

2011-2012 Faculty Handbook



The Faculty Handbook is intended to be viewed online. The bookmarks to the left allow you to easily navigate to the information you need and links to department websites are included for access to more specific/detailed information about each topic area.

DISCLAIMER

This handbook cannot and is not intended to address all circumstances related to the employee's role in the University nor is the information contained in the handbook intended to constitute an express or implied contract of employment with the University. No provision of this handbook may be applied in contradiction of any policies of the Board of Trustees of Illinois State University, the University, or of any official documents. This handbook contains information in place as of the date of publication. This information is subject to change, modification, interpretation, and elimination at any time as a result of action by federal and/or state governments, by the Trustees of the Board of Trustees of Illinois State University, and by the University administration. Not all situations will be covered. Where policies do not apply or do not exist, the University retains its inherent right to create new policies and manage the University through its administration and Board of Trustees.

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This Handbook was designed to be used as an online resource in PDF format. Use the pdf bookmark links on the left to quickly navigate to the information you need. Links to office/unit websites are included to access more specific information as needed.

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I. PREFACE

The purpose of the Faculty Handbook is to provide an overview of the benefits, programs, and services available to you and to communicate the general responsibilities and expectations the University has for you as a faculty member. No handbook can anticipate all contingencies, of course, nor can it answer all questions which may arise. This information is intended to be helpful but it should not be regarded as a complete statement of the rights and responsibilities of the faculty.

While every attempt has been made to offer the most current information possible, policies and procedures are continually subject to change. The most current version of University policies and procedures is available on the Policies website (<http://policy.illinoisstate.edu>).

The handbook will be updated annually and the most current version will be available on the Provost's website (<http://provost.illinoisstate.edu/downloads/facultyhandbook.pdf>).

II. FOREWORD

Welcome to the Illinois State University Faculty Handbook. This version is designed to serve as a fast, easy-to-use index of important information about Illinois State University policies and resources for new and continuing faculty members. If you need a quick answer about daily operations, or if you have questions about your employment rights and responsibilities, this web-based Faculty Handbook will save you time, with its summaries and links to complete and up-to-date information sources.

Illinois State University is a many-faceted, intellectually exciting community, and the information in this Handbook will help you participate more fully in the life of this vibrant place. But collegium rests upon a necessary base of understanding—policies, procedures, and regulations—that enables our work to be successful. That base of understanding is indexed here, and I hope you find this Faculty Handbook useful.

Of course, we will update and revise the Handbook to reflect changes in policy and the experiences of readers. Please, if you encounter difficulties with the links or if you have ideas for improving the Handbook, contact Danielle Lindsey (delinds@ilstu.edu) in the Provost's Office.

Sheri Noren Everts
Vice President for Academic Affairs and Provost

III. OVERVIEW OF ILLINOIS STATE UNIVERSITY

Brief History

Illinois State University was founded in 1857 as the first public university in Illinois. The institution has a long and distinguished history. Among those influential in its establishment were Jesse Fell, who organized the campaign to locate the institution north of Bloomington, and Abraham Lincoln, who drew up the bond guaranteeing financial commitments to the new institution. The university was originally established as a teacher education institution with the name Illinois State Normal University. In 1964 the name was officially changed to Illinois State University, reflecting a broadening of the mission and offerings of the institution. Visit Milner Library's website (<http://library.illinoisstate.edu/unique-collections/history-digital/>) for more information.

College of Applied Science and Technology (CAST)

The College of Applied Science and Technology (<http://cast.illinoisstate.edu>) includes the following departments and schools:

Agriculture
Criminal Justice Sciences
Family and Consumer Sciences
Health Sciences

Information Technology
Kinesiology & Recreation
Military Science (ROTC)
Technology

Contact information for Deans, Department Chairs and School Directors
http://provost.illinoisstate.edu/contact_us/

College of Arts and Sciences (CAS)

The College of Arts and Sciences (<http://www.cas.ilstu.edu>) includes the following departments and schools:

Biological Sciences
Chemistry
Communication Sciences & Disorders
Economics
English

Geography & Geology
History
Languages, Literatures and Cultures
Mathematics
Philosophy
Physics

Politics and Government
Psychology
School of Communication
School of Social Work
Sociology and Anthropology
Women's Studies Program

College of Business (COB)

The College of Business (<http://www.cob.ilstu.edu>) includes the following departments and schools:

Accounting
Finance, Insurance & Law
Management and Quantitative Methods

Marketing
MBA Program

College of Education (COE)

The College of Education (<http://coe.illinoisstate.edu>) includes the following departments and lab schools:

Curriculum & Instruction	Thomas Metcalf School
Special Education	University High School
Educational Administration and Foundations	

College of Fine Arts (CFA)

The College of Fine Arts (<http://www.cfa.ilstu.edu>) includes the following schools and programs:

School of Art	School of Theatre
School of Music	Program in Arts Technology

Mennonite College of Nursing

Mennonite College of Nursing (<http://mcn.illinoisstate.edu>) became the sixth college at Illinois State University in July 1999.

University (Milner) Libraries

The University Libraries (<http://library.illinoisstate.edu>) of Illinois State University comprise Milner Library and the University Archives. In addition, the University Libraries maintains a partnership with the Center for Book Culture, hosts the Illinois Regional Archives Depository (IRAD), and provides special services to the libraries of Metcalf Elementary and University High Schools.

University Governance

The tradition of shared governance at Illinois State University has created, and continues to shape, the University's distinctiveness and excellence. Together, the Board of Trustees, University Administration, Academic Senate, Administrative/Professional Council, Civil Service Council, Student Government Association and other representative bodies carry out their respective responsibilities and advisory capacities as interdependent constituents committed to the University's mission. (*Illinois State University's NCA Self-Study Report, 2005*)

Shared Governance

[Board of Trustees \(http://bot.illinoisstate.edu\)](http://bot.illinoisstate.edu)
[Administration \(http://president.illinoisstate.edu/administration/\)](http://president.illinoisstate.edu/administration/)
[Academic Senate \(http://academicsenate.illinoisstate.edu\)](http://academicsenate.illinoisstate.edu)
[Administrative/Professional Council \(http://apcouncil.illinoisstate.edu\)](http://apcouncil.illinoisstate.edu)
[Civil Service Council \(http://cscouncil.illinoisstate.edu\)](http://cscouncil.illinoisstate.edu)
[Student Government Association \(http://www.sga.ilstu.edu\)](http://www.sga.ilstu.edu)

Academic Senate

The [Academic Senate \(http://academicsenate.illinoisstate.edu\)](http://academicsenate.illinoisstate.edu) and its Faculty Caucus serve as the primary means by which faculty influence University policies regarding appointment, promotion, salary, tenure, curriculum, and admission and graduation standards.

Educating Illinois 2008-2014 – Illinois State University's Strategic Plan

[Educating Illinois 2008-2014 – Priorities for Illinois' first public university \(http://educatingillinois.illinoisstate.edu/\)](http://educatingillinois.illinoisstate.edu/)

builds upon the University's heritage, strengths, and recent accomplishments. It recognizes that changes in the external environment will require actions on the part of the University. The plan articulates a vision for the University that evolved after extensive

consultation with students, faculty, staff and alumni from throughout the Illinois State community. It includes goals that describe what the University intends to accomplish, as well as strategies for advancing each goal and examples of activities instrumental to implementation of the plan.

The campus community is committed to the Pursuit of Learning and Scholarship, Individualized Attention, Public Opportunity, Diversity, and Civic Engagement. These five core values are central to the University, as they influence and guide the University's priorities and plans.

Pursuit of Learning and Scholarship: Illinois State University works with students as partners in their educational development inside and outside of the classroom, so that students come to appreciate learning as an active and lifelong process. The University contributes new knowledge through research, scholarship, and creative activities, as well as other forms of individual scholarship in which all students, faculty, and staff are encouraged to participate.

Individualized Attention: Illinois State University provides a supportive environment. An innovative General Education program, strong student-faculty-staff connections, and superior student services focus on each student as an individual, with unique educational needs and potential. The University is dedicated to placing the learner at the center of teaching and scholarship, to recognizing the importance of each faculty and staff member to the successful operation of the programs and services provided, and to acknowledging the on-going contributions of its former students, faculty, and staff.

Public Opportunity: Illinois State University assures students access to educational, research, and service opportunities through a wide range of high quality programs; faculty mentors who are scholars and creative artists of repute in their disciplines; and the support of outstanding facilities, technologies, and library resources. The University partners with business, industry, government, and education providing leadership in statewide, national, and international initiatives; expanding service and outreach; and enhancing financial support for instructional, scholarship, and service activities.

Diversity: Illinois State University affirms and encourages community and an informed respect for differences among students, faculty, and staff by fostering an inclusive environment characterized by ethical behavior and social justice that prepares students to be fully engaged participants in a global society. The University supports a diverse faculty and staff who mentor a diverse student population. The University endeavors to create a varied and inclusive community where all students, staff, and faculty are active participants in a global society characterized by teamwork, respect for differences, civic engagement, and educational goals which celebrate diversity.

Civic Engagement: Illinois State University prepares students to be informed and engaged citizens who will promote and further the collective goals of society. The University promotes active learning experiences through which students will gain an awareness and understanding of civic engagement as a lifelong responsibility. Furthermore, the University encourages faculty and staff to serve as engaged civic leaders and role models promoting the quality of life for all citizens through collaborative and individual action.

IV. APPOINTMENT, SALARY, PROMOTION AND TENURE (ASPT)

The policies and procedures for handling appointment, salary, promotion, and tenure matters at Illinois State University provide a system that involves the faculty in the evaluation of professional competence. General policies are set forth in the Governing Policy for the Board of Trustees of Illinois State University.

The present Illinois State University Faculty Appointment, Salary, Promotion and Tenure Policies (http://provost.illinoisstate.edu/ten_fac_employment/) follow those general policies, and are approved by the Illinois State University Academic Senate. Amendments to and departures from these policies are approved by the Academic Senate and must conform to the Board of Trustees governing policies.

A copy of these policies is made available to each new tenure track faculty member at the time of appointment. A current copy that includes any policy revisions is made available to each tenured or probationary tenure faculty member when revisions occur. The University also makes available a calendar guiding the ASPT system to all faculty members.

The ASPT document describes the committees involved in the Appointment, Salary, Promotion and Tenure (ASPT) system and their activities, as well as policies for the appointment of probationary faculty. It also sets minimum levels of achievement necessary for sustained progress in the areas of Promotion, Tenure, Performance Evaluation, and Salary.

Each Department/School designs a document that shapes the criteria of the ASPT document to reflect its own identity, mission, and culture. The Department/School Guidelines are periodically reviewed by the appropriate College Faculty Status Committee (CFSC) to ensure their consistency with the standards given in the University document. Specific tenure promotion, performance evaluation and post-tenure review policies are found in the Department/School Faculty Status (DFSC/SFSC) Guidelines. Appointing, rewarding, and retaining a highly competent faculty is a major responsibility of the University.

ASPT Calendar (http://provost.illinoisstate.edu/ten_fac_employment/)

V. TEACHING AND CLASSROOM MANAGEMENT

Absence from Class Notification:

As a service to students, the Dean of Students Office (<http://deanofstudents.illinoisstate.edu/about/absences.shtml>) (438-2008) will provide notification to instructors when students have been/will be absent from class(es) for three (3) or more consecutive days and are unable to contact their instructors. Although it is the student's responsibility to contact faculty about any absences, the Dean of Students will serve as a contact resource for students.

The Dean of Students Office will contact the student's instructors by e-mail, indicating that the student has/will miss class(es). The Dean of Students Office will not verify the absence or state the reason for it. The student will be responsible for providing verification of the absence to his/her instructors, while faculty will determine if the missed tests and/or coursework may be rescheduled, or if penalties for being absent will apply.

Academic Advisement

- All undeclared students and students who have earned fewer than 24 semester hours are advised in the University College Academic Advisement, Fell Hall 340, 438-7604.
<http://ucollege.illinoisstate.edu/advising/>
- Students with a declared major and over 24 credit hours completed are advised in their department/school. <http://ucollege.illinoisstate.edu/advising/advisor/departmental.shtml>
One exception is students in the College of Business, students with majors in the College of Business and 24 or more hours are advised in the College of Business Advisement Center (<http://www.cob.ilstu.edu/advising/>)
- Student athletes are advised by academic advisors housed in University College. These advisors authorize schedule changes, as governed by NCAA Policies, for all student athletes including students assigned to academic departments for advisement.
- First-year Honors Program participants are advised through the Honors Program, Honors Program Building located on the corner of North and Fell Streets, 438-2559.
<http://honors.illinoisstate.edu>
- Graduate students in a degree program are advised in their [academic departments/schools](#). Non-degree graduate students may contact the Graduate School for assistance.
<http://grad.illinoisstate.edu/programs/>

Academic Assistance (support programs and assistance)

- University College, 438-3217, 324 Fell Hall <http://ucollege.illinoisstate.edu/>
The mission of University College is to provide effective programs and services that assist students in making successful transitions into Illinois State University achieving their educational goals, and realizing their academic potential in the first year and beyond.
- Julia N. Visor Academic Center, 438-7100, 12 Vrooman Hall Room
<http://ucollege.illinoisstate.edu/tutoring/>
The *Julia N. Visor Academic Center* helps each student identify personal strengths and discover individualized learning strategies while being actively involved in their own learning. The Center is staffed by undergraduate students, graduate students, and professionals and provides many forms of assistance including one-on-one tutoring, small group tutoring and study skills workshops.
- TRIO/Student Support Services (for under-represented students), 438-7644, 3rd Floor, Fell Hall http://ucollege.illinoisstate.edu/mentoring/sss_trio/
A student-oriented program that provides support services to individuals who are traditionally under-represented in post-secondary education. From enrollment to graduation, staff members are dedicated to offering individualized assistance that will enhance the academic, personal, and professional potential of the students who participate in the program.

Academic Integrity

Illinois State University expects students to be honest in all academic work. A student's placement of his or her name on any academic exercise shall be regarded as assurance that the work is the result of the student's own thought and study. The **Disciplinary Guide for Faculty** (<http://deanofstudents.illinoisstate.edu/faculty/resources.shtml>) is designed to assist faculty members in addressing the issue of academic integrity proactively, as well as to better understand the procedures and processes that should occur when there is a violation of academic integrity.

Academic Progress Alert Grades (APA)

APA grade collection occurs during the sixth- eighth week of the fall and spring semesters. These grades are available on iCampus to all undergraduate students for each 100-level, full-semester course in which they are enrolled. Instructors will issue letter grades (A-F) or report that no meaningful grade is available (NG), and provide optional information regarding attendance (satisfactory, unsatisfactory, unable to determine), to the Office of the University Registrar (via the iCampus Portal), <https://icampus.illinoisstate.edu> by the published deadline. Students are encouraged to discuss their academic progress with their instructors and advisors.

Accommodations and Services for Students with Disabilities

Illinois State University, as a postsecondary institution, is required to provide reasonable accommodations to students with disabilities. This is mandated by the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act (ADA) of 1990 to make facilities, educational and co-curricular programs, campus activities and employment opportunities accessible to qualified individuals with disabilities.

All faculty and teaching staff have a responsibility to ensure that each course is accessible. This accessibility is essential and should be considered in the forefront of course and technological planning. Faculty may receive communications and requests from Disability Concerns (<http://www.disabilityconcerns.ilstu.edu/>) regarding specific students. Faculty should treat all issues dealing with students with disabilities as highly confidential.

Attendance

Faculty Attendance

Faculty members should regularly meet their assigned classes as scheduled. Faculty members who are absent from their duties because of illness or any other reason should report the fact immediately to their department chairperson or school director.

Office Hours - Faculty members are expected to post and observe a reasonable number of regular office hours, during which time they are available for student conferences. Faculty should announce their office location and hours to their classes. Additional appointment time should be made available when mutually convenient to faculty and students in instances where student schedules conflict with regular office hours.

Sick Leave - Faculty are required to fill out a monthly report of sick leave usage. Sick Leave Policies. <http://policy.illinoisstate.edu/employee/3-2-7.shtml>

Student Attendance

The attendance regulation of the University is based on two principles. First, students are expected to attend class regularly; and second, students are primarily responsible to the instructor in matters pertaining to class attendance.

Faculty members are responsible for communications to their classes about attendance policy and consequences of student non-compliance with this policy. Every student will be held responsible for class attendance and successful completion of academic work. Attendance regulations are intended to encourage student maturity and are based on the assumption that academic success is the student's primary goal in college.

The University will accommodate, within reason, students whose religious obligations require absence from class. Students who are unable to attend class or take examinations for religious reasons should consult their instructors in advance about alternative arrangements.

As a service to students, the Dean of Students Office (<http://deanofstudents.illinoisstate.edu/about/absences.shtml>) (438-2008) will provide notification to instructors when students have been/will be absent from class(es) for three (3) or more consecutive days and are unable to contact their instructors. Although it is the student's responsibility to contact faculty about any absences, the Dean of Students will serve as a contact resource for students.

The Dean of Students Office will contact the student's instructors by e-mail, indicating that the student has/will miss class(es). The Dean of Students Office will not verify the absence or state the reason for it. The student will be responsible for providing verification of the absence to his/her instructors, while faculty will determine if the missed tests and/or coursework may be rescheduled, or if penalties for being absent will apply.

Accommodations for students participating in University Sponsored Events/Activities

The University deeply values and supports the required participation of students in University Sponsored Events/Activities.

Policy for the Equitable Treatment of Students Participating in University Sponsored Events

<http://policy.illinoisstate.edu/students/2-1-20.shtml>

Instructors will provide such students with reasonable accommodations for completing missed exams, quizzes, and other required work. In courses that allow dropping a low grade or grades, faculty must offer the student reasonable accommodation for making up work missed due to a university-sanctioned activity and may not require that missed work be counted as the low grade to be dropped.

It is the responsibility of the student to: 1) inform instructors of scheduled absences in advance, 2) where possible and as soon as possible, provide a schedule of all semester absences, and 3) arrange to complete missed classroom work. Ultimately, students are responsible for material covered in class. In the event of disagreement regarding this policy, an appeal may be addressed to the Office of the Vice President for Academic Affairs and Provost.

The Office of the Vice President for Student Affairs will determine Sanctioned University Activities. Examples of Sanctioned University Activities include:

- A. Intercollegiate Athletic Competition - 19 sports (11 women's and 8 men's, including student athletes, student athletic trainers, student athletic managers and cheerleaders).
- B. High Profile Students Serving the University's Interests
 - Freshmen Information Nights (Admissions)
 - Annual Legislative Breakfast
 - Board of Trustees Meetings
- C. Academic Dept./Major
 - Competitions related to major (i.e., Judging Teams) or an academic department (i.e., Forensics)
 - Fine Arts Performances, e.g. Dance Association, Madrigal Singers, etc.

- Marching Band Performances
- Model Illinois government or Model UN Competitions
- Professional Association Conferences (e.g., Illinois News Broadcasters Association, National Press Photographers Association, etc.)
- Research Symposium

Classroom Environment

In order to foster a campus culture that promotes respect and civility, it is important that faculty recognize their responsibility for management of the classroom environment. Faculty members encounter fewer problems with student behavior when they clearly state their expectations about the importance of demonstrating respect in the classroom.

Student Conduct

Community Rights & Responsibilities, a unit of the Dean of Students Office, is responsible for overseeing the enforcement of the Code of Student Conduct (<http://deanofstudents.illinoisstate.edu/students/get-help/crr/code-of-conduct.shtml>), including all violations of University Regulations, whether taking place on or off campus, involving both individual students and student organizations. The Code of Student Conduct is the document that outlines behavioral expectations for all students of Illinois State University, as well as the processes and procedures to be utilized when it is alleged that a student has acted in a manner inconsistent with established expectations. The Code applies to the academic and social conduct of all students, both undergraduate and graduate, without regard to where the violation takes place. All students, by enrolling at Illinois State University, implicitly accept these standards of behavior and methods of resolution.

Disruptive classroom behavior by students has become an issue of concern to faculty at colleges and universities across the nation. Community Rights & Responsibilities offers several options for dealing with these issues, including disciplinary referrals, mediation, and informal discussions.

Helping Students Get Help

We know that being a successful student sometimes requires assistance which may range from a compassionate listening ear or a service at Illinois State University established to help students work through difficult times. *The Guide to Helping Students Get Help* (<http://www.studentaffairs.ilstu.edu/downloads/AGuidetoHelpingStudentsGetHelp8-28-08.pdf>) serves as a resource to help faculty, staff and administrators determine which office on campus can assist students in need. Do not hesitate to consult with these offices when you encounter students in need.

Student Behavioral Intervention Team

Illinois State University is committed to providing a secure and welcoming campus environment for students, faculty, staff and visitors. We encourage you to report student behavior that is significantly out of character, is peculiar and causes alarm, or is unhealthy and potentially dangerous to the Student Behavioral Intervention Team (SBIT) (http://www.studentaffairs.ilstu.edu/vice-president/division_resources/Helping_Students_Get_Help.shtml). The SBIT seeks to identify and, when deemed necessary, recommend appropriate steps in response to Illinois State University students who display unhealthy or dangerous patterns of behavior. The SBIT attempts to intervene and assist a

Access the following faculty resources at the Dean of Students website:

<http://deanofstudents.illinoisstate.edu/faculty/resources.shtml>

- Faculty Referral for Academic Dishonesty
- Disciplinary Guide for Disruptive Behavior in the Classroom

student before a regular pattern of behavior develops and the level of concern about behaviors exhibited reaches crisis level.

Classroom Emergencies

Campus emergencies are unforeseen situations that threaten university employees, students and campus visitors; or cause physical or environmental damage. Emergencies may be natural or manmade and can vary in severity. Emergencies can include but are not limited to the following: Medical conditions, Traumatic Injury, Tornados, Fires, Explosions, Floods, Civil Disturbances, Chemical Spills, Radiological Incidents, Workplace Violence, and Toxic Gas Releases.

In most cases, emergencies are handled with routine procedures established within departments throughout campus. However, for emergencies that are severe in nature and impact to the University community, requiring assistance from outside emergency response agencies, the Emergency Management Plan (<http://www.ehs.ilstu.edu/downloads/EmergencyManagementPlan.pdf>) will be used to guide response actions.

Learn the procedures to follow for specific types of emergencies that could potentially happen on our campus, visit the Environmental Health and Safety website <http://www.ehs.ilstu.edu/emergency/>

Classroom Disruption Policy

The primary responsibility for managing the classroom environment rests with the faculty. Students or others who engage in any prohibited or unlawful acts that result in disruption of a class or an unsafe environment may be directed by the faculty member to leave the class for the remainder of the class period. In the event the student individual refuses to leave, he/she will be considered a trespasser and the assistance of the University Police may be requested.

The term “prohibited acts” includes behavior prohibited by university policies or the instructor (e.g., smoking in the classroom, persistently speaking without being called upon, refusing to be seated, disrupting the class, etc.). Faculty should provide students with notice of prohibited acts specific or unique to their classrooms, if possible. The lawful expression of a disagreement with the instructor is not in itself “disruptive behavior.”

Community Rights & Responsibilities

<http://deanofstudents.illinoisstate.edu/students/get-help/crr/>

Phone: 438-8621

Location: 120 Student Services Bldg

Classroom Disruption Policy

<http://policy.illinoisstate.edu/academic/4-1-17.shtml>

Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA <http://www.registrar.ilstu.edu/ferpa/>, is a Federal law that regulates educational records. FERPA was enacted to give students the ability to see their records and to protect the privacy of the student. The institution’s official response to meeting FERPA is outlined as *Notification of Rights Under FERPA and Public Notification of Directory Information* which can be found on the University Registrar’s website (<http://www.registrar.ilstu.edu/ferpa/>). Directory Information is information that can be disclosed without specific permission. This could include items such as name, address, candidacy for degree, degrees (including date awarded) and awards received, etc. The list of current directory items can be found in the “Public Notification of Directory Information” section in the current catalog. Some students elect to restrict their directory information. The names of students who have restricted their record should not appear in newsletters, departmental websites or other public venues.

Educational Records

FERPA defines educational records as any information about a student maintained by the University. This information can be found in many different forms that include handwritten documents, email, digital files and databases. The record should only be accessed by university employees with a legitimate educational need to see the information. Release of anything other than directory information requires the written consent of the student.

Posting Student Grades

Grades should not be posted in public spaces using students' SSNs or other personal identification numbers (UID). Grades may be posted online using Blackboard or Microsoft Excel can help you manage your grades and easily assign students a random number (known only to you and the student) that can be used all semester. The Center for Teaching, Learning & Technology (http://www.teachtech.ilstu.edu/resources/posting_grades.php) developed a tip sheet that can assist you with posting grades using Blackboard or Excel in a manner compliant with the Family Education Rights and Privacy Act of 1974 (FERPA). Do not leave graded assignments in a hallway for students to pick up. Graded assignments can be left with an assistant or office staff to give to students (in a sealed envelope with the student's name on it). Email or mailing grades to students is not acceptable without the students' written permission. Use of email to send grades is discouraged. *Faculty are encouraged to direct students to the iCampus portal for end of the semester grades.*

Student Performance

You may receive calls from parents/guardians, family members or other non-institutional sources regarding student grades or performance. You should refer all such requests to the Office of the University Registrar (438-2188). The Office of the University Registrar will confirm or obtain the required documentation before approving the release of any information. Be aware that the University can only provide parents and family members with information about student records if the student has given the University written permission or if the parent/guardian can prove that the student is legally their dependent. The permission/proof would need to be on file with the Office of the University Registrar.

Providing a Reference

You may not provide a written or verbal reference about a student's educational performance without the written consent of the student.

The penalty for non-compliance with FERPA regulations is the withdrawal of Department of Education funding from the University. Please contact the Office of the University Registrar if you have any FERPA questions.

Contract and Full Cost Recovery (FCR) Courses

The purpose of Contract and Full Cost Recovery (FCR) Courses is to provide academic units the ability to deliver courses to address the needs of a specific population of students who would not otherwise enroll at Illinois State University. The majority of students who enroll in contract courses or FCR courses are non-degree seeking Visiting Students (undergraduates) or graduate Students-At-Large. Some degree programs can be offered through the FCR or contract course model with Provost Office approval.

If you would like to offer a contract or FCR course, please contact your Department/School Chairperson. Upon Chairperson approval, a contract course or FCR application form must be submitted to Mandy Chapman, Office of the Provost. These forms, guidelines, and additional information regarding FCR and contract course procedures are available http://provost.illinoisstate.edu/fcr_contractcourses/.

Final Examinations

Faculty members must clearly explain to their students methods of evaluation for the final grade. Since one of the purposes of the evaluation process is to enhance the student's intellectual development, grades and criticisms of papers, projects, and examinations should be returned to the student for inspection and discussion as soon as possible considering the faculty member's other professional obligations.

Final Examination Policy

<http://policy.illinoisstate.edu/academic/4-1-5.shtml>

The last examination of a course shall not be given during the week prior to the final examination period without the approval of the department chair. It is the responsibility of the students to acquaint themselves with the final exam schedule and to be present at the prescribed time and place unless other arrangements have been made with or by the instructor.

Students who have no more than two examinations scheduled for the same day will be expected to take these examinations as scheduled. A student concerned about having more than two final examinations scheduled for the same day should address this concern prior to finals week. Faculty who wish to have students verify that they have more than two final examinations scheduled for the same day should have the students request a form verifying this from the Registrar Service Center, Moulton Hall 107. Students must show a photo ID to obtain the form.

Final exams should be returned to the student or retained for one term, permitting the opportunity for student review with the instructor if the student desires. It is expected that faculty members will collect sufficient data on the performance of students to justify the final grade. Evaluation of students and award of credit must be based on professionally judged academic performance and not on matters irrelevant to that performance such as personality, race, religion, sex, degree of political activism, or personal beliefs.

Grades

Faculty members should clearly explain to their students methods of evaluation for the final grade. Since the evaluation process exists to enhance the student's intellectual development, grades and criticisms of papers, projects, and examinations should be returned to the student for inspection and discussion as soon as possible considering the faculty member's other professional obligations. Grade Point Equivalents - A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0. The 0 value of F is computed in the students' grade point average. Currently Illinois State University does not use (+/-) in final grades.

If a student chooses to take a course on the Credit/No Credit Option, a grade of CT is recorded when the grade submitted by the instructor is A, B, or C. A 'NC' is recorded when the grade recorded is D or F.

Final Grades

Final grades are to be submitted at the conclusion of each course by the published deadline

using the iCampus portal. Grade reporting deadlines are emailed to your ISU email account or can be found on the University Registrar's website. Each student on the roster must have a grade submitted. If a student appears on your roster that did not attend the course; or if a student is missing from the roster, contact the University Registrar's Office at 309-438-2188.

Posting Grades

Grades should not be posted in public spaces using students' SSNs or other personal identification numbers (UID). Grades may be posted online using Blackboard or Microsoft Excel can help you manage your grades and easily assign students a random number (known only to you and the student) that can be used all semester. The Center for Teaching, Learning & Technology (http://www.teachtech.ilstu.edu/resources/posting_grades.php) developed a tip sheet that can assist you with posting grades using Blackboard or Excel in a manner compliant with the Family Education Rights and Privacy Act of 1974 (FERPA). Do not leave graded assignments in a hallway for students to pick up. Graded assignments can be left with an assistant or office staff to give to students (in a sealed envelope with the student's name on it). Email or mailing grades to students is not acceptable without the students' written permission. Use of email to send grades is discouraged. *Faculty are encouraged to direct students to the iCampus portal for end of the semester grades.*

Incomplete Grade Policy

Incomplete grades may be assigned to a student who is doing passing work but finds it impossible, because of reasons beyond her or his control (such as illness), to complete the required work by the end of the term. The student must have attended class within three weeks of the close of the semester or within one week of the close of the summer session. The instructor may specify the time by which the required work must be completed, which may be no later than the final class day of the corresponding term of the following academic year.

Repetition of a Course

If a student completes a course, or drops a course after the tenth day of classes receiving a grade of WX, WP, or WF, he or she may repeat that course once. For students receiving a letter grade of B, C, D, F, or a WF, the course repetition must occur at Illinois State University. Students seeking to repeat a course a second time must obtain permission from their academic advisor who will submit a substitution waiver form to the University Registrar for final approval and provide a Registration Clearance Permit to the student.

Graduate Faculty Membership

The Graduate Faculty of Illinois State University is the resource for faculty (a) teaching classes restricted to graduate students, (b) serving as members or advisors of graduate student committees, (c) serving as thesis/project/dissertation advisors, and (d) serving as members of the Graduate Council and related committees. Faculty may be appointed as Associate Members or Full Members of the Graduate Faculty under the criteria for membership.

Online Instruction

Online courses have become increasingly popular at ISU particularly during summer session when students want to earn credit while away from campus. Offering a new online course (synchronous and asynchronous) should be approved by your Department/School chairperson.

Illinois State University's mission is to provide all students, including those with disabilities, a full range of educational opportunities including programs and courses offered online. Disability Concerns (<http://www.disabilityconcerns.ilstu.edu/>) provides accommodation for special circumstances. The Center for Teaching and Learning Technology (<http://www.teachtech.ilstu.edu>) also provides training on accessibility considerations related to technology.

If you plan to offer a course that incorporates a blend of face-to-face meetings with online requirements (in place of seat-time) please include this information when scheduling your course. Specific information regarding course requirements (meeting dates and times) will be crucial to student planning and success.

Teaching courses online requires knowledge of specialized technology, software, pedagogy, support services and course management. Resources related to online course development and teaching online are available through ISU's Center for Teaching Learning and Technology through a variety of workshops and consultation services for faculty new to online teaching. (<http://www.teachtech.ilstu.edu>)

Textbooks

Illinois State may not enter into an exclusive contract for textbook sales with any one store. Faculty report textbook adoptions to their department/school (October for Spring semester and March for Fall and Summer). The University Registrar (http://www.registrar.ilstu.edu/faculty_staff/textbooks/) manages the process of communicating the textbook adoptions.

In compliance with the Higher Education Reauthorization Act, Illinois State makes every effort to post Author, Title, ISBN and other information on line. Faculty are encouraged to consider the cost of textbooks as one factor as they make textbook decisions and to choose "unbundled" options when not all components are required and there is a cost saving to students. According to Illinois Senator Dick Durbin's office, the average student spends nearly \$900 per year on textbooks.

The Registrar's website also provides additional considerations for faculty regarding the rising cost of textbooks. (http://www.registrar.ilstu.edu/faculty_staff/textbooks/)

Transfer Students

Transfer students are an integral part of Illinois State University's total enrollment, accounting for just under half of our undergraduate degree recipients. Transfers to Illinois State are of high quality, averaging 3.12 GPA on a 4.00 scale (2008). Institutional research indicates that the transfer GPA is as predictive of success in the major as native student GPA.

The number of high-school graduates will decline slightly across the Midwest in the next ten years. A difficult economy and increasing costs at four-year colleges will drive more high-school graduates toward community college, increasing the need to recruit transfer students and accommodate them in the majors they are interested in.

What can we do to better accommodate our transfer students?

- Increase capacity in courses needed by transfer students when possible.
- Increase transfer targets, particularly in selected majors in high demand.

- Review supplemental criteria for admission to specific majors. Excessively restrictive requirements discourage enrollment, especially when we tell students that if they take specified courses, they will then be “considered” for admission to major.
- Review curriculum (prerequisite structure, course requirements) for transfer unfriendliness.

Withdrawing from a Course(s) or the University

A student may withdraw from a course *during the program change period or prior to the tenth scheduled day of classes* without the withdrawal being shown on the transcript.

After the tenth day of classes but prior to the end of the eighth week of classes during any regular semester, a student may withdraw from a full semester course with a grade of WX bringing a photo ID to the Student Service & Referral Center, 107 Moulton Hall. For complete details of the Withdrawal Policies please refer to the Undergraduate Catalog (<http://illinoisstate.edu/home/catalog/pdf/undergrad.pdf>) or consult the Registrar Service Center at 438-2188.

Students are strongly advised to complete courses in which they are enrolled and not withdraw from the University unless absolutely necessary.

Before the end of the twelfth week of classes during any regular semester, a student reports to the Registrar Service Center in 107 Moulton Hall, or writes to the Office of the University Registrar at Campus Box 2202 to withdraw from the University. For more information, contact the Registrar Service Center at 438-2188.

Military Withdrawal

Students who have been activated or deployed for military active duty should complete the Request for Withdrawal from the University form available in the Registrar Service Center, 107 Moulton Hall. The student will receive a copy of the withdrawal form. Faculty member is notified of the withdrawal via email.

VI. RESEARCH AND SCHOLARLY PRODUCTIVITY

University personnel assure quality and integrity in their research and publications through self-regulation, adherence to professional standards and ethical codes, and reference to the traditions and collegiality that characterize research institutions.

Integrity in Research and Scholarly Activities

The University's policy on academic integrity in research (<http://policy.illinoisstate.edu/conduct/1-1-8.shtml>) articulates University policy and prescribes procedures for impartial fact-finding and fair adjudication of allegations of academic misconduct.

Academic Freedom

The Academic Freedom, Ethics, and Grievance Committee (AFEGC), an external committee of the Illinois State University Academic Senate, exists to review potential infractions of the academic freedom policies. Faculty Academic Freedom Policies and Procedures are available from the University Policies website. <http://policy.illinoisstate.edu/employee/3-3-9.shtml>

Intellectual Property Policy

The intellectual property policies provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to guide the generation of revenue for the University and the creators. Intellectual Property Policy <http://policy.illinoisstate.edu/academic/4-1-10.shtml>

Research and Sponsored Programs

The mission of Research and Sponsored Programs (<http://rsp.illinoisstate.edu>) is to support and facilitate faculty, staff and the community in their instructional, creative, research, and public service efforts. This support includes technical assistance, oversight of sponsored programs, guidance and assurance of institutional compliance.

Research Ethics and Compliance

<http://rsp.illinoisstate.edu/research/>

Finding Funding

<http://rsp.illinoisstate.edu/funding/>

Grant Writing Resources

http://rsp.illinoisstate.edu/grant_writing/

College Research Coordinators

<http://rsp.illinoisstate.edu/contact/coordinators.shtml>

VII. GENERAL INFORMATION/RESOURCES

Academic Calendar and Academic Operating Calendar

The Office of the Provost is responsible for preparing the Academic Calendar. (http://provost.illinoisstate.edu/academic_calendar/) The Academic Calendar is prepared in accordance with the University policy - 1.1.11 Academic Calendar (<http://policy.illinoisstate.edu/conduct/1-1-11.shtml>).

The Academic Operating Calendar, available from the Office of the Provost's website, (http://provost.illinoisstate.edu/academic_calendar/) is the main resource for university-wide dates and deadlines, including but not limited to:

- Deadlines for professors to submit students' grades
- Deadlines for students to register confirm attendance, view grades,

- First and last day of classes, holidays and final examination dates
- Faculty hiring and training dates

Advising Registered Student Organizations (RSOs)

Whether you are new to the organization or a veteran advisor or leader, it is important for student leaders and advisors to engage in periodic discussions about the advisory relationship. Both the advisor and leaders/officers should set expectations about the level of advisor involvement and preferred methods of communication. These types of conversations will help in preventing miscommunication and confusion as well as keep members engaged. Visit the Dean of Students Office website (<http://deanofstudents.illinoisstate.edu/faculty/advising-rso/>) for RSO Advisor Resources such as the RSO Handbook, annual calendar of important dates, fiscal agent information and related University Policies and Guidelines.

Benefits

The University offers a broad range of benefits for faculty and staff. The Benefit Services area of Human Resources is available to help you with all of your benefit needs. In addition, the iPeople system (<http://ipeople.illinoisstate.edu/>) can be used to select benefit options as a new employee or for current employees during the annual Benefits Choice Period. University Employees may review their benefits and usage on the iCampus Portal – <http://www.icampus.ilstu.edu>

Human Resources – Benefits
<http://www.hr.ilstu.edu/benefits/>

The State of Illinois – Central Management Services – complete overview of available benefits
http://www.state.il.us/cms/3_services/ben_choice/BenefitPlans.htm

Catalogs

[Undergraduate and Graduate Catalogs](#) include descriptions of academic programs including requirements, course descriptions, General Education program requirements, graduation requirements, admission policies, academic policies and practices and more. The catalogs are updated on a two-year cycle; supplements are developed for the off-year to cover new courses and programs.

Code of Ethics – Academic Code

Membership in the academic profession should mean a commitment to teaching as a profession, and therefore, to attitudes and conduct appropriate to members of that profession. Our Code of Ethics attempts to specify that behavior with reference to the profession itself, to colleagues, students, civil service employees, and the community. The Policies website includes the complete Academic Freedom Ethics and Grievance policy (<http://policy.illinoisstate.edu/employee/3-3-8.shtml>). Individuals who face ethical questions should contact the University Ethics Officer at 438-8999.

Community Resources

- Town of Normal
<http://www.normal.org>
- City of Bloomington
<http://www.cityblm.org>
- McLean County Chamber of Commerce
<http://www.mcleancochamber.org>

Conference Services

Need to plan a conference? Conference Services is available to assist you with conference pre-planning, on-site management and post-conference reconciliation. Whether your group has 30 or 2,000 participants, they can assist you. Professional and cost effective registration and customized event marketing and communication expertise. <http://conferences.illinoisstate.edu/services/> The Alumni Center, 1101 N. Main (Suite 105), 438-2160 or (800) 877-1478, conferences@ilstu.edu

Confidentiality of Data

The University has adopted a comprehensive policy regarding confidentiality of information. In general students, faculty, and/or staff have the right to review, inspect and challenge the accuracy of information kept by the institution unless this right is waived in writing. Information cannot be released in other than emergency situations without the written consent of the individual, except to specific individuals defined by the policy. Visit the Policies website for the complete Code of Responsibility for Security and Confidentiality of Data (<http://policy.illinoisstate.edu/conduct/1-1-10.shtml>) policy.

Curriculum

The University Curriculum Committee is the body that is responsible for evaluating new and revised curriculum proposals that affect the Illinois State University undergraduate curriculum, with new programs begin forwarded to the Academic Senate. Visit the University Curriculum Committee website (<http://www.registrar.ilstu.edu/ucc/>) for policies, procedures, forms and deadlines.

The Graduate Curriculum Committee is a committee of the Graduate Council and is responsible for graduate curriculum, regulations and procedures. This committee approves new and revised graduate programs that are forwarded from the colleges, with new programs being forwarded to the Academic Senate. Visit the [Graduate School website](http://grad.illinoisstate.edu/gcc/) (<http://grad.illinoisstate.edu/gcc/>) for course and program proposal guidelines, procedures and deadlines.

Diversity

Illinois State University offers a supportive and diverse environment for its students, faculty/staff, and visitors. The Office of Equal Opportunity, Ethics, and Access (<http://www.equalopportunity.ilstu.edu>), located in 208 Hovey Hall, is responsible for administering and monitoring the University's equal opportunity and diversity-related policies and procedures, pursuant to the Civil Rights Act of 1964 as amended, Americans with Disabilities Act and other relevant federal, state and local statutes.

The Office of Equal Opportunity, Ethics, and Access collaborates with University management and staff to ensure that campus operations, programs and structures comply with these requirements as well as investigates discrimination complaints from faculty, students and staff.

Diversity Advocacy, a unit of the Dean of Students Office

(<http://deanofstudents.illinoisstate.edu/students/get-help/diversity/>), helps underrepresented students find their way at Illinois State through a variety of resources, programs and activities. Diversity Advocacy works to facilitate a supportive campus environment in which underrepresented students can flourish academically and socially. The office also serves to raise cultural awareness across campus among students, faculty and staff.

Employment in Excess of Full-Time Employment

Faculty do not usually receive compensation for services with the University in excess of the normal workload. The maximum faculty teaching assignment during the regular academic semester involves 12 credit hours.

Adjustments are made to accommodate research projects, advising, (e.g., theses or dissertations), administration, service or other responsibilities. Such adjustments must be approved by department chairs/school directors. Buyouts, overloads, extra pay assignments and grant administrative increments also require prior approval by the necessary department/unit heads and deans/vice presidents. Extra pay or overload assignments by faculty will count against the allowable days for secondary employment. View the complete policy on the Policies, Procedures and Guidelines website: Employment in Excess of Full Time Appointment

<http://policy.illinoisstate.edu/employee/3-2-11.shtml>

Equal Opportunity, Discrimination and Affirmative Action

The Illinois State University is committed to providing equal opportunity and an educational and work environment for its students, faculty, and staff free from any discrimination based on race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era.

The Office of Equal Opportunity, Ethics, and Access (<http://www.equalopportunity.ilstu.edu>) is responsible for administering and monitoring Illinois State University's Affirmative Action Plan, Plan for Diversity and the equal opportunity/affirmative action policies and procedures. Inquiries about or complaints alleging violation of the University's equal opportunity/affirmative action policies should be directed to Office of Equal Opportunity, Ethics, and Access.

Faculty Ombudsperson

The Ombudsperson (<http://ombudsperson.illinoisstate.edu>) informally assists in resolving concerns or problems related to issues of faculty rights and responsibilities; acts as a confidential and informal resource for information, mutual communication channel, and fosters communication between members of the campus community.

Family Medical Leave Act (FMLA)

Employees of Illinois State University may take up to twelve (12) weeks of paid/unpaid, job-protected leave for certain family and medical reasons. Employees are eligible for this leave if they have worked at Illinois State University for at least one year and have worked at least 1250 hours during the previous 12 months. All approved requests for leave will count toward the 12-week limit if the employee qualifies for an FMLA leave. For FMLA related questions or to obtain an application please contact Human Resources (<http://www.hr.ilstu.edu/contactus/>) at 438-8311.

University FMLA Policy

<http://policy.illinoisstate.edu/employee/3-1-12.shtml>

A leave may be granted for any one, or more, of the following reasons:

1. To care for a newborn child after birth or for placement for adoption or foster care;
2. To care for the spouse, domestic partner, child, or parent with a serious health condition; or
3. For a serious health condition that does not allow the employee to perform the duties of his/her job.

iCampus Portal

The iCampus Web Portal (<https://icampus.illinoisstate.edu>) is the one stop for students and faculty to satisfy all their campus information needs. The Help Desk offers an overview of all that iCampus (<http://helpdesk.illinoisstate.edu/kb/index.phtml?kbid=1618>) has to offer. Login with your ULID and password to gain access to an array of features, including:

- E-mail
- Course Information
 - My Class List
- Submit mid-term and final grades
- Benefits (vacation and sick leave)
- Updates (address, PIN#)
- Financial Info
 - Paycheck records
 - End of the year payroll totals
 - Redbird Card
 - Recent Transactions
 - Report Card Lost or Found

Parking

All vehicles occupying University parking facilities during posted hours, other than in metered spaces and visitor pay lots, must display a valid and appropriate parking permit/decal. Each employee or student may apply for one permit only. One exception is that a motorcycle decal may be purchased in addition to a vehicle permit. Other exceptions to basic regulations may be considered on an individual basis.

Permits are obtained at the Office of Parking and Transportation (<http://www.parking.ilstu.edu>), 709 N. Main Street, Normal, Illinois. Permits are sold only by Parking & Transportation; purchase from any other source voids the permit. Payroll deduction is available. Permits may not be resold to a second party. Parking & Transportation reserves the right to revoke parking privileges for any violations.

Payroll

Payroll is responsible for handling and dispersing University employee wages and salaries including payroll deductions. The Illinois State University Payroll Office (<http://www.comptroller.ilstu.edu/faculty/payroll/>) is located on the 2nd floor in the Uptown Crossing building above CVS Pharmacy and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The main telephone number is 438-7677.

Sabbatical Leaves and Other Forms of Leave

The sabbatical leave program is intended to maintain and improve the quality of the educational programs of Illinois State University by creating opportunities for the academic employees to acquire new methods and techniques, to broaden outlooks, and to improve professional competency and stature through study, research and other professional development activities.

Sabbatical leaves assist faculty in maintaining and improving their professional knowledge, ability, and skills. Such leaves are not automatically granted to individuals upon completion of a stated period of service. Whether or not sabbatical leaves can be granted in any given year will depend upon the financial situation of the University. For more information regarding the application process, how applications will be judged and application procedures, please visit Sabbatical Leaves on the Policies website (<http://policy.illinoisstate.edu/employee/3-2-8.shtml>).

Other forms of leave include Leave without Pay (<http://policy.illinoisstate.edu/employee/3-2-9.shtml>) and leaves for Religious Observations. Illinois State University is committed to making reasonable accommodation for employees to observe religious events/holidays. If accommodation cannot be made, employees may use vacation or dock time to observe the event or holiday.

Secondary/Outside Employment

Illinois State University encourages the dissemination of the expertise and creativity of its employees. However, it is the statutory responsibility of the University to establish policies that balance this dissemination with the other important roles of the University and to prevent abuses of the University's resources. Secondary or outside employment is additional employment for which compensation is paid by any external source while the employee is also under full-time contract with the University. This employment includes teaching, consulting and advisory services, and includes all external employment of any sort. Employees on nine month contracts and paid over twelve months may accept outside or secondary employment during the summer months without approval, providing they do not have full time employment with the University for any part of the summer months. The term "under contract" also includes time on sabbatical or paid leave. Honoraria for lectures, artistic performances or literary articles, private income from investments and royalties from books or patents are not considered compensation for secondary employment for purposes of this policy.

Secondary/Outside Employment Policy
<http://policy.illinoisstate.edu/employee/3-3-7.shtml>
 Required forms available from the Provost's website
http://provost.illinoisstate.edu/ten_fac_employment/index.shtml

In all cases, secondary employment must not interfere with a faculty member's full university duties, including teaching, service work and research. Full time tenured/ probationary tenure track faculty must receive prior written approval from the chairperson, dean and provost before accepting outside employment.

Sexual Harassment

It is the policy of Illinois State University to provide an academic and work environment free from sexual harassment. Sexual harassment is contrary to the standards and mission of the University. Each member of the University community has a responsibility to maintain an academic and work environment free from sexual harassment. Sexual harassment is illegal and will not be tolerated. The University will take whatever action necessary to prevent, stop, correct, or discipline harassing behavior. Same-sex harassment violates this policy and is subject to discipline under the same procedures.

Consensual Relations Policy
 Consensual Relations in the Instructional Context and Outside of the Instructional Context
<http://policy.illinoisstate.edu/employee/3-1-44.shtml>

Note: Sexual harassment does not include verbal expression or written material that is relevant to course subject matter or curriculum, and this policy shall not abridge academic freedom or Illinois State University's educational mission.

Sexual harassment is defined by federal and state law as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or other form of expressive communication of a sexual nature, when submission to or rejection of such conduct is used as a basis for employment or academic decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or sexually offensive work or academic environment. Examples of behavior that could be considered sexual harassment include, but are not limited to, the following:

- A. sexual assault
- B. submission to sexual advances is explicitly or implicitly required as a condition or term of education or employment, i.e., grades, employment, promotion, letters of recommendation or other privileges

- C. repetitive sexual comments, questions, jokes, gestures or other forms of sexually explicit expression

Any student, faculty member, or staff employee, who believes he or she is the victim of sexual harassment, should report the incident promptly in the manner most comfortable to him or her.

Test Proctoring (for ISU courses delivered online)

University College Testing Services (<http://ucollege.illinoisstate.edu/testing/>) administers exams in a secure environment to students enrolled in Illinois State University Internet courses. Students are assessed a \$5.00 fee for each exam. Faculty teaching Internet course should contact the Testing Services office at 438-2100 prior to the beginning of each semester for additional information.

University Awards (Advisement, Civic Engagement, Research, Service and Teaching)

Advisement Award

The [Herb Sanders Award for Outstanding Academic Advisement](http://provost.illinoisstate.edu/award/) (<http://provost.illinoisstate.edu/award/>) was established by friends of Herb Sanders, a member of the Illinois State University faculty from 1949 until his death in January, 1980. The award recognizes advisors who demonstrate a caring attitude for students, who are assertive in their contacts with students and who support campus wide academic advisement.

Excellence in Civic Engagement Award

Illinois State encourages our undergraduate and graduate students to explore social and civic issues, participate in learning activities addressing social or political problems, and develop a sense of civic commitment through intentional curricular and co-curricular activities. This Illinois State University [Excellence in Civic Engagement Award](http://provost.illinoisstate.edu/award/) (<http://provost.illinoisstate.edu/award/>) was established in March 2006 to annually recognize an exemplary and ongoing group curricular or co-curricular civic engagement project that promotes intellectual and experiential student learning and understanding of civic engagement. Eligible curricular or co-curricular civic engagement group projects MUST include undergraduate and/or graduate students as well as one or more constituencies such as faculty, staff, administrators, alumni, parents, education leaders, community members, government officials, business leaders, etc.

Distinguished Professors

The designation of Distinguished Professor (<http://provost.illinoisstate.edu/award/>) exists to enable the University to honor individual faculty members of distinction and to demonstrate to the broader community that excellence is the foundation of the University.

Stan and Sandy Rives Excellence in Undergraduate Education Award

Dr. Stan Rives earned his B.S. and M.S. degrees from Illinois State University and was a member of the Illinois State University faculty and served as an administrator from 1958 until 1980. The Stan and Sandy Rives Excellence in Undergraduate Education Award (<http://provost.illinoisstate.edu/award/>) was established in honor of Stan's longtime commitment to an undergraduate program of the highest quality and for his contributions to Illinois State University as Dean of Undergraduate Instruction. The award recognizes outstanding teaching or any significant contribution to the undergraduate experience, with special attention given to the first-year experience.

Research Awards

The Illinois State University Outstanding Researcher Awards Program

(<http://provost.illinoisstate.edu/award/>) exists to honor and recognize individuals who have achieved excellence as researchers at Illinois State University. The program provides funding for service awards in three categories:

- Outstanding University Research Award: Recognizes tenure track faculty whose research accomplishments are outstanding among their peers across the entire University and among their peers in their Colleges.
- Outstanding College Researcher Awards: Recognizes outstanding researchers in each college.
- University Research Initiative Award: Presented to new faculty within their first five years who have initiated a promising research agenda early in their academic careers.

Service Awards

The Service Awards (<http://provost.illinoisstate.edu/award/>) exist to honor and recognize faculty members who have demonstrated excellence in service to Illinois State University. By honoring such individuals, the University demonstrates its commitment to recognizing service as an activity essential to its mission and governance, provides incentive for faculty members to pursue activities that enhance the quality of their service, and emphasizes the importance of outstanding service.

The program provides funding for service awards in three categories: University-level Outstanding Service Award, University-level Service Initiative Award, and College-level Outstanding Service Award.

Teaching Awards

Illinois State University Outstanding Teacher Awards Program (<http://provost.illinoisstate.edu/award/>) exists to honor and recognize individuals who have achieved excellence as teachers at Illinois State University. By honoring such individuals, the University demonstrates its commitment to teaching as a scholarly endeavor, emphasizes the importance of outstanding teaching, and provides incentives for faculty members to pursue activities that enhance them as teachers.

There are several categories of teaching awards including:

- Outstanding University Teacher Award: Recognizes tenure track faculty whose teaching accomplishments are outstanding among their peers across the entire University and among their peers in their colleges.
- Outstanding University Teacher Award-Category II: Recognizes full or part-time teachers with non-tenure track appointments and administrative professionals and civil service employees with university credit-generating teaching responsibilities.
- Outstanding University Graduate Student Teaching Award: Recognizes outstanding contributions to teaching made by graduate students as part of their program and educational experience at Illinois State University.
- Teaching Initiative Award: Recognizes faculty members who are relatively new to the teaching profession.

Redbird Card

Your UID University Identification number (UID) provides increased security with regard to identity theft and is printed on your Redbird Card

Report lost or stolen ID, by visiting: iCampus Portal, <https://icampus.illinoisstate.edu> Financial Info Tab and select "Report Card as Lost or Found"

(<http://www.comptroller.ilstu.edu/redbird-card-office/>) so you do not need to memorize it. Use your new Redbird Card just like you use a credit card for many university services, ranging from check cashing to the library. To use the Redbird Card debit feature, you must deposit money in your Redbird Card Account before making your first purchase. Locations accepting the Redbird Card

(<http://www.comptroller.ilstu.edu/redbird-card-office/locations.shtml>)

Deposits to your Redbird Debit Account:

- In person at Student Accounts – Student Accounts Building on Dry Grove St.
- In person at the Redbird Card Office (<http://www.comptroller.ilstu.edu/redbird-card-office/>) – Bone Student Center 2nd Floor, 438-CARD (2273)
- Visit one of the 3-D machines located around campus
- Use Credit/Debit cards at iCampus Portal (<https://icampus.illinoisstate.edu>) (click on the Financial Info tab and select "Add money to my Redbird Card.") MasterCard, American Express, and Discover are accepted.
- By mail to Illinois State University, Debit Account Deposit, Campus Box 1210, Normal, IL 61790-1210.

Wellness

Illinois State University Health Promotion and Wellness (<http://wellness.illinoisstate.edu/>)

serves faculty, staff and students. We are excited to be your campus resource for wellness.

We believe that people living, learning and working in a healthy environment are more likely to reach their highest potential.

Visit the University's website for additional information about programs and services to support teaching and research.

<http://illinoisstate.edu/home/teaching-research/>

VIII. FACULTY SUPPORT

University Assessment Services

University Assessment Services

(<http://assessment.illinoisstate.edu/>) staff work exclusively in the area of student learning outcomes assessment. In addition to conducting institution-wide projects at multiple points of students' academic and co-curricular experiences, the staff is available as consultants and co-researchers on class, department/school, and unit assessment projects. University Assessment Services coordinates General Education Program Assessment and functions as a central location where assessment-related information can be found. University Assessment Services is pleased to provide assistance with the creation and distribution of online surveys for its clients. Online surveys provide a very cost-effective and time-saving way to assess your program. By using e-mail to distribute your survey, typical printing and mailing costs can be avoided. Online surveys may also enhance the response rate due to the participants' ability to participate whenever and in however private of an environment they prefer. This is a free service provided to all clients who wish to use an online survey to assess their program.

Center for Teaching, Learning & Technology

The Center for Teaching, Learning, & Technology (CTLT) (<http://www.teachtech.ilstu.edu/>) provides leadership and support to the entire Illinois State University campus in the pursuit of innovation and excellence in teaching, learning, and technology. The Center provides material, informational and financial resources that support campus community members in developing instructional, scholarly and professional expertise.

Scholarship of Teaching and Learning

Our primary efforts to support SoTL on campus are housed with the Cross Chair in the Scholarship of Teaching and Learning. The SoTL site (<http://sotl.illinoisstate.edu>) contains links to internal support for SoTL work, links to other sites about SoTL, and materials or links to examples of SoTL work. In addition, The Center for Teaching, Learning & Technology (<http://www.teachtech.ilstu.edu>) at Illinois State also supports the scholarship of teaching and learning (SoTL).

Technology

Technology support for faculty is handled locally, through individual colleges/departments. The University Computer Help Desk (<http://helpdesk.illinoisstate.edu>) (438-HELP and helpdesk@ilstu.edu), provides News and Alerts, technology-related articles, software downloads, security information, and ULID account information and assistance. Additional technology resources: <http://illinoisstate.edu/home/technology/>

Opscan Evaluation Services

Opscan Evaluation Services (part of the Center for Teaching, Learning & Technology) (<http://www.teachtech.ilstu.edu/services/opscan/>) provides a variety of test scoring and analysis services to the Illinois State University community with an emphasis on instructionally focused jobs. Generally, scanning is a two step process. The first is data collection where the scanners read the darkened bubbles on the form and write that information to a data file. The second is data processing that puts the collected data in a usable format. In addition to test scoring, our office scans forms and provides output for some research and institutional evaluations.

IX. Referring **Students** to CAMPUS RESOURCES and SERVICES

Academic Advisement

First-year and general students: University College
Academic Advisement

(<http://ucollege.illinoisstate.edu/advising/>)

438-7604, Fell 340

Students with declared majors and 24 credit hours:

Academic Departments and Schools

(<http://ucollege.illinoisstate.edu/advising/advisor/departmental.shtml>)

Graduate students: Academic Departments and Schools (<http://grad.illinoisstate.edu/programs/>)

More resources:

Academic related resources

(<http://illinoisstate.edu/home/academics/>)

Life at ISU (<http://illinoisstate.edu/home/life/>)

Academic Assessment Services

The Academic Intervention Consultation Services (AICS) at the Psychological Services Center (PSC) (<http://psychology.illinoisstate.edu/psc/academicintervention.shtml>) provides academic assessment and intervention services for students who demonstrate difficulty with basic academic skills such as reading, mathematics, spelling, and writing.

Academic Support Services

University College, 438-3217, Fell 324 (<http://ucollege.illinoisstate.edu>)

Blackboard resources

Center for Teaching, Learning & Technology

(<http://www.teachtech.ilstu.edu/resources/blackboardLinks.php>)

Counseling (personal and career)

Student Counseling Services, 438-3655, 320 SSB (<http://counseling.illinoisstate.edu>)

Eating Disorder Network (http://counseling.illinoisstate.edu/self_help/EDN.shtml)

Sexual Assault Prevention and Survivor Services

(<http://counseling.illinoisstate.edu/SexualAssaultPrevention/>)

Student Counseling Services (<http://counseling.illinoisstate.edu>) Career counseling and assessment to help students begin setting career goals.

Career Center

The [Career Center](http://www.careercenter.ilstu.edu) (<http://www.careercenter.ilstu.edu>) provides assistance in the exploration of majors and careers, career fairs, resume/cover letter review, internship and job search. 438-2200, 185 Student Services Building

Clubs – Involvement (Registered Student Organizations)

Dean of Students Office, Student Involvement Center & Registered Student Organizations, 438-3212, Prairie Room, BSC (<http://deanofstudents.illinoisstate.edu/students/get-involved/>)

IX. Referring **Students** to CAMPUS RESOURCES and SERVICES (continued)

Dean of Students Office

From the first day as a new student at Illinois State to bidding final farewell at commencement, the Dean of Students Office (<http://deanofstudents.illinoisstate.edu>) helps students along the journey at Illinois State. The Dean of Students Office provides services, solutions, and support to the students through a variety of resources, programs, and activities. Phone: (309) 438-2008

Disability Concerns

Disability Concerns provides accommodations for students and guests with disabilities and supports faculty in the fulfillment of academic accommodations for students with disabilities. Fell 350, Voice: 309-438-5853, TTY: 309-438-8620 (<http://www.disabilityconcerns.ilstu.edu>)

Diversity

Diversity Advocacy, a unit of the Dean of Students Office, helps underrepresented students find their way at Illinois State through a variety of resources, programs and activities. Diversity Advocacy works to facilitate a supportive campus environment in which underrepresented students can flourish academically and socially. The office also serves to raise cultural awareness across campus among students, faculty and staff.

438-8968, 387 Student Services Building <http://deanofstudents.illinoisstate.edu/students/get-help/diversity/>

Finances

Financial Aid, 438-2231, Fell 231 (<http://financialaid.illinoisstate.edu>)

Student Accounts (tuition rates, student billing), 607 West Dry Grove St., 438-5643 (intersection of Kingsley St. and Dry Grove St.) (<http://www.comptroller.ilstu.edu/studentaccounts/>)

Health

Campus Recreation (<http://campusrecreation.illinoisstate.edu>)

Health Services, 2nd Floor, Student Services Building, Schedule an appointment: 438-2778, Specific medical questions: 438-7676, (<http://shs.illinoisstate.edu>)

Health Promotion Office (<http://wellness.illinoisstate.edu>) Health Promotion and Wellness serves as a campus resource for health and wellness. 438-5948, 2nd Floor Student Services Bldg

Peer Education Workshops are available for classes or groups to promote healthy behaviors and lifestyles. Workshops are interactive and educational and are conducted by trained student volunteer Peer Educators. (<http://wellness.illinoisstate.edu/peer-education-ambassadors/peer-education>)

IX. Referring **Students** to CAMPUS RESOURCES and SERVICES (continued)

Homesickness

Student Counseling Services, 438-3655, 320 Student Services Bldg <http://counseling.illinoisstate.edu>

University College Academic Advisement Center, 438-7604, 340 Fell Hall
(<http://ucollege.illinoisstate.edu/advising>)

Dean of Students Office, Encourage students to become involved with a student organization,
438-2008, 144 Bone Student Center <http://deanofstudents.illinoisstate.edu>

Housing

Housing, University, 438-8611, Office of Residential Life Building <http://www.uhs.ilstu.edu>

International Students

International Studies and Programs - 438-5276, 308 Fell Hall

Internationalize educational programs, research and training opportunities; advancing the understanding of international and cross-cultural issues across campus and for the community at large. <http://internationalstudies.illinoisstate.edu>

Legal

Students' Attorney, Dean of Students Office, 438-5951, 140 Bone Student Center
<http://deanofstudents.illinoisstate.edu/students/get-help/legal/>

Majors

Find Your Major website (<http://findyourmajor.illinoisstate.edu>) More than just a list of majors offered, this site helps students learn about themselves, explore their options, decide on a major, and apply to a major.

Non-traditional Students

Dean of Students Office, Nontraditional Services, 438-5951, 140 Bone Student Center
Students At Illinois State University a student can be defined as "nontraditional" based upon age, work experience, level of previous education, military experience, and more.
<http://deanofstudents.illinoisstate.edu/students/get-help/non-traditional>

Off-Campus Students

Dean of Students Office, Off-Campus Services, 438-5951, 140 Bone Student Center
(<http://deanofstudents.illinoisstate.edu/students/get-help/off-campus-service>) Services for students residing off-campus (Off-campus Housing Database, advocacy, community resources and liaison)

IX. Referring **Students** to CAMPUS RESOURCES and SERVICES (continued)

Technology

TechZone (purchasing computers and equipment), 438-8334 Bone Student Center
<http://techzone.illinoisstate.edu>

University Computer Help Desk, 438-HELP (4357), 115 Julian Hall <http://helpdesk.illinoisstate.edu>

Blackboard resources for students - Center for Teaching, Learning & Technology
<http://www.teachtech.ilstu.edu/resources/blackboardLinks.php>

Textbooks (financial challenges)

Financial aid counselor to learn options are available to them. Financial Aid, 438-2231, Fell 231
(<http://financialaid.illinoisstate.edu>)

Librarian; there may be short-term options such as inter-library loan. <http://library.illinoisstate.edu>

The Dean of Students Office, and specifically the Dean on Duty, is available to assist students who are experiencing financial difficulties from a holistic perspective. Phone: 438-2008, 140 Bone Student Center (<http://deanofstudents.illinoisstate.edu>)

Some textbooks are available at the Julia N. Visor Academic Center, primarily for the courses they also provide tutoring for (General Education Program courses).
(<http://ucollege.illinoisstate.edu/tutoring/>)

Financing offered through local bookstores to assist with the purchase of textbooks should be used with caution as it typically carries with it a high interest rate. Students should consult with the Financial Aid Office about all of their options before utilizing high-interest rate bookstore financing.

X. UNIVERSITY INITIATIVES

American Democracy Project (ADP) and the Political Engagement Project (PEP)

The American Democracy Project (ADP) is a multi-campus initiative that seeks to create an intellectual and experiential understanding of civic engagement for undergraduates enrolled at institutions that are members of the American Association of State Colleges and Universities (AASCU). The ADP is about fostering intellectual and experiential understanding of civic engagement in undergraduates, as well as fostering a commitment on the part of graduating students to engage in meaningful actions as citizens in a democracy.

Illinois State University was recognized by the New York Times and the National American Democracy Project in receiving the Political Engagement Project (PEP) Program of Excellence Award.

The American Democracy Project at Illinois State University (<http://americandemocracy.illinoisstate.edu>) is a cooperative effort by students, faculty, staff, and administration. The goal of the Project is to promote civic engagement, in many different forms, on the part of undergraduates, now and in the future. The Project embraces all organized activity designed to promote constructive civic engagement on the part of undergraduates while they are on campus, and after they graduate. Building on the wide variety of such activity already occurring at Illinois State, the Project is designed to serve as a catalyst for programmatic changes that will ensure all Illinois State undergraduates are fully prepared to assume a responsible role as contributors to civic society.

Community-Engaged Campus

Community Engaged Campus (CEC) (<http://americandemocracy.illinoisstate.edu/cec/>) is an evolving concept at Illinois State University driven by our university's commitment to civic engagement as a core value on our campus. In an effort to impact student education through a curriculum-based service learning and civic engagement program, the CEC program seeks to (1) facilitate an excellent working partnership between ISU's campus and the community and (2) ensure that Illinois State University students understand and are committed to engaging in meaningful actions as citizens in a democracy.

Political Engagement Project (PEP)

Illinois State University was selected as one of the first eight institutions to participate in a national American Democracy Project initiative, the Political Engagement Project. <http://americandemocracy.illinoisstate.edu/political-engagement/> The Political Engagement Project, directed by the Carnegie Foundation for the Advancement of Teaching, addresses the serious problem of political disengagement in young people and advocates a dramatic increase in college and university efforts to strengthen student interest in politics. The primary mission of the Political Engagement Project is to enhance Illinois State University students' awareness and understanding of political engagement and impact their level of political involvement and leadership.

General Education Program

The General Education Program <http://gened.illinoisstate.edu/> goals embody some of the most important purposes of American higher education. The complete General Education Program consists of 14 courses (42 semester hours), which is approximately one-third of the total credits required for graduation. The program develops students' capacity to communicate their ability to critically think and solve problems, to comprehend and contribute to diverse and global perspectives, to be a steward of life-long learning, and to advance public opportunity.

Four Shared Learning Outcomes

Critical Inquiry and Problem Solving

Students will develop and communicate a range of interests and curiosities, engaging those interests and curiosities through critical thinking, reasoning, and problem solving.

Public Opportunity

Students will identify the resources and articulate the subsequent value of civic and community engagement.

Diverse and Global Perspectives

Students will be exposed to diverse and global perspectives by developing and communicating an appreciation for the impact made in personal and professional lives.

Life-Long Learning

Students will utilize the skills indicative of an effective life-long learner actively pursuing knowledge and applying new information and skills in interdisciplinary approaches.

General Education Program Assessment

The ability to accurately describe the learning which occurs on a college campus challenges many institutions of higher education. While still complex, measuring students' abilities and skills related to discipline knowledge is often aided by the discrete and recognizable nature of the skills taught in the disciplines. Determining someone's ability to apply a mathematical theory or make use of effective writing techniques, may be more easily accomplished than assessing the values encompassed by a General Education Program. Yet, the goals of General Education are some of the most essential aspects of a college education.

The Institutional Portfolio Process for General Education assessment

(<http://assessment.illinoisstate.edu/generaleducation/>) has been designed to help illustrate students' acquisition and demonstration of those vital skills addressed in the General Education Program.

Information collected from the Institutional Artifact Portfolio will provide ISU faculty with specific data to address areas of strength and weakness of the current General Education curriculum.

Each semester faculty teaching courses in the targeted core [Inner, Middle, or Outer] and shared outcome [Public Opportunity, Diverse and Global Perspectives, Critical Thinking and Inquiry and Lifelong Learning] under review will be invited to submit student artifacts that address the assessment items as outlined by a rubric which has been designed for each of the four Shared Learning Outcomes. This process will occur during the fall and spring semesters, and will exclude the summer term. This is a voluntary system with no penalty for not participating and faculty retain the autonomy to select the assignment(s) for review.

Scholarship of Teaching and Learning (SoTL)

Illinois State University and The Center for Teaching, Learning & Technology support the scholarship of teaching and learning (SoTL). At Illinois State, we have defined SoTL as "systematic reflection on teaching and learning made public."

Dr. K. Patricia Cross, a well-known scholar in the field of higher education, has generously endowed the Cross Chair in the Scholarship of Teaching and Learning (SoTL) at Illinois State University

(<http://sotl.illinoisstate.edu>). The establishment of the of the K. Patricia Cross Endowed Chair in the Scholarship of Teaching and Learning, by K. Patricia Cross, supports and enables the demonstration of Illinois State University's commitment to the promotion of scholarship and research in teaching as a discipline. The Cross Chair will enhance innovation and research in teaching, increase Illinois State's ability to attract outstanding teaching scholars to campus, and help establish a balance of distinction in scholarship work in teaching among all disciplines. The endowment will foster opportunities for interaction and relationships with prestigious national forums.

Summer Session and May Interim Session

Summer Session and May Interim Session are coordinated by the Office of the Provost. Illinois State University will offer high quality Summer Session (<http://summersession.illinoisstate.edu>) programming and innovative learning opportunities to undergraduate and graduate students. A vital summer program will serve to strengthen students' academic programs as well as offer opportunities for programming that will complement and enhance their academic programs. Planning resources for chairs and directors is available on the Office of the Provost's website (http://provost.illinoisstate.edu/summer_session/).

yearOne™

We at Illinois State University believe that the first year of college is a critical time in students' lives. We work as a diverse community of learners to provide a supportive environment for our first year students during their transition.

The yearOne™ initiative is a collaborative Vice Presidential initiative developed to lead the University in providing a systematic, integrated and coordinated approach to the first-year experience for *native freshmen and incoming transfer students*.

Visit the National Resource Center for the First-Year Experience and Students in Transition website (<http://www.sc.edu/fye/>) for a variety of resources related to working with first year students.

The goal of the yearOne™ identifier (below) is for students to look for this "logo" to help them find resources, programs, and services to guide them through yearOne™ at Illinois State (understanding that a variety of offices and units provide these programs and services).

