

Research and Teaching Expectations for Chairs and Directors

Chairs and Directors are faculty members who are on a 12-month contract—they are not considered Administrative Professionals (APs). While there is some variation from college to college, chairs and directors serve at the pleasure of their deans. Whether or not you teach or do research as part of your contractual obligations is typically negotiable at the time of hire. University Policy 3.3.6 outlines the responsibilities, appointment, compensation, and evaluation and follows this section. It can be located at:

<http://policy.illinoisstate.edu/employee/3-3-6.shtml>

Deans recognize that Chairs and Directors may wish to keep up with scholarship in preparation for returning to faculty or preparing for promotion. Chairs/Directors are encouraged to discuss these opportunities and their career trajectory with their dean to ensure a clear understanding of the expectations of their role.

Chairs and Directors may be eligible for professional development funds, travel support, sabbatical leaves, and other support related to either teaching and/or research. The extent to which a Chair or Director is entitled to these types of opportunities varies by college.

Support for Faculty Scholarship and Research

Research and Scholarly Productivity Support at ISU

University personnel assure quality and integrity in their research and publications through self-regulation, adherence to professional standards and ethical codes, and by reference to the traditions and collegiality that characterize research institutions. University policies regarding research may be found at <http://rsp.illinoisstate.edu/research/policies.shtml>

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 policy

<http://policy.illinoisstate.edu/academic/4-1-10.shtml> 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.

Export Control

It is the policy of Illinois State University to comply with all United States Export Control laws and regulations. Illinois State's full policy on Export Control can be found at <http://policy.illinoisstate.edu/academic/4.1.11%20Export%20Control%20Policy.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. Their strategic plan can be found at http://research.illinoisstate.edu/downloads/RSP_Strategic_Plan_4-18-2010.pdf

Research Ethics and Compliance

The Office of Research Ethics and Compliance <http://research.illinoisstate.edu/ethics/> oversees university-wide compliance with federal, state, and university policies regarding the conduct of ethical research with humans and other vertebrate animals, regardless of funding source. The office also provides oversight and training in the responsible conduct of research across the University and assists the Office of Environmental Health and Safety in the oversight of research involving biohazards.

The following information can be accessed from the Faculty Handbook on the Provost's Web site: <http://provost.illinoisstate.edu/faculty/handbook.shtml>

Support for Faculty Teaching and Classroom Management

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.

As a service to students, the Dean of Students Office <http://deanofstudents.illinoisstate.edu/contact/absence/> 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.

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/departmental/>. 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. <http://ucollege.illinoisstate.edu/advising/athletics/>
- 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.

Academic Assistance (support programs and assistance)

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

- First year, undeclared, and transitional student advising
- Julia N. Visor Academic Center (tutoring, workshops, and academic coaching)
- Academic support programs for a variety of student populations
- First year seminars
- University Studies and Interdisciplinary Studies Degree programs

Academic Integrity

The Disciplinary Guide for Faculty 2012-2013

<http://deanofstudents.illinoisstate.edu/downloads/faculty-disciplinary-guide.pdf>

Midterm grades and Progress Alerts

Midterm grades are requested for all first year students as well as other selected populations for the purpose of early academic intervention or compliance. The e-mail request will be sent to faculty in the 5th week of the semester; a second request will be sent in the 11th week of the semester for only select populations of students. Grade submission is available through My Illinois State <http://my.illinoisstate.edu/>.

Accommodations and Services for Students with Disabilities

All faculty and teaching staff have a responsibility to ensure that each course is accessible. Disability Concerns <http://www.disabilityconcerns.ilstu.edu/>. Faculty should treat all issues dealing with students with disabilities as highly confidential.

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.

University Assessment Services

University Assessment Services <http://assessment.illinoisstate.edu/> staff work exclusively in the area of student learning outcomes assessment.

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.

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, <http://sotl.illinoisstate.edu>

Classroom Support

Faculty experiencing problems in general-use classrooms can use the phones in the classroom to call 8-7412 for help.

Technology Support

The University Computer Help Desk 438-HELP and <http://helpdesk.illinoisstate.edu/> provides News and Alerts, technology-related articles, software downloads, security information, and ULID account information and assistance.

Opscan Evaluation Services

Opscan Evaluation Services (part of the Center for Teaching, Learning & Technology) <http://ctl.illinoisstate.edu/opscan/> provides a variety of test scoring and analysis services to the Illinois State University community with an emphasis on instructionally focused jobs.

Working with 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>

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>

Helping Students Get Help

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.

Redbird Care Team (formerly Student Behavioral Intervention Team)

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 Redbird Care Team.

<http://studentaffairs.illinoisstate.edu/who/safety/sbit.php>

Environmental Health & Safety

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/>

Emergency Guides

Guides to a variety of possible emergency situations are available at

<http://security.illinoisstate.edu/guide/#tabs-accord12>

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.

Public Notification of Directory Information which can be found on the University

Registrar's website <http://www.registrar.ilstu.edu/ferpa/>

Final Examination Policy

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

Withdrawing from a Course(s) or the University

For complete details of the Withdrawal Policies please refer to the Undergraduate Catalog

<http://illinoisstate.edu/catalog/pdf/undergrad.pdf> or consult the Registrar Service Center at 438-2188.