



2024-2025

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](#).

The handbook will be updated annually and the most current version will be available on the [Provost's website](#).

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 the Provost's Office at Provost@IllinoisState.edu.

Ani Yazedjian, Ph.D.
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 [Traditions on our website](#) for more information.

Academics

Visit IllinoisState.edu/majors/ to learn about Illinois State University's academic colleges and programs. There are eight Academic Colleges, including the Library:

- [College of Applied Science and Technology](#)
- [College of Arts and Sciences](#)
- [College of Business](#)
- [College of Education](#)
- [College of Engineering](#)
- [College of Fine Arts](#)
- [Mennonite College of Nursing](#)
- [Milner Library](#)

University Administration and Shared Governance

Illinois State University is Illinois' first public university, founded in 1857. At Illinois State, we devote our resources and energies to creating a supportive and productive campus community for all - students, faculty, staff, alumni, retirees, contributors, and visitors. Learn more about [Illinois State University's Administration](#).

Illinois State University's Strategic Plan

[Excellence by Design 2024-2029](#): This new plan is an example of the University's commitment to shared governance, with faculty, staff, students and campus stakeholders playing an active role in contributing to the creation of this document. Guided by a strong foundational design and building on our past strategic plan, *Educate • Connect • Elevate*: Illinois State: 2018-2023, the plan emphasizes Illinois State's commitment to excellence through continued improvement to shape an exciting future.

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 University's tenure policies have been recognized by the Chronicle of Higher Education for their clarity as part of the University's designation as a "Great College to Work For."

V. TEACHING AND CLASSROOM MANAGEMENT

Absence from Class Notification

As a service to students, the [Dean of Students Office](#) can provide notification to instructors when students have been/will be absent from class(es) for three or more consecutive days and are unable to notify their instructors. Although it is the student's responsibility to contact faculty about any absences and opportunities to complete missed work, the Dean of Students will serve as a contact resource for students.

The following guidelines apply to student absences:

- Students are not required to report absences to the Dean of Students Office. The office serves as a resource to help students reach faculty.
- The student is responsible for providing verification of the absence to instructors, if requested. Only instructors have the authority to excuse students from class(es) or coursework.
- Notification to instructors will be sent via email; the student's Illinois State University email address will be copied.

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.
- Students with a declared major and over 24 credit hours completed are advised in their department/school. 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](#).
- 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 is located at 207 S. Main St., 438-2559. Presidential scholars are advised by a faculty colleague often in conjunction with a department advisor.
- 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

- [University College](#)

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. Some of these support programs include:

 - Adult Learner Services
 - [Developmental Math](#)
 - [First Year classes](#) (Freshman Thrive, Transfer Student Seminar, Veterans and Military-Affiliated Seminar, Success 101 and Summer Success Skills)
 - [Julia N. Visor Academic Center](#)
 - Orientation Services (Preview, Transfer Day Program)
 - [Probation, Dismissal and Reinstatement](#)
 - Retention Services
 - [TRiO/Student Support Services](#)
 - University College Academic Advisement
 - Athletics Advising
 - Interdisciplinary Studies Major
- [Student Access & Accommodation Services](#)

SAAS provides several [resources](#) to assist faculty and teaching staff in accommodating qualified students with disabilities in the coursework offered.

Academic Integrity

Illinois State University expects students to be honest in all academic work. A student's placement of their 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 [Faculty Guide for Academic Integrity](#) 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 Probation and Project Success

When a student's cumulative grade point average falls below a 2.00 on a 4.00 scale, they are placed on academic probation. Students on academic probation are required to participate in Project Success- a program designed to assist students in returning to good academic standing. Information about [Academic Probation and Project Success](#) can be obtained from University College.

Interim Grades: Early Alert and Progress Report grades

The University collects interim grades twice a semester and for most undergraduate courses. Non-standard length courses may have one interim grade collection. Interim grades are used to meet federal mandates and are a vital part of the Universities student success and retention efforts as grades and instructor comments trigger a variety of outreach efforts by student success and advising staff. Responding to early alert or progress report grade requests will not violate FERPA or the student's right to privacy as the information is used by staff to fulfill their professional responsibilities for the University. Responding to midterm or progress report grade requests will not violate FERPA or the student's right to privacy as the information is used by staff to fulfill their professional responsibilities for the University.

Collection and Grade Submission

Instructors who are requested to submit grades will be notified via email to submit grades. The Interim grade collection process utilizes the same technology and format as final grades. [View step-by-step instructions.](#)

Questions

If you have questions, please contact Amy Roser at University College at 438-3217 or by email at: UniversityCollege@IllinoisState.edu.

Reporting Concerns

It is common for a faculty member to feel like they don't have enough information to report a grade on a student. It can be uncomfortable to indicate a student's progress early in the semester while much of the course content and graded material is yet to come. Midterm grades are simply an early gauge of the student's progress and can signal to the student and related support staff that a student might be in need of some additional assistance.

Additionally, midterm grades often can indicate a pattern of performance in multiple classes and provides staff an opportunity to influence a student's academic behaviors and performance prior to the end of the semester.

Final Grade Submission

Collection Timeline

Grade submission deadlines are based on the end-date of the course as indicated in Campus Solutions (Student Information System). Typically, final grades will be due approximately seven days after the end-date of the course for courses that are not standard 16-week courses. The due day for standard 16-week courses is as published in the Academic Calendar. Instructors will get an email at the beginning of each semester when the class roster opens alerting them of the final grade due date for each course they teach.

Submissions

Final grade submission can be completed via My.IllinoisState.edu. In addition, in order to be compliant with federal financial aid regulations, the University must report course attendance/engagement dates for students receiving a grade of D, F, I, M, NC, or U. For additional instructions and assistance see the Knowledge Base Article [Assign and Approve Final Grades in Faculty Center | Help - Illinois State](#) or contact the Office of the University Registrar at Registrar@IllinoisState.edu or 309-438-2188.

Grade Edits

Edits can be made by the instructor up until the grade submission deadline for the course. Instructions can be accessed via the Knowledge Base Article [Assign and Approve Final Grades in Faculty Center | Help - Illinois State](#). Once the grade submission deadline has passed, grade changes will need to be made by submitting a Grade Change Request form through My.IllinoisState.edu.

Academic Standing and Dismissal

To maintain academic good standing, a student must achieve a minimum cumulative GPA of 2.00. The number of semester hours completed includes all college work done by the student. However, only the grades earned at Illinois State are used in computing the GPA.

A student is dismissed from Illinois State University at the end of any semester, except for summer session, if the student's cumulative grade point average is below a 2.00 for a second or subsequent time. Additionally, when the student is dismissed from the University, they are also dismissed from their major. Students who have been dismissed from Illinois State University have the opportunity to submit a Petition for Reinstatement. Reinstatement to the University is uncommon. Typically, a reinstated student has suffered an extenuating circumstance which severely impacted their chances for academic success.

Learn more [information regarding Academic Standing or Dismissal](#), or contact University College at 438- 3217, Fell Hall 324.

Attendance

Faculty Attendance

Faculty members are expected to 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. Planned absences from scheduled duties (e.g., to attend a professional meeting) should be approved in advance using the "[Faculty Notice of Absence from Assigned Duties](#)".

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](#).

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.

In general, attendance policies based on active classroom participation are preferable to those that mandate "seat time." Attendance policies that are perceived as excessively rigid or lead to grades not aligned with actual student performance are often appealed to chairs and directors.

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](#) (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), provided they have notified the Dean of Students office. Students are not required to report absences to the Dean of Students Office unless they would like to utilize one of the [excused absence policies](#). Students should refer to their course syllabi for specific course absence information.

Reporting of Non-Attending Students

In order to be compliant with federal financial aid regulations, the University must report all students who receive failing grades because they never attended class. If you have any students that appear on your My.IllinoisState.edu class list but have not attended class by the tenth day of each term, please contact the Office of the University Registrar at Registrar@IllinoisState.edu, or 438-2188.

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](#).

Student Bereavement Policy

Students who experience the death of an immediate family member or relative as defined in the [University Student Bereavement Policy](#) will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. Students are responsible for providing appropriate documentation to the Dean of Students office and for contacting the instructor as soon as possible to make arrangements for completing missed work.

Student Absences Due to Service as a Volunteer Emergency Worker

If a student is required to be absent from class because of [duties performed as an emergency worker](#) as defined in the Volunteer Emergency Worker Higher Education Protection Act (110 ILCS 122, et seq.) each of the student's instructors will provide reasonable accommodations for completing missed exams, quizzes, and other required work.

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, 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.

Campus Safety

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 \(SBIT\)](#). The SBIT attempts to intervene and assist a student before a regular pattern of behavior develops and the level of concern about behaviors exhibited reaches crisis level.

Severe Weather

Illinois State University is located in a region of the United States that is susceptible to severe weather, such as severe thunderstorms, tornadoes, and winter weather. There is also potential for other natural disasters such as an earthquake. The University has developed procedures designed to assist departments in preparing for such incidents, and aid university personnel should such incidents occur. More

The [Division of Student Affairs](#) offers many programs and services to provide individual and academic support. Do not hesitate to consult with these offices when you encounter students in need.

[Crime Reporting and Safety and Security Initiatives](#)

[ISU Police](#)

[Campus Emergency Preparedness/Emergency Response Guide](#)

information on these policies and procedures can be found on the [Environmental Health and Safety](#) page.

Missing Persons

Federal law requires universities to notify a student's emergency contact if a student is missing for more than 24 hours without any known reason. If a student has not attended class for a week or longer without notifying you of the reason for the absence contact the Dean of Students Office or the ISU Police.

Crime Reporting

Federal law requires University personnel including faculty, deans, directors, and department chairs to report certain crimes and incidents of sexual harassment. Reportable crimes/incidents include the following: murder and/or manslaughter, sex offenses including abuse, assault, misconduct, robbery, aggravated assault, burglary, motor vehicle theft, arson, all hate crimes involving bodily injury, all liquor, drug and weapons violations resulting in an arrest, and sexual harassment.

Classroom Emergencies

Emergency alerts provide brief messages to the campus community about threatening situations. When an emergency alert is issued, updates and more information about recommended actions will be posted to the [University homepage](#).

A program called Alertus is installed on every classroom computer. In the event of an emergency a message will pop up on the computer screen with information about the alert. At the bottom of the page is an acknowledge button. Clicking that button will close the message and alert officials that there are people in the classroom.

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. Applications for Contract and Full Cost Recovery Courses must originate with the academic department or school. More information, including required course applications, is [available on the Provost's website](#).

Graduate Faculty Membership

The Graduate Faculty of Illinois State University (a) teach classes restricted to graduate students, (b) serve as members or advisors of graduate student committees, (c) serve as thesis/project/dissertation advisors, and (d) serve 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](#).

Course Modality, Location, End Dates

Course modality (in-person, hybrid, online, etc.), location, and end dates are published to students at the time they register. In unique circumstances where these need to be altered, your Dean/Department Chair can assist with the procedures for exceptions. The Office of the University Registrar and any enrolled students must be notified, preferably before the course starts.

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. [Policy on Distance Education](#).

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. [Student Access & Accommodation Services](#) provides accommodation for special circumstances. They also provide training on accessibility considerations related to technology.

If you are assigned 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 Integrated Professional Development](#) through a variety of workshops and consultation services for faculty new to online teaching.

Policies related to Academic Activities

Section 4 of the [University Policy and Procedures](#) website includes policies related to academic activities including:

- Classroom Disruption Policy
- Confidentiality of Student Records (also refer to [FERPA](#))
- Success Week
 - Tests that amount to more than 10% of the course grade may not be given and due.
 - Assignments worth more than 10% of the course grade, including - but not limited to - course projects, papers, speeches, graded performances, graded performance and portfolio assessments, etc., may not be due unless they have been early specified on the class syllabus distributed within the first two weeks of the semester.
- [Final Examinations](#)
- Grading
 - [Final Course Grade Challenge](#)
- [Textbooks](#)

Canvas

[Canvas](#) is the official learning management system of Illinois State University. All faculty are strongly encouraged to take advantage of this tool in at least the following ways:

- Posting course syllabi
- Posting grades

However, Canvas offers other functions that you may find beneficial such as the online gradebook, online assessments, discussion forums, etc.

The [Center for Integrated Professional Development](#) provides support (workshops, consultations, handouts, and videos) for faculty who wish to learn more about this tool. CIPD also provides Canvas support materials for distribution to students. Students needing additional help with Canvas should contact the [Technology Support Center](#).

Textbooks

While Illinois State may not enter into an exclusive contract for textbook sales with any one store, the University has a contract with Redbird Spirit Shop to be the University's exclusive "on-campus" buyer, seller and renter of all required, recommended, and suggested course materials, including textbooks and course packs. Faculty report textbook adoptions to their department/school in October for spring semester and March for fall and summer. The [University Registrar](#) 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 online. 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.

First-Year Students

Illinois State University is committed to the academic success of students, particularly during their first year of college. Research indicates that students who engage with the University during their first year are more likely to be successful and persist to graduation. Illinois State University encourages faculty involvement and engagement with first year students.

[University College](#) is the academic unit at Illinois State charged with coordinating programming and services for first-year students. University College and the [Center for Integrated Professional Development](#) are happy to consult with faculty about ways to engage first-year students inside and outside of the classroom.

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 3.11 GPA on a 4.00 scale (2012). Institutional research indicates that the transfer GPA is as predictive of success in the major as native student GPA.

To best serve our transfer students, we consider the following:

- Increasing transfer targets, particularly in selected majors in high demand.
- Reviewing 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.
- Reviewing curriculum (prerequisite structure, course requirements) to enhance transfer friendliness for students while maintaining academic rigor.

The Honors Program

The Illinois State University [Honors Program](#) promotes *exceptional learning for exceptional learners* by offering diverse opportunities and specialized services to enrich students' learning and support the development of marketable skills. The Honors program is built upon a framework known as the

Dimensions of Honors Learning. This framework challenges each learner, regardless of major, to strengthen five marketable skills, including critical thinking, interdisciplinary learning, creative productivity, information fluency, and leadership development skills while they study at Illinois State University.

Students experience Honors through Honors Seminar courses, specialized course sections, Honors contracts, research opportunities, international and domestic travel, and specialized intensive study opportunities called Honors Explorations. In addition, the Honors program provides individualized advisement, meaningful co-curricular and service opportunities, and many engaging social opportunities. The Honors Program supports students campus-wide with their applications for prestigious national and international scholarships. In addition, the Honors Program is available as a resource for faculty members to assist them in differentiating instruction for honors designated course sections, facilitating effective and efficient in-course honors projects, and structuring research opportunities for students.

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, or following the temporary procedures put into place during the Covid-19 epidemic.

Refer to the [Withdrawal Policy](#) or consult 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. The faculty member is notified of the withdrawal via email.

VI. RESEARCH AND SCHOLARLY PRODUCTIVITY

Research and Sponsored Programs

[Research and Sponsored Programs](#) is the office authorized to submit grant and sponsored project proposals on behalf of the University. It also supports various programs to encourage and assist faculty and staff in their grant writing activities.

Once a grant is awarded, Research and Sponsored programs works with researchers to ensure all necessary paperwork has been completed. The office works with [Grants Accounting](#) to administer the grant and submit required reports.

Research Ethics and Compliance

The [Office of Research Ethics and Compliance](#) 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.

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. Links to University policies regarding research can be found on the [Research Ethics and Compliance](#) web page.

Center for Mathematics, Science, and Technology (CeMaST) Faculty Support Services

[CeMaST](#) supports Illinois State University faculty in their pursuit of funded research and outreach projects and activities in science, technology, and mathematics education. CeMaST services include: Proposal Development Services, Implementation Services, Travel Awards, and Professional Innovation Grants. CeMaST also supports journal editors on campus with logistical, technical editing, and management abilities for running their journals.

Office of the Cross Chair in Scholarship of Teaching and Learning (SoTL)

This University-wide, endowed chair and staff support all efforts on campus and beyond to learn about, conduct, make public, and apply [SoTL](#) research. At ISU, SoTL is defined as the systematic reflection/study of the teaching and learning of our ISU students made public. Such research is conducted by people in all disciplines. The SoTL web site provides resources, internal publications, and links to upcoming events and opportunities, funding, social media accounts, and other relevant sites.

VII. GENERAL INFORMATION/ RESOURCES

Academic Calendar

The Office of the Provost is responsible for preparing the [Academic Calendar](#). The Academic Calendar is prepared in accordance with the [University policy - 1.1.11 Academic Calendar](#).

Catalogs

Undergraduate and Graduate Catalogs ([IllinoisState.edu/catalog](https://illinoisstate.edu/catalog)) 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. [The Code of Ethics](#) and its appendices attempt to specify that behavior with reference to interactions with faculty and staff colleagues, students both in and out of the classroom, and in the community. Individuals who face ethical questions should contact the [University Ethics Office](#) at 309-438-2339.

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 other than in emergency situations without the written consent of the individual, except to specific individuals defined by the policy.

Curriculum

Curriculum proposals originate in departments and schools. 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 being forwarded to the Academic Senate.

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.

Diversity and Inclusion

Illinois State University offers a [supportive and diverse environment](#) for its students, faculty/staff, and visitors.

The [Office of Equal Opportunity and Access](#) located in 310 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 University is engaged in a variety of activities intended to foster an inclusive and welcoming campus community. These include the [Campus Climate Task Force](#) and the [Culturally Responsive Campus Community](#) initiative.

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.

My.IllinoisState

My.IllinoisState.edu is the one stop for students and faculty to satisfy all their campus information needs. The site functions as the launching pad for all applications that are necessary and relevant to your day-to-day activities. Login with your ULID and password to gain access to an array of features, including:

- Email
- Course Details
 - [Canvas](#) (Learning Management System-LMS)
 - Grade Posting
 - Class Rosters
- Personal Updates (home address, phone)
- Bookmarks
- Contacts
- News and Event

Ombudsperson Council

The [Ombudsperson Council](#) 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.

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.

Other forms of leave include [Leave without Pay and Leave for Religious Observation](#). 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/Outside Employment Policy](#) and [online approval and reporting](#) information can be found on the Provost's website. Faculty are required to request approval of outside employment prior to beginning such work. Outside employment is approved on a fiscal year basis, and a report must be filed each year.

Syllabus Structure and Common Language

The [University has a policy on syllabi](#) and the [University Curriculum website and CIPD](#) provide additional information and resources about standard language and format.

Test Proctoring (for ISU courses delivered online)

[University College Testing Services](#) 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 online course should contact the Testing Services office at 438-2100 prior to the beginning of each semester for additional information.

University Awards (Advisement, Research, Service and Teaching)

The Office of the Provost's website has information about [faculty and staff awards](#) including:

- Advisement
- Distinguished Professors
- Research
- Service
- Stan and Sandy Rives Excellence in Undergraduate Education Award
- Teaching

Redbird Card

Your UID University Identification number (UID) provides increased security with regard to identity theft and is printed on your [Redbird Card](#). Learn more about how and where you can use your [Redbird Card](#).

Wellness

[Health Promotion and Wellness](#) fosters a culture of wellness on campus by encouraging positive behaviors among faculty, staff, and students in the journey toward a healthy mind, body, and spirit. People living, learning, and working in a healthy environment are more likely to reach their highest potential. Health Promotion and Wellness provides services and resources to faculty and staff to address their own personal wellness as well as information to students maximize their academic success.

Campus Recreation

[Campus Recreation](#) is dedicated to providing a wide variety of fitness and recreational opportunities for all faculty and staff to help them continue their role as healthy and productive members of the Illinois State community. Faculty and Staff are able to purchase memberships for full access to the Student Fitness Center, which includes use of all equipment, group fitness classes, swimming, rock climbing and more.

VIII. FACULTY SUPPORT

Center for Integrated Professional Development

The [Center for Integrated Professional Development \(CIPD\)](#) supports ISU faculty in their pursuit of excellence and innovation in teaching, student learning, and the effective use of technology.

International Studies and Programs

The foundation for [Illinois State's expanding study abroad program](#) is the commitment and cooperation of both the faculty who coordinate the programs and the Study Abroad staff who administer them. Clear communication and a shared passion for international education are the cornerstones of Illinois State's successful program.

Milner Library

[Milner Library](#) is an active partner in the teaching, learning, research, and service activities of Illinois State University. Milner librarians provide research assistance and library instruction customized to meet the needs of students and faculty.

Office of Technology Solutions

The [Office of Technology Solutions](#) federates the activities of twelve units working together to provide academic technology services that support the goals of Excellence by Design and enhance the purpose of technology for teaching, learning, research and creative activity, and service outreach.

Opscan Evaluation Services

[Opscan Evaluation Services](#) (part of the Center for Integrated Professional Development) 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 wherein 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.