deans, and program coordinators will help direct students through the regulations and requirements for completing a degree program, the ultimate responsibility for meeting degree requirements rests with the student.

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

The registrar is responsible for the planning, implementation, and supervision of all registration activities; and the electronic systems in which they take place. Under the direction of the executive vice chancellor for academic affairs, as well as the university registrar, and in cooperation with the school deans, faculty and professional staff members, registrar's office staff define and maintain the parameters in the online schedule of classes, room scheduling application, student term processing, and transcript systems which collectively accommodate registration and maintain students' official records of enrollment. Registrar's staff also serve as the primary escalation point for students having trouble with the self-service enrollment systems, and are the go-to resource for effecting registration when the online systems cannot or fail to serve.

Course offerings are available to students through an online Schedule of Classes, available in two views. One called the "Department Search" is available from a [link](#) on the ius.edu homepage. This public facing view is accessible to anyone with access to the internet, and is refreshed daily with new enrollment data from the previous day's activities. The second view exists within the Student Information System (SIS), and is accessible to users with authorized faculty, student, and staff credentials. This view displays real time information. .

Registration for currently enrolled students, called "Priority Registration" begins several weeks prior to the start of a semester, with staggered registration days based on student standing: seniors are given the earliest days so they have best chance of securing spaces in classes they need to graduate. Priority Registration for Wintersession, Spring and Summer terms begins in mid-October; and for Fall in mid-March; and runs for 3-4 weeks before "Open Registration," which opens the enrollment procedures for new students, community members, and continuing students who did not enroll during Priority Registration.

All registration is conducted online and is open continuously until the census date, set as the Sunday following the first week of classes for the semester. For some less than full term, special, or non-standard sessions, the census date may fall on the second day of classes. Before the census date, students may freely drop and add courses, with no special permissions, except those called for by pre-requisites statements in the Bulletin, or in the notes section of the class; without incurring any permanent fees, and without a "W" on their official transcripts in the case of a drop. During this time students register, add, and drop in SIS, via the "register/add/drop" link available to them in their SIS Student Center.

REGISTRATION PROCEDURE: Students are expected to know what their degree requirements are and there are several resources the University provides for their use in learning those requirements, including:

- The current IU Southeast [Bulletin](#)
- Their [Academic Advising Report](#) (AAR)
- [Degree Maps](#)

- Department websites, one-click accessible from the [Academics](#) page of ius.edu.
- Professional and Faculty [Advisors](#)

To register for classes at IU Southeast, a student must 1) be admitted to Indiana University Southeast in some status, 2) seek academic advising from designated advisers; and 3) verify he/she does not have any “holds” (service indicators) due to academic restrictions or financial obligations to the University. Students with restrictive holds cannot register until the appropriate office or department releases the hold. Students must obtain necessary permissions or instructor approvals to enroll in restricted enrollment course sections from the school offering the restricted course. Sections that require permissions have “PERM” listed after the course section number in the Schedule of Classes. Other restrictions to enrollment in a course section could include being enrolled in a specific academic unit. In these cases, the course section will be identified with the school code: RSTR (restricted).

**LATE REGISTRATION AND COURSE ADDITIONS:** After the census date, which corresponds with the end of the 100% refund period, students wishing to add classes do so within a workflow application call [E-Add](#). Adds after the census date require the approval of the instructor of the class, and for classes offered by the School of Arts and Letters, the Program Coordinator of the offering department. The E-Add workflow routes the students’ add requests to the instructor, and second level approver automatically. A late schedule change or late add fee will apply to adds after the census date.

After the end of all fee refund periods, typically the end of the 4<sup>th</sup> week of classes, a student cannot expect to be allowed to enroll in a course for the current semester. Any exceptions to this policy would be for extraordinary, well-documented circumstances only, and will require approval of the instructor, the dean of the school offering the course, and the executive vice chancellor for academic affairs. The mechanism for facilitating an extremely late add is called “the salmon card” and is available from the school administrative offices and the office of the registrar.

Faculty members should not allow students who are not officially enrolled to attend their class. Students who are attending but not officially enrolled, have also not been billed for the course; and so may be construed as committing an act of academic dishonesty; or theft of services and could be subject to appropriate disciplinary or legal sanctions. Students with financial difficulties preventing registration should be encouraged to pursue the deferred payment options available through the [Bursar's office](#).

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

Attendance is required. Illness, religious observances, and participation in university-sponsored activities such as intercollegiate athletics, are usually the only acceptable excuses for absence from class. (See Student Athlete Attendance Policy at the Academic Affairs website.) Absences must be explained to the satisfaction of the instructor who will decide whether or not omitted work may be made up. A student who fails to attend class or to withdraw officially from class after having been warned, may be considered to have withdrawn unofficially and be given an FN grade in the course. A grade of FNN is given for a student who has never attended class.

#### **D-5. Student Early Alert System Student Engagement Roster**

Indiana University has a student early alert system (Student Engagement Roster) that is incorporated into Canvas. The system allows faculty members to alert students of problems, such as failure to attend class or poor academic performance, and to suggest remedial actions that students can take, e.g, talking with an advisor. It can also be used to make a record of

student progress and accomplishments in their courses. Faculty members are encouraged to use the Student Engagement Roster to communicate with students in all their courses. According to Indiana University policy, Student Engagement Rosters are mandatory in the second and fourth weeks, as well as at the midpoint of the semester. This is one importance means of meeting Department of Education requirements regarding attendance and financial aid eligibility.

#### **D-6. Withdrawals and Changes in Enrollment**

Withdrawals effected before the census date trigger a 100% refund of tuition and course related fees and will not show a record of “W” on students’ official transcripts, although a record of enrollment and subsequent withdraw may still be visible in students’ class schedule details for the semester. Withdrawals effected after the census date will receive a recorded grade of “W” on students’ official transcripts. Although grades of “W” do not figure in grade point average calculations, they do figure in the calculation of the completion rate for financial aid purposes.

**WITHDRAWAL PROCEDURES:** The University has four distinct periods of withdrawal activity throughout the semester, each using different mechanism for effecting withdrawal; and having different impact on students’ progress, grades, and continuing financial aid eligibility.

Period One- from Pre-registration period to census date. Withdrawals effected in SIS Student Center “Register/add/drop” utility. No approvals required. No “W” on record. 100% refund of tuition and course related fees.

Period Two - from Census Date to Sunday following the 9<sup>th</sup> week of classes also known as “the Auto-W” period. Withdrawals effected in workflow E-Drop. Recorded grade of “W” on record. Partial refund of tuition and course related fees, based on timing of withdrawal and [refund schedule](#) for the semester. No approvals required: student automatically gets a “W”—hence the name “Auto-W period.”

Period Three –from end of Auto-W period to Last Day of Scheduled Classes, also known as “E-Drop WF”. Withdrawal requests initiated by student in same E-Drop workflow, but not automatically granted. Approvals of both the instructor *and* the dean of the offering school, or the dean-delegate (typically the program coordinator of the offering department) are required. According to [IU-wide policy](#), students’ desire to avoid a low grade is not a sufficient reason to award a “W” during this period. A grade of “W” should only be issued during this period if the student is passing the course at the time of requested withdrawal; and has presented evidence of having “urgent reasons relating to extended illness or equivalent distress.” Instructors indicate in the work flow which grade they are approving, “W” or “F”.

Period Four – after the last day of scheduled classes for the term (i.e. before start of exam week) until late withdrawal deadline. Withdrawal requests initiated via a “Late Withdrawal Petition,” a purple paper document available from the office of the registrar. Deadlines for submission are:

March 15<sup>th</sup> for preceding fall semester

September 1<sup>st</sup> for preceding spring semester and winter session

November 1<sup>st</sup> for preceding summer term(s)

Students complete the form and attach documentation, explaining their circumstances and a copy of their class schedule. Completed petitions are forwarded to the office of the executive vice chancellor for academic affairs (EVC) for review and decision. Cycle time for review and

decision during this period may exceed the final grade deadline. If student remains enrolled during final grading period, instructor must enter a grade. Petitions that are untimely, i.e. submitted after the deadline set by policy, students may still submit, but are encouraged to address the issue of timeliness in their documentation. The EVC may decide to waive the deadline, and grant the petition, if circumstances warrant.

**UNOFFICIAL WITHDRAWAL:** Students who are enrolled, but stop attending or never attended without processing an official withdrawal during one of the four withdrawal periods are deemed to have made an “unofficial withdrawal.” If student remains on an instructor’s grade roster during final grading period, instructor must enter a grade of FN, and a last attended or last participated dates, in the case of online classes; or a grade of FNN, which indicates the student never attended or participated. Although FN and FNN grades affect students’ grade point averages the same as an earned F, the impact on students’ future or current term financial aid eligibility differs by actual grade issued. Instructors are asked to take care in making the distinction between an earned F, FN, and FNN when entering final grades, based on the circumstances they are aware of.

[Special withdrawal procedures](#) are available to members of the military reserve personnel who are called to active duty during the semester. Click link in previous sentence for more details.

#### **D-7. Grades and Grade Reporting**

IU Southeast uses the following grading system:

A+

A = Outstanding

A-

B+

B = Good

B-

C+

C = Average

C-

D+

D = Poor but passing

D-

F = Failed

FN = Failed, not attending (last day attended/participated required)

FNN = Failed, never attended

I = Incomplete

NC = Audit

R = Deferred

S = Satisfactory

W = Withdrew

Note: ZZ = Grades automatically given for students in the Purdue Programs in SIS and Canvas



One of these grades must be reported at the end of the semester for each student in each course in which he or she is enrolled. No grade is recorded for a student who drops a course during the first week of classes. The use of the W grade for withdrawals is explained in Section D-6.

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

1. Prior to the beginning of the course, permission is received from the appropriate dean and the vice chancellor for academic affairs,
2. The only other grade permitted in a course in which the grade S is used will be F; and
3. The credit hours associated with the class graded S will count toward students' degree progress, but the will not be computed into the grade point average.

Final grades are submitted online either directly into SIS from the Faculty Center; or uploaded via Canvas, the learning management system. Instructors with Purdue students in their classes will receive a paper grade roster of just Purdue students in their faculty mail boxes about 20 days before the final grading period. Paper rosters should be turned in directly to the office of the registrar either in person or via inter-campus mail in a sealed envelope. Grades must be submitted by the instructor by the date and time listed in the [academic calendar](#) for each academic session.

#### 1. Grade Point Average

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

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

The University maintains two GPA calculations which appear at the bottom students' official transcripts: the "Student Undergraduate Program Summary, also know as the "program," or campus GPA; and the Indiana University Program Summary, also known as the "IU" GPA. The difference between the two is the program GPA reflects the campus of enrollment's repeat rules and grade mitigation policies; whereas the IU GPA reflects IU-wide grade replacement policies only.

The University deems students who maintain a cumulative program GPA of 2.0 or higher in good academic standing. The minimum cumulative GPA to graduate from the University is 2.0. Some degree programs require a higher minimum program GPA to graduate. Consult the [Bulletin](#) or the [department webpages](#) on ius.edu

## 2. Grading policy

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

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

## 3. [Incompletes](#)

The grade of I (Incomplete) may be issued when negotiated between student and instructor; and when the student has satisfactorily completed the majority of a course but is prevented by extraordinary circumstances from completing the balance of the course within the semester of enrollment. The grade of I should only issue if (1) the student requests it and (2) the instructor has sufficient reason to believe that failure to complete the requirements of was due to factors beyond the student's control, and that it would be unjust to hold the student to the time limits normally fixed for completion of the required assignments. The grade of I should not be awarded to exempt a student from paying tuition for a repeated course; or in lieu of an FN, in the case of student who stopped attending, but remains enrolled in the class. See UNOFFICIAL WITHDRAWAL, under Section D-5.

To process an incomplete instructor should first communicate to student what are the conditions to remove the incomplete, preferably in a manner and medium that is retrievable and archivable, such as e-mail. Then instructor assigns a grade of I on the official grade roster in SIS and completes a "Documentation of Assignment of an Incomplete Grade" form available from the registrar's office The form has a box "Conditions Explained to Student" where the instructor records the conditions communicated to student; and becomes part of an audit trail

and is archived as part of student record. If the instructor does not otherwise act to remove the I, the registrar will cause the grade to change to an F at the end of one calendar year. Both the student and the instructor in whose course the student received the Incomplete will be notified of this change of grade process, starting 60 days before the change will take place.

#### 4. Repeated Classes and Grade Replacement Policy

##### a. Campus Repeat Rules

Under the general proviso that students earn the credit hours toward degree completion only once for each course completed with a passing grade, each campus has built repeat rules into SIS, to instruct the system what to do if the student appears to have completed the same course more than once. The IU Southeast campus employs the “best” rule, meaning the completion with best grade will count in student’s earned hours and *program* GPA. A batch job run at the end of the final grading period each semester adjusts students’ records to manifest this rule. Some courses in the master course catalog that were created intentionally to be repeatable for credit will not be affected by campus repeat rules, until the student reaches the maximum credits and/or completions allowed per the course catalog parameters.

##### b. Grade Replacement Policy

Grade replacement, sometimes referred to as “FX” or “Extended X,” is both an [IU-wide](#) and [campus specific](#) policy.

With approval from the student’s dean, an undergraduate student may repeat a course in which he or she received a grade of A, B, C, D, or F (including plus/minus grades) and have only the new grade (A, B, C, D, or F, including pluses/ minuses) count in determining both the student’s program and IU GPAs. The prior course completions and grades remain on the transcript with appropriate notations. Note: A grade of W or I in a repeated course will not qualify to remove the original grade. The grade replacement policy includes these restrictions when in practice:

- i. The option to replace grades of A, B, C, or D applies only to courses taken since the fall semester, 1996.
- ii. Grade replacement is generally allowed only when the replacement course is the same department heading and catalog number as the prior course. Exceptions may be granted with the approval of the offering department dean, program coordinator, or department head.
- iii. Students must notify their school or division *during the semester in which the course is retaken*, if they plan to repeat a course to replace a grade. Once the school or division submits the fully authorized grade replacement form to the registrar’s office, it must be recorded and cannot be withdrawn.
- iv. A student may exercise this option for no more than five (5) undergraduate courses totaling no more than 15 credit hours, including any courses replaced under the previous FX policy.
- v. A student may use the replacement policy only twice for any given course;
- vi. Academic units retain the right to consider a student’s complete academic record for purposes of admission to an academic program or selection for awards.
- vii. Grade replacement is available for courses taken at any Indiana University campus, as long as the courses carry exactly the same department heading and catalog number.

For more detailed information on the grade replacement policy, contact the [Office of the Registrar](#).

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

Students who have not attended IU Southeast for at least two years, are undergraduates pursuing their first bachelor's degree, and are returning to IU Southeast for the fall semester 1996 or later may request academic bankruptcy, a bad prior grade mitigation practice. Bankruptcy means that the courses and grades earned during the term(s) in question will be removed from the student's program GPA and earned hours calculation. The record of the classes and the prior grades remain on the transcript, and are specially annotated as being "forgiven by IU Southeast."

Academic bankruptcy may be requested for no more than two academic terms of IU course work. Two consecutive summer sessions may be considered a single academic term for purposes of this policy. The Academic Bankruptcy petition should be submitted during the student's first semester back at IU Southeast; but should not be submitted if the student does not re-enroll. Academic bankruptcy may be invoked only once in student's undergraduate career, if two consecutive semesters are bankrupted at the same time. Academic Bankruptcy Petition forms are available from advisors, school or division offices, and the Office of the Registrar.

Note: Academic Bankruptcy as described here is unique to the Southeast campus, and as such only affects the program, not the IU, GPA. Students transferring to other campuses before graduating will lose the effect of the Southeast bankruptcy practice, but may be eligible to invoke new campus' grade mitigation policies.

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

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

#### **D-8. Change of Grade**

After any grade other than I (Incomplete) has been posted to the final grade roster for a class, it may not be changed without permission of the dean of the school or the vice chancellor for academic affairs. Only cases of error in recording or computation will be considered in granting such permission. Neither student pleading nor additional work completed will constitute grounds for changing a recorded grade other than I (Incomplete). Instructors initiate change of grade requests in E-Grade Change, a workflow application, which routes the request and any commentary to the next level approver.

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

"Holds" also known as "Service Indicators" are placed on a student's records to draw attention to a matter that students need to resolve by restricting services in some cases. A student with a hold may not be permitted to register; or request issuance of official records or statement of good student standing without authorization or release from the university office responsible for mandating the hold. Common reasons for holds include delinquent financial accounts, owing library or parking fines, or being on probation or suspended for not meeting required academic standards.

**D-10. Application for Degrees**

Students planning to graduate must file an Application for Graduation with the school or division office granting their credential, either degree or certificate. Students earning credentials in two or more schools or divisions file an Application for Graduation for each credential in the appropriate school or division based on submission schedule set by that academic unit. Generally, Applications for Graduation should be filed in the semester immediately preceding the one in which students expect to finish their required coursework for the credential. The University celebrates only one commencement each year, in May at the end of the spring semester; which includes spring, the previous fall, and the immediately following summer semester graduates. To ensure their names appear in the commencement program for that year, students must file their Application for Graduation by March 1<sup>st</sup>.

Upon receipt of a clear, complete Application for Graduation, the school or division office staff will place student "in review" status for a specific graduation term and forward the completed application to the office of the registrar for reference during the final degree certification process and archiving.

**D-11. Personal Counseling**

In addition to the counseling available from the faculty and staff, professional counseling is available on campus to assist students with their personal problems. They can help students resolve conflicts and problems associated with college attendance, family life, or personal development. Appointments can be made by calling 941-2244. There is no charge for the services and all counseling is completely confidential.

**D-12. Financial Assistance**

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

**D-13. Student Activities**

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

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

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

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

Please see the Indiana University Code of Student Rights, Responsibilities and Conduct and the IUS Code Procedures document for a complete discussion of student conduct and procedures for handling student misconduct cases. Both documents can be found at the Office of Student Affairs web site.

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

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

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

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

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

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

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

Indiana law makes one personally liable, with no protection from IU, for violation of the Family Educational Rights and Privacy Act (FERPA). Faculty need to be aware that practices that could potentially reveal individual student grades to others, such as sending grade spreadsheets to the entire class, posting their working gradebook to their website, storing information containing student names, UIDs, and grade information on their computer and not in their protected network storage space, or even calling out a student's grade for a specific assignment in class, may incur such liability. As a rule of thumb, faculty will avoid liability for FERPA violations by confining discussions and records of individual student's grades to the learning management system, Canvas; the official SIS grade roster; and private conversations with the student.

The links below provide information and tutorials for best practices to effect IU policy in this area. Consult with the [Office of the Registrar](#) if you have any questions about permissible practices under FERPA.

Resources:

[Annual Notification of Students Rights under FERPA](#)

[FERPA Tutorials for Staff and Faculty](#)

[Data Protection and Privacy Tutorial \(best practices\)](#)

[Students' Rights in Indiana: Wrongful Distribution of Student Records and Potential Remedies](#),  
Sandra L. Macklin, Indiana Law Journal.

## **E. ADMINISTRATIVE AFFAIRS**

### **E-1. Compensation**

#### **1.Appointment Dates**

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

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

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

#### **2.Pay Dates**

University employees are usually paid on the following schedule:

- a.Full-time faculty members on academic year appointments receive one-tenth of their base annual salary on the last working day of each month beginning in August, and ending in May.
- b.Full-time faculty members, administrators, librarians, and professional staff members on 12-month appointments receive one-twelfth of their annual salary on the last working day of each month.
- c.Part-time faculty members are employed on a semester basis and are paid five times per semester.

Paycheck vouchers are only available electronically through [one.iu.edu](http://one.iu.edu). Faculty members must have their pay deposited directly to the financial institution of their choice. Forms for this purpose are available in the Office of Human Resources. Any questions regarding gross pay, deductions, fringe benefits, or net pay should be directed to Human Resources.

### **E-2. Equipment and Supplies**

Commonly used items such as examination books, paper clips, and other classroom and office supplies may be obtained from the office staff in each academic unit. The unit budgets are charged for these items and only the dean is authorized to order them. Requisitions for supplies, materials, and equipment are prepared by the office staff of each unit and approved by the dean. After approval, the requisition routes to Accounting Services for review and approval.

For more detailed information about university purchasing policy and practice, see the Policies and Procedures Manual, Section B.

### **E-3. University Vehicles**

Arrangements for the rental of cars and passenger vans can be made by following the instructions on the Travel Management website.

Any person driving a rental vehicle must be an eligible university employee, at least 18 years of age, or an IU Southeast student, at least 21 years of age, and have a valid operator's license. In order for employees or students to be eligible to request and drive a rental vehicle, the



requestor's driver's license information must be submitted on the Authorization Form for a motor vehicle records check, found on IU's Office of Insurance, Loss Control, & Claims at least two weeks prior to the first-time use of a vehicle. Failure to do so could result in the requestor being denied the use of a university vehicle or could delay the release of the vehicle. Please see IU Policy FIN-INS-02 further information.

The driver is expected to replace fuel and to see that the vehicle is returned in as good condition as it was when received.

#### **E-4. Parking**

It is recommended that faculty and staff purchase parking permits which allow them to park in the parking lots. Those who do not purchase a parking permit must either park in a metered space or purchase a one-day parking permit. One-day guest permits are available for use in general permit parking lots. The cost of these permits is the daily visitor rate. They may be purchased at the automatic dispensers located near each entrance to campus or at the University Police, located in University Center North, room 027. Violators will be ticketed, with fines going to the scholarship fund.

Employee (EM) parking permits are issued to faculty and staff and red Student (ST) permits to students. Parking areas are designated as either EM (restricted) or Student (unrestricted), and cars should be parked only in the appropriate space. A copy of the IU Southeast Parking Regulations may be obtained from the University Police, located in University Center North, room 027, or on the University Police webpage.

Faculty and staff are urged not to park in Student (ST) areas if there are Employee (EM) spaces available, since such action may deprive a student of a parking space.

For additional information on parking policies, see section G-22 of the IU Southeast Policies and Procedures Manual.

#### **E-5. Mail Handling**

Mail Services is located at the loading dock area of the Service Building, and is under the supervision of the Director of Facility Operations. 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 received from deliveries (e.g., UPS, FedEx, DHL). The United States Postal Service (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 IU Southeast should take it to the USPS mail box located near McCullough Plaza. Personal mail, whether stamped or un-stamped, must not be intermingled with university mail. Mail Services is liable only for university-related packages and mail, and will not be liable for any mail or packages of a personal nature.

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

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

FedEx shipments can be initiated through the associated department using the University Mail Services account. Strict guidelines must be followed and are available by contacting Mail Services.

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

For more information about mail services, see section H-5 of the IU Southeast Policies and Procedures Manual.

#### **E-6. Offices and Keys**

Each full-time faculty member is assigned an office by the dean. Office space for part-time faculty members is provided, if available. Part-time faculty members may also use the study space in the Library to consult with students or reserve other space through the appropriate dean.

Keys to offices, laboratories, and storage rooms are issued by the University Police, located in University Center North, room 027. A charge of \$10 is required for replacement of a lost key. Keys no longer needed should be returned to the University Police. When employment is terminated, the keys must be returned prior to receiving final pay.

Intelli-key locks may be necessary for some offices, laboratories, and storage rooms that require higher security and/or reporting capabilities. Permission from the dean is required before these will be issued. A charge of \$25 will be required for replacement of a lost Intelli-key. Intelli-keys no longer needed should be returned to University Police. When employment is terminated, the Intelli-key must be returned prior to receiving final payment.

#### **E-7. Bookstore**

Indiana University has entered into a contract with Barnes & Noble to manage all of its bookstores; therefore, the policies and practices stated within are subject to change.

Textbook orders for spring and summer are due no later than October 15 annually. Textbook orders for fall are due no later than March 15 annually. Orders may be placed through [www.facultyenlight.com](http://www.facultyenlight.com) (preferred method), in-person, via phone at (812) 941-2250, or by email by contacting the store manager at [sm624@bncollege.com](mailto:sm624@bncollege.com) or assistant manager at [sebn@ius.edu](mailto:sebn@ius.edu) directly.

Instructors are responsible for obtaining their own desk copies of textbooks. Desk copy order forms are available from unit secretaries. The bookstore can furnish the contact information for publisher representatives for each discipline and help research the availability of texts at any time.

In the event that there is insufficient time to obtain a copy of a text before a course commences, the bookstore will sell the instructor a copy with the understanding that the purchase price will be refunded when the copy from the publisher is turned in. It should be noted that the

bookstore cannot accept replacement copies which are marked “desk, not for resale” or “examination copy only.”

Faculty and staff members are allowed a 10% discount on all purchases, excluding textbooks and computer supplies for personal use, and a 20% discount on all purchases excluding textbooks and computer supplies for work use.

#### **E-8. Faculty Professional Travel**

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

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

Generally, a faculty member will be compensated for travel to only one professional meeting per fiscal year (July 1 to June 30). Pending budgetary availability, exceptions to this policy must be approved in advance by the dean. Limited funds are available for award on a competitive basis for faculty members presenting papers or taking other active roles in a second professional meeting in a given fiscal year. Information regarding requirements and procedures is available in the Office of Academic Affairs.

Round trip rail fare, economy air fare, mileage in university vehicles, mileage in private vehicles (subject to university regulations), limo or bus service, registration fees, and lodging will be reimbursed to the faculty member in accordance with the procedures as stated in the IU Southeast Policies and Procedures Manual and the Travel Management Services website. Itemized receipts must be furnished for all expenditures.

Visiting faculty, part-time faculty, and faculty on leave are not generally reimbursed for travel to professional meetings.

Reimbursement shall not be made for portage, telephone charges, or other expenditures of a personal nature.

Professors who are authorized in advance by the executive vice chancellor or the chancellor to recruit for their school at professional meetings may be approved for an increase in the travel allowance by the vice chancellor or chancellor.

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

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

Information regarding requirements and procedures is available in the Office of Academic Affairs.

### **E-9. University 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 established IU Travel Guidelines that can be viewed on the Travel Management Services website.

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

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

### **E-10. Office of Advancement**

The IU Southeast Office of Advancement supports the institution's teaching, research and public service missions by forging partnerships with corporate and civic organizations, developing quality marketing programs that enhance the institution's reputation and maintaining positive relationships with the university's alumni. In short, to help advance IU Southeast and its mission. The office works closely with campus and external stakeholders to achieve institutional goals. We are responsible for all internal and external communications, marketing, fundraising, alumni and donor relations, grant writing, community relations and special events planning for the Office of the Chancellor and Office of Advancement.

Lead by the Vice Chancellor of Advancement who serves on the Chancellor's Cabinet, the primary goal of the office is to help our students achieve their educational goals – to learn, grow and prepare for new opportunities.

The office also develops policies and procedures and establishes long-range plans to direct the campus's philanthropic and community-building efforts. It oversees the areas of alumni engagement and annual giving, development, grants and university marketing and communications.

### **Alumni Engagement and Annual Giving**

The Office of Alumni Engagement and Annual Giving is responsible for the planning and implementation of programs and projects that strategically engage alumni and current students for a lifelong relationship with Indiana University Southeast.

The office is charged with serving as the liaison between the IU Southeast Alumni Association Board of Directors, which represents the alumni body, and administrative leadership. The Director collaborates with colleagues in the various university offices and schools to create and maintain pathways for alumni participation that advance the goals of the institution. The Office of Alumni Engagement and Annual Giving reports to the Vice Chancellor for Advancement and maintains a close partnership with the Office of Development to identify, cultivate, solicit and steward alumni, faculty, and staff giving.

## **Development**

The purpose of the Office of Development is to plan, coordinate and implement fundraising strategies to build support for Indiana University Southeast among individuals, corporations, foundations, and the community. Simply put, the Development team helps identify the interests of those who want to make a difference, and matches those interests to the various funding needs of the campus, such as scholarships, research, buildings, special programs and more. The Office of Development strives to create and maintain mutually beneficial relationships with friends and donors by discovering and facilitating their philanthropic desires, engaging them in the work of the University in a meaningful way, and recognizing them for their contributions. All members of the IU Southeast community (faculty, administrators, support staff, and students) have a role and responsibility within the framework of their positions to participate in the effort to build financial support for the work of our campus. To this end, these members of the campus community are encouraged to interact with their alumni and constituents and to build mutually-beneficial relationships with potential donors. When appropriate, faculty members, deans, administrators and students may be called on to further assist in identifying University needs, describing these needs, preparing proposals to potential private funding sources, meeting with potential funders and, generally, striving to obtain resources for the University's identified unmet needs. It is important, however, that relationships with potential donors and the wider community be carefully coordinated and managed for the best outcomes. Therefore, the IUS Office of Advancement has produced guidelines to ensure that any fundraising efforts are part of a cohesive and comprehensive strategy for building long-term support for IU Southeast. Fundraising Guidelines are available at [www.ius.edu/development/resources/fundraising-event-guidelines.php](http://www.ius.edu/development/resources/fundraising-event-guidelines.php).

## **University Marketing & Communications**

IU Southeast's Office of Marketing & Communications serves as an in-house advertising and communications agency for the university and all schools, departments and programs. Services are offered to the entire campus at no cost and include strategy development, advertising creation, production and placement, media relations and social media strategy and execution to provide high visibility earned media for the university and its programs.

The marketing strategy team works hand-in-hand with the admissions and enrollment management team as well as web development group. The primary mission of the marketing team is to promote and enhance the image of IU Southeast among our constituents thereby increasing admissions and enrollment at the university. All university marketing campaigns are coordinated and placed by the Marketing & Communications department. Marketing & Communications also oversees all brand standards and compliance-related issues to ensure all materials used for recruiting potential students or communicating with alumni or other external audiences meets IU brand standards.

The communications strategy team works with all media, including student publications, local, and regional press and broadcast stations. Our small, but experienced, staff issues press releases, organizes press conferences, and handles the University's overall media relations. We are happy to assist you in publicizing news that has a university connection. We welcome suggestions for possible news stories from individuals, academic units and departments. In providing information for release to the news media, care should be taken in providing accurate information and responding in a timely manner to media questions and requests. It should be

remembered that while we distribute information to the news media, the media news directors and editors make final decisions regarding which information will be used.

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

Our office also maintains a list of faculty experts that outside media can reference to find experts on timely topics. For more information [visit our Speakers Bureau website.](http://www.ius.edu/speakers-bureau/)  
([www.ius.edu/speakers-bureau/](http://www.ius.edu/speakers-bureau/))

### **E-11. Use of Facilities**

The trustees of IU reserve the right to control the use of university facilities to assure that events conducted in those facilities is compatible with the mission of the university. The university will at all times seek to assure students and faculty groups opportunity to meet, hear, and exchange ideas and views, however controversial, but it does not license and will not tolerate activities which are illegal.

The term “facilities” include grounds owned by the university as well as structures which are university property. University-related individuals or groups who wish to reserve university facilities (with the exception of the Paul W. Ogle Cultural and Community Center) should contact the Conference & Catering Office in the University Center. (see Section G-7 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, staging, dance floor, 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 cancelled without one working day notice (cancellation due to inclement weather excluded).

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 Conference & Catering.

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. 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 Conference & Catering Office, setting forth the nature of

the income-producing activity and its purposes). The request should be addressed the manager of Conference & Catering at 4201 Grant Line Road, University Center North, room 125, New Albany, Indiana 47150. 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 IU Southeast or IUF, a charge will be assessed in accordance with a schedule of facility fees on file in the office of Conference & Catering or other designated party.

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

Conference and Dining Services 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 no less than two weeks in advance. University groups meeting the criteria outlined in this section, may provide their own food with prior written approval from the Conference & Catering Office and adhering to the guidelines relating to university groups bringing their own refreshments as outlined in section D-13.

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 of the IU Southeast Policies & Procedures Manual).

The Conference & Catering Office is located in University Center North, room 125, and is available to assist with catering needs, room/facility reservations and can be contacted at (812) 941-2155 or (812) 941-2318. Please see section D-13 of the IU Southeast Policies & Procedures Manual for additional information on policies and procedures regarding the utilization of Conference and Catering services and use of campus facilities.

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

The above regulations are intended to preserve the beauty of the campus and to assure the nonpartisan character of the institution. They are not intended to limit freedom of expression or to discourage political activity of students, faculty and staff. For more information on facilities usage policies, see section G of the IU Southeast Policies & Procedures Manual.

## **E-12. 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 Director. The Ogle Center Venue Request Form should be completed online. A downloadable pdf form can be accessed online from the Ogle Center website. Academic activities of the music, theatre, and fine arts departments receive first priority for scheduling. Community arts groups, outside shows, and other contract engagements receive second priority. 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.

#### Booking Procedures:

Procedures and deadlines for booking events are designed to facilitate the smooth operation of the Ogle Center. Most of the programs and activities will take place in one of the five main venues of the Ogle Center, namely, the Richard K. Stem Concert Hall, the Robinson Theater, the Stiefler Recital Hall, the Ronald L. Barr Art Gallery, or the Horseshoe Foundation of Floyd County Amphitheater.

Venue requests for scheduling the facilities are reviewed by the Ogle Center staff weekly, and availability is determined based on available space and staffing resources. The Music, Theatre, and Fine Arts Departments should submit venue requests for requested dates on July 1 of the year prior to scheduling. For example, the departments would complete venue requests for needed dates for 2018-2019 by no later than July 1, 2017. This will enable the director to begin scheduling performing arts groups and children and family series shows a year in advance of the performance. Bookings for corporate groups, university groups, and others that want to schedule the facilities for events such as seminars, luncheons, workshops, and meetings will begin June 1 for the coming academic year, and will continue as needed throughout the year as facilities are available.

An appropriate fee schedule for labor reimbursement and use of the facilities is developed by the Ogle Center Director 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 Director:

The Ogle Center director has responsibility for the overall operation of the venues and other facilities in the Center, including safety and fire code enforcement. The director oversees both the operating budget and the auxiliary budget. The director supervises the technicians, ticketing manager, administrative assistant, and marketing manager and develops the programming for the season with the help of staff and the Ogle Center Advisory Committee. The director markets and advertises the activities and events that take place, and in collaboration with the Advancement Officer secures funding for the Ogle Center in the form of gifts, ad sales, and sponsorships.

### **E-13. Food Service**

The IU Southeast campus offers three locations for dining options; the Food Court which is located in the lower level of University Center North; University Grounds, located in University Center South across from the bookstore, and the Library Bistro, located in the Library. The



manager of Dining Services manages all food service operations on campus. Visit the Dining Services website for additional information and hours of operation.

#### Conference & Catering

The Conference & Catering office is located in University Center North, room 125, and is available to assist with catering needs, room/facility reservations and can be contacted at (812) 941-2155 or (812) 941-2318.

#### Pre-event & Menu Planning

Please take a moment to read over these guidelines for booking catering services and contact the Conference & Catering office with questions. In order to provide the best possible service and accommodations, it is recommended that arrangements for events be made a minimum of two week in advance or earlier when possible. Menu selections must be submitted a minimum of seven business days prior to the event to ensure product availability. A copy of the catering menu is available on the Dining Services website.

#### Guaranteed Attendance

A guaranteed number of guests must be submitted to the Catering Office at least three (3) business days in advance of the event in order to allow sufficient time for food procurement and staff scheduling. If a guaranteed number is not received, the highest estimated attendance figures will be considered the guarantee. The customer is responsible for 100% of the guaranteed number, plus any additional meals served. Counts may not be lowered less than three business days before the event. Additional guests may be added within 24 hours of the event; however, depending on the menu items they may or may not receive the same meal.

#### Payments

Groups without a department account will be required to fully pay the estimated bill three (3) business days in advance of the event. Additional or remaining charges will be billed following the event. Prepayments may be made by check, money order, Master Card, or Visa. Non-university groups are subject to a service fee of 15% plus prevailing state sales tax.

#### Weekend Events and Non-operational Hours

Weekend and non-operational hours are subject to an additional service charge of 20% of the total invoice. These hours are defined as before 7 a.m. and after 6 p.m., Monday through Friday, weekends, and during academic breaks.

#### Vegetarian/Special Menu Needs

It is the responsibility of the event host to determine if special menus are needed for their guests. Conference and Catering is able to accommodate any special meals with advance notice. Last minute orders take time to prepare and guests may have to wait for their meal.

#### Leftover Food

For health and safety reasons, all leftover food product is the property of Conference and Catering Services and will be handled in accordance with the guideline set forth by the Indiana Department of Health. Except in cases where the customer has ordered a specific quantity of product for an event that is not supervised by Conference and Catering Services (e.g., cookies, donuts, etc.), leftover food cannot be removed from the site.

#### Outside Food/Beverages/Vendors

No outside food or beverages may be brought into the University Center meeting space unless previously approved. Food and beverage items must be purchased through the Catering Services department.

#### Alcohol

Indiana University is an alcohol-free campus. Alcohol is prohibited on university property or in the course of a university activity.

#### Tobacco

Indiana University Southeast is a tobacco-free campus which fosters a healthy environment in which to learn, work, and live.

#### Parking

Parking at Indiana University Southeast is \$1.00 per car, per day. Groups can make arrangements through Conference & Catering to pay for temporary parking permits.

#### Delivered Events

Any event held outside of the University North Center building is considered a delivered event and will have a delivery charge of 20% of the total bill added to the final invoice. There is a minimum order of \$30 for delivered breaks and a minimum order of \$100 for all staffed meals and receptions. Tablecloths are not included in this service. Charges for missing equipment will be charged to the sponsoring department or group. Events delivered outside University Center will be served on disposable plastic products. China, silver, and glassware for use outside UC is available for rental at \$1.60 per person for meals and \$1.25 per person for breaks.

#### Water Service

There is no additional charge for ice water ordered with a break service in the University Center. Orders for ice water only, without any other catering will be charged \$1 per person; this service includes plastic cups, napkins, set up, and clean up.

#### Waste Disposal

Events not utilizing catering services may require that special arrangements be made for waste receptacles and disposal. This service is arranged with facilities management at extension 2330. In the event that Conference & Catering has to clean up, there will be an additional charge.

#### Cancellations

Cancellations within two (2) business days of the event may require payment in full if special food items have been ordered for the event. Cancellations three (3) business days in advance are charged a minimum of \$50. Charges incurred during the coordination process that present a cost to the Catering department will be charged in full.

#### Inclement Weather

In the event of inclement weather, all conference and catering events will either be cancelled or delayed based on the campus's outlined guidelines. If classes and offices are on a delay, the conference and catering events will also be on a delay. If classes and offices are closed, all conference and catering events will also be cancelled for that day. If you have questions, please contact the conference and catering office.

#### Conference and Catering Rules and Regulations for All Groups

- No space in the conference center is to be utilized without prior reservation regardless of information posted on the room wizard.
- Users will treat the conference center with the utmost care and respect for the facilities. The center was funded with public, taxpayer, and student funds. All users will be good stewards of the property and assets of the university.
- No candles or any activity that violates fire code are permitted.
- No obstruction of hallways, doors, or windows is allowed.
- Windows cannot be covered under any circumstances, either in the center or elsewhere on campus.
- Approved tape must be used to hang items from walls.
- No movement of furniture, equipment, or technology is permitted without the permission and/or assistance of Conference & Catering staff.
- Respect will be given to all other groups conducting concurrent meetings.
- Intended use of the conference center space must be documented. Failure to disclose the intended use will preclude use of the center.
- Users must not cause damage to the facilities or equipment.
- Rooms must be left in the same condition they were in at the start of the event.
- All lights and technology must be turned off at the end of the event.

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 “IU Southeast-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.
- The event 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.
- All refreshment items must be store-bought, pre-packaged items.

- When an event/meeting is to include a full meal, sandwiches, entrees, etc., all food services must be catered by Conference & Dining Services, unless mutually agreed upon by both parties.
- The expected maximum attendance limit is 50 for groups wishing to provide their own refreshments. Any meeting where 51 people or more are expected must have all food service (including beverages) catered by Conference & Dining Services.
- Under no circumstances may a group have an activity catered by any catering operation other than the designated food service provider, unless mutually agreed upon by both parties. All such requests must be made in writing through the Conference & Catering office. If approved, Conference & Catering is authorized to charge the group a fee for any additional items they request (i.e., napkins, cups, paper plates, etc.).
- All non-university groups using university facilities shall be required to use Conference & Dining Services. At no time shall any group, university or non-university, utilize a caterer other than Conference & Dining Services. Exceptions to this paragraph shall be made in writing and agreed upon by the Conference & Catering manager.
- All catering orders require a two week notice with final counts submitted to the Conference & Catering office at least three (3) business days in advance of the event.
- Contact the Office of Conference and Catering at (812) 941-2155 for detailed procedures and requirements which are subject to change

#### **E-14. Child Care**

IU Southeast provides pre-school and child care to its faculty and students through the IU Southeast Children's Center, a state licensed facility. The center was established in 1978 through a proposal presented by the Student Government Association. The center is open from Monday-Friday 7:30 a.m.-5:30 p.m. while classes are in session. Times during the summer term may vary depending on need.

The center is a drop in facility, open to children 3 years of age (potty-trained) through 9 years. A minimal family registration fee is assessed per semester (summer terms are considered one term). Users are charged half-day, daily, half-weekly, or weekly rates for the service. The services are only available while the user is conducting university business (i.e., class, studying, working).

For further information contact the coordinator of the children's center or dean of student life.

#### **E-15. Programs Involving Children**

Indiana University has established a policy governing any program on its campuses that involves participation by children (i.e., persons under 18 years of age). IU Policy PS-01 requires criminal and sex offender background checks for any employee or volunteer involved in the program. If you are planning a program on campus that will involve children as participants, contact the Human Resources Office well in advance for information about the policy and what must be done to comply. <https://protect.iu.edu/police-safety/policies/programs-children/index.html>

## **E-16. Physical Plant**

IU Southeast uses eleven buildings at its Grant Line Road campus.

Activities Building (AB):

Athletic Offices  
Fitness Center  
Gymnasium

Crestview Hall (CV):

Classrooms (largest number of classrooms)  
School of Social Sciences

Hillside Hall (HH):

Classrooms  
School of Business  
School of Education

Hausfeldt Building (HB):

Applied Research  
New Neighbors Education Center  
Environmental Health and Safety

Knobview Hall (KV):

Classrooms  
School of Arts & Letters  
Fine arts studios  
Foreign language laboratory  
Information Technology  
Writing Help Center  
Japanese Cultural Center  
Honors Program

Library Building (LB):

Center for Cultural Resources  
IU Southeast archives  
Library  
Institute for Learning and Teaching Excellence (ILTE)

Life Sciences Building (LF):

Classroom and laboratory space for  
Biology, mathematics, nursing, and psychology  
School of Natural Sciences  
School of Nursing

Paul W. Ogle Cultural and Community Center (OG):

Performing and Visual Arts  
Ticket Office  
Ronald L. Barr Gallery  
Horseshoe Foundation of Floyd County Amphitheater  
Recital Hall  
Robinson Theater

Richard K. Stem Concert Hall  
Millicent and Norman Stiefler Recital Hall  
Green rooms  
Scene shop  
Rehearsal and studio space for music and theatre departments

Physical Sciences Building (PS):  
Classrooms  
Offices and laboratory facilities for  
Chemistry, earth sciences, physics and science education  
Mathematics Lab

Service Building (SV):  
Mail services  
Maintenance shop and central air-conditioning plant  
Facility Operations Department  
Shipping/Receiving

University Center (UC):  
Advising Center for Exploratory Students  
Adult Student Center  
Alumni Affairs  
Administrative offices  
Bookstore  
Bursar/Accounting Services  
Campus Life  
Conference Services  
Office of Equity and Diversity  
Dining Services  
Games room  
Office of General Studies  
Hoosier Room  
Human Resources  
Information desk  
IT Support Services  
Office of Admissions  
Office of Campus Activities and Student Life  
Office of Career Services and Placement  
Office of Disability Services  
Office of Financial Aid  
Personal Counseling  
Registrar's Office  
Student commons and lounges  
Student Development Center  
Student Government Association  
Student Newspaper  
Student organization offices  
Student technology center (24/7 lab)  
University Police

### **E-17. Hospitality Expenses**

Hospitality expenses are costs incurred in the hosting of non-university individuals (and in some cases, university employees) for a bona-fied 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 - Hospitality Request form which can be found on the Accounting Services website, under Special Expense. Alcoholic beverages will not be reimbursed. For additional information or questions on hospitality expenses, contact the Accounting Services Office.

#### **Meals for Candidates Purchased Off Campus**

In order to insure that food expenditures are not excessive, maximum reimbursements have been established which are:

- Breakfast \$8.00; Host plus candidate \$16.00 maximum
- Lunch \$13.00; Host plus candidate \$26.00 maximum
- Dinner \$22.00; Host plus candidate \$44.00 maximum

In addition to reimbursement limits 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 card receipts are not acceptable. For reimbursement of funds expended, the Special Expense - Campus Funded Event - Payment Request form should be completed and forwarded to Accounting Services for processing and payment.

### **E-18. Grants**

The Grants Office coordinates all external grant activity on campus, working closely with the IU Office of Research Administration in Bloomington and the IU Southeast Bursar's Office, Office of Advancement, and Dean for Research. With an emphasis on corporate and foundation grant opportunities, but encompassing all potential grants, the Grants Office provides direction to faculty and staff on searching for external funding, interpreting application requirements, preparing budgets and proposals, adhering to IU and IU Southeast grant protocols and tracking and fulfilling grant requirements once funding is received.

All proposals for external funding, whether federal, state, corporate, foundation, agency or other, must be routed through and approved by both the IU Office of Research Administration and IU

Southeast campus and unit leadership. The IU Southeast Grants Office assists with this process. All prospective grant seekers should contact the Grants Office immediately when a grant application is under consideration. Approvals generally require a minimum of two weeks, but it is best for grant seekers to initiate the process well in advance of that date. If assistance is sought for proposal development, an even longer period of time is recommended, as grant-seeking from national, state, and some regional and local sources is highly competitive.

Only the IU Office of Research Administration is legally empowered to make grant certifications and assurances and to enter into a grant contract with a funder. Contract information and funder forms, as well as grant checks, must be forwarded to IU Office of Research Administration, which is responsible for making certifications, signing contracts, depositing funds and establishing grant accounts. The IU Southeast Grants Office should be contacted immediately when grant information and funds are received so that documents can be forwarded in a timely manner to appropriate staff in the IU Office of Research Administration.

Finally, the Grants Office works closely with the Office of the Bursar and the Office of Advancement to ensure that grant funds are spent in compliance with IU, IU Southeast and funder requirements, and that funder and donor intent is respected. In some cases, the Grants Office also assists in preparing grant reports.

#### **E-19. External Grants**

All proposals for external funding must be routed through both the IU Southeast Dean for Research and the IU-Bloomington Office of Research Administration. As soon as you consider developing a proposal: Consult with the Dean for Research ([dwille@ius.edu](mailto:dwille@ius.edu)) to be certain you have all the information you require and understand the routing process. The following external grant and contract timetable outlines the proposal process and minimum amount of time required to ensure that your proposal is postmarked or received on or before the due date (<https://www.ius.edu/academic-affairs/research/external-grant-contract-timetable.php>). Please remember that at each step of the approval process the person whose signature you need must have time to read the proposal, may have limited availability, or may be unavailable. Leaving extra time for the routing process is therefore strongly recommended.

Our Grants Coordinator, is available to provide direction to faculty and staff on searching for external funding, interpreting application requirements, completing the application process, and tracking and fulfilling grant requirements once funding is received. Contact Jean Borger at [jmborger@ius.edu](mailto:jmborger@ius.edu) to set up an appointment.

A wide range of resources is available to assist faculty members in identifying sources of funding. The following webpage contains links to electronic searches- <https://www.ius.edu/academic-affairs/research/external-grant-information.php>.

The IU Office of Research Administration (ORA) website provides extensive information on grant preparation, submission, and administration ([http://researchadmin.iu.edu/GrantContract/gc-propprep/gcs\\_propprepsub.html](http://researchadmin.iu.edu/GrantContract/gc-propprep/gcs_propprepsub.html)). Links to information on how to prepare a budget can be found on the Create a Budget page ([http://researchadmin.iu.edu/GrantContract/gc-propprep/gcs\\_budget.html](http://researchadmin.iu.edu/GrantContract/gc-propprep/gcs_budget.html)) of the ORA website, and a Proposal Writing Short Course (<http://grantspace.org/training/self-paced-elearning/proposal-writing-short-course>) can be found here. You may also contact Jean Borger, Grants Coordinator, for assistance at [jmborger@ius.edu](mailto:jmborger@ius.edu).



**E-20. IU Tuition Benefit**

IU Tuition Benefit offers eligible employees, their spouses or registered same sex domestic partners, and children the opportunity to enroll in IU courses at a reduced fee rate under the policies and procedures described on the Human Resources IU Tuition Benefit website.

Indiana University's Tuition Benefit supports the educational mission of IU and reduces the cost of courses for its employees and their dependents. This plan is established under sections 117 and 127 of the Internal Revenue Code. Eligible individuals are provided a subsidiary toward the tuition costs associated with attending Indiana University classes or a tuition waiver in the case of Indiana University High School (IUHS) courses. The plan is available to eligible employees, former employees with IU Retiree Status, and former employees receiving long-term disability benefits. The IU Tuition Benefit is completely funded by Indiana University.

**E-21. Collections and Donations**

No canvassing, peddling, or soliciting is permitted on the grounds or in the buildings of the university without the permission of the vice chancellor for advancement. Canvassing or soliciting whether for the university or external groups must be approved in advance by the vice chancellor for advancement. Fundraising Guidelines are available at [www.ius.edu/development/resources/fundraising-event-guidelines.php](http://www.ius.edu/development/resources/fundraising-event-guidelines.php).

**E-22. Identification Cards (U Card)**

Full-time faculty and staff will be issued a CrimsonCard which is the official photo ID card for all Indiana University campuses.

It provides access to essential university services, including printing, meal plans, libraries (including any Metroversity Library), and recreational facilities. CrimsonCard is accepted as payment on campus and at participating local retailers.

You can manage your account, make a deposit, and find additional information at <https://crimsoncard.iu.edu> the official CrimsonCard site.