

University of Indianapolis
Faculty Handbook



Revised September, 2015

NOTICE OF NONDISCRIMINATORY POLICIES

The University of Indianapolis does not discriminate on the basis of race, color, gender, age, religion, ethnic or national origin, marital status, sexual orientation, or gender identity and expression irrespective of whether the status is legally protected. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. This policy applies to applicants and employees and to all aspects of employment.

INTRODUCTION

This *Faculty Handbook* presents the policies of the University of Indianapolis that commonly apply to Faculty Members, in effect as of the date of publication and as updated by subsequent revisions. A companion manual, *Faculty Information and Guidelines* (also known informally as the “*Guidebook*”), provides more detailed procedural information and organizational data. A separate *University Compliance Manual* details the Federal statutes on discrimination and harassment and outlines proper protocol for maintaining compliance and addressing violations. Formerly a part of the *Faculty Handbook*, the *Constitution, Bylaws, & Roles of the Faculty* and the *Charters of the Faculty Committees of the University* now may be found on MyUIndy on the Senate tab. All Faculty Members should familiarize themselves with these documents and refer to them on a regular basis.

The *Handbook* is the source for issues involving Faculty rights and authority, the relationship between the Faculty and the Administration, committees, promotion and tenure guidelines, Faculty rank, personnel policies, and grievance procedures. The *Guidebook* is the source for employee resources, non-contractual issues, and specific procedures for navigating the University, much of which may change from year to year as compared to the information covered in the *Handbook*.

The *Handbook* represents University-wide policy and takes precedence over policy developed by departments, colleges, schools, or other units within the University. This does not preclude other units within the University from issuing policy documents separate from the *Handbook*. Such documents may amplify or add detail to policies contained herein; however, any policy disputes shall be resolved by reference to the *Handbook*.

The *Handbook* is maintained, edited, and produced by the Faculty Handbook Committee, which reports to the Provost. This committee regularly incorporates policy changes made by the Administration and the Faculty Senate; feedback and suggestions from individual Faculty Members are welcome. Inquiries and recommendations regarding the *Handbook* or the *Guidebook* should be forwarded to the Provost. Changes to the Constitution of the Faculty (see document on MyUIndy, Senate tab) must come from the Faculty Senate and must be ratified by the Faculty prior to being incorporated into the *Handbook*.

Throughout this *Handbook*, the terms “Faculty Member” and “Ranked Faculty Member” refer only to individuals who hold Faculty or Librarian rank (Instructor, Assistant Professor, Associate Professor, Professor, Affiliate Librarian, Assistant Librarian, Associate Librarian, or Librarian) in one or more degree-granting programs or units or the Library, as defined by the Faculty Constitution. The terms “Faculty” or “University Faculty” are used to refer to the entire body of individuals with Faculty rank. The term “instructor”, when not capitalized, refers generally to any teacher who is an employee of the University regardless of whether he or she holds Faculty rank.

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SECTION 1: THE UNIVERSITY

1.1 Vision

The University of Indianapolis will be recognized regionally and internationally for its high quality of student engagement in learning, leadership, and service.

1.2 Motto

The official motto for the University of Indianapolis is “Education for Service.”

1.3 Identity

The University of Indianapolis is a private, residential, metropolitan institution of higher learning that provides a transformational educational experience through strong programs in the liberal arts and sciences, selective professional and doctoral programs, collaborative partnerships throughout the city and the world, and a Christian tradition that emphasizes character formation and embraces diversity.

1.4 Mission

The mission of the University of Indianapolis is to prepare its graduates for effective, responsible, and articulate membership in the complex societies in which they live and serve, and for excellence and leadership in their personal and professional lives. The University equips its students to become more capable in thought, judgment, communication, and action; to enhance their imaginations and creative talents; to gain a deeper understanding of the Christian faith and an appreciation and respect for other religions; to cultivate rationality and tolerance for ambiguity; and to use the intellect in the process of discovery and the synthesis of knowledge.

To achieve its mission, the University:

(A) Complements academic majors and professional programs with a general education curriculum that includes courses focusing upon:

- inquiry
- abstract logical thinking and critical analysis
- writing, reading, speaking, and listening
- values and their impact upon judgment
- international and multicultural experiences
- understanding numerical data
- developing historical consciousness
- comprehending science and its methods
- experiencing and appreciating the arts;

(B) Provides high-quality programs and services that are reviewed regularly and maintained, developed, or redirected as needed;

(C) Offers learning opportunities and programs of study that respond in innovative ways to the needs of both traditional and non-traditional students;

(D) Fosters a campus culture that embraces and celebrates human diversity;

(E) Maintains a Faculty of qualified professionals who are sensitive to developments in their disciplines and who demonstrate a commitment to teaching;

(F) Seeks strategic partnerships with campus, city, state, national, and global communities;

(G) Establishes international relationships and programs that promote intercultural understanding, awareness, and appreciation;

(H) Capitalizes on opportunities created by changing circumstances, pursuing initiatives consistent with its mission.

In pursuit of its mission, the University offers degree programs as well as credit and noncredit continuing education programs. A complete list of these programs is available from the Office of the Registrar.

1.5 Values

We impart much more to our students than knowledge or practical skills. As an institution of higher learning, we value:

(A) an emphasis on student learning in all aspects of University life;

(B) Faculty and student interaction that provides individual attention, engagement, and opportunities for mentoring;

(C) international experiences for students, Faculty, and Staff;

(D) engagement with religious traditions in an environment of hospitality, informed by the United Methodist Church and enriched by other traditions, religious and secular;

(E) purposeful engagement with the city of Indianapolis and the State of Indiana;

(F) ethical, responsible, and professional behavior with respect expressed among all members of the University community;

(G) individual contributions of all members of the University community toward advancing our mission.

1.6 Vision 2030 Strategic Plan

During the 2012–13 academic year, the Board of Trustees adopted a strategic plan designed to move the University toward excellence in enrollment and retention, career outcomes for students, University advancement, finance and affordability, and brand identity and reputation by the year 2030, when children born in 2012 will be of college age. The plan includes 32 initiatives to achieve those goals. They fall within one or more of three University focal points that emerged from the strategic planning process: the student experience, faculty/staff excellence, and community engagement. The initiatives aim to establish UIndy as a major anchor institution on the south side, build on its liberal arts core and specialty-area strengths, invigorate the student experience with new opportunities and connections, support faculty and programmatic innovation, expand financial aid, improve retention, and integrate teaching and applied learning in distinctive new ways.

1.7 University History

The University of Indianapolis is a private residential institution. The Board of Trustees signed the articles of incorporation on October 6, 1902, and academic instruction began September 26, 1905, after the first building (now known as Good Hall) was completed.

The University offers its diverse student body a comprehensive set of general, preprofessional, and professional programs grounded in the liberal arts. In keeping with its motto, “Education for Service,” the University is committed to contributing to the quality and vibrancy of life in its immediate and broader community.

The institution was founded as Indiana Central University but was popularly known as Indiana Central College from 1921 to 1975, when use of the word “University” was resumed. The name was changed to University of Indianapolis in 1986.

The University has been church-affiliated since its inception in 1902, when it was founded by the St. Joseph and White River conferences of the Church of the United Brethren in Christ. The Indiana Conference joined the venture the next year. From 1946 to 1968, following the merger of the Church of the United Brethren in Christ and the Evangelical Church, it was an Evangelical United Brethren institution. Since 1968, when the Evangelical United Brethren and Methodist churches merged, the University of Indianapolis has been affiliated with the United Methodist Church.

The University of Indianapolis seeks to prepare its students for life in an increasingly complex, rapidly changing world. Its curriculum encourages development of the total person, which includes the intellectual, physical, moral, and spiritual; reflects a commitment to Christian values; and rests upon the conviction that learning should be a lifelong activity. It therefore stresses the ideals of critical, rational thought; independent, responsible inquiry; novel, creative expression; and sensitive, reflective morality. Recognizing the unique worth of the individual, the University strives to nurture in its students the qualities that make a meaningful life possible and the wisdom to recognize that such a life is inseparable from personal and social responsibility.

The University's mission is to prepare its graduates for effective, responsible, articulate membership in the complex societies in which they live and serve, and for excellence and leadership in their personal and professional lives. It equips its students to become more capable in thought, judgment, communication, and action; to enhance their imaginations and creative talents; to gain a deeper understanding of the Christian faith and an appreciation and respect for other religions; to cultivate rationality and tolerance for ambiguity; and to use the intellect in the process of discovery and the synthesis of knowledge.

The University comprises the College of Arts and Sciences, College of Health Sciences (which includes the School of Occupational Therapy and Krannert School of Physical Therapy), School for Adult Learning, School of Business, School of Education, School of Nursing, and School of Psychological Sciences, as well as two centers of excellence, the Center for Aging and Community and the Center of Excellence in Leadership of Learning. The Richard G. Lugar Academy was launched in December 2012.

The University awards the following degrees: Associate in Arts, Associate in Science, Associate in Science in Nursing, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Liberal Studies, Bachelor of Music, Bachelor of Science, Bachelor of Science in Athletic Training, Bachelor of Science in Nursing, Bachelor of Social Work, Master of Arts, Master of Arts in Teaching, Master of Business Administration, Master of Health Science, Master of Occupational Therapy, Master of Public Health, Master of Science, Master of Science in Athletic Training, Master of Science in Nursing, Master of Social Work, Doctor of Health Science, Doctor of Nursing Practice, Doctor of Physical Therapy, and Doctor of Psychology.

Robert L. Manuel, who was inaugurated in March, 2013, became the University's ninth president in July 2012. The University's eight previous presidents were J. T. Roberts (1905–08), L. D. Bonebrake (1909–15), I. J. Good (1915–44), I. Lynd Esch (1945–70), Gene E. Sease (1970–88), G. Benjamin Lantz Jr. (1988–98), Jerry Israel (1998–2005), and Beverley J. Pitts (2005–12).

1.8 The Board of Trustees

The Board of Trustees of the University of Indianapolis is the legal entity of the University and carries full legal responsibility for all affairs of the institution. The essential function of the Board shall be policy making and goal setting, the assurance of sound management, and active participation in the provision of necessary funds or other resources as required to support the purpose of the University. The Board includes 36 members selected from the community, the alumni, at-large representation from the state and nation, and three elected from each of the two Indiana conferences of the United Methodist Church. In addition, it has three *ex officio* members: the President of the University, the Bishop of the Indiana Area of the United Methodist Church, and the President of the Alumni Association. Board members are elected for terms of four years on a rotating basis, so that the terms of approximately one-fourth of the members expire each year. The Bylaws of the Board of Trustees, which govern the Board, are found in Appendix A of this *Handbook*.

1.9 Administrative Structure

An Administrator is any half-time or greater employee of the University who oversees Faculty and administrative affairs. These employees include Deans, Vice Presidents, the Provost, and the President. Administrators may or may not also be Ranked Faculty Members (see Section 1.10).

President's Cabinet:

President Robert L. Manuel's Cabinet:

President

Executive Vice President and Provost

Executive Vice President of Campus Affairs and Enrollment Services

Vice President and Chief Financial Officer

Vice President and General Counsel

Vice President of Advancement

Vice President of Communications and Marketing

Vice President of Intercollegiate Athletics and Athletic Director

Vice President for Student and Campus Affairs and Dean of Students

Associate Vice President for Community Relations and Special Assistant to the President

Associate Vice President of Information Systems

Assistant Vice President for Institutional Planning and Research

Director of Facility and Space Planning

Special Assistant to the President and Executive Director of the Lugar Academy

Special Assistant to the President for Mission

1.10 Faculty Governance

The University Faculty is comprised of all Ranked Faculty Members as defined in the Constitution of the Faculty (see document on MyUIndy, Senate Tab). Subject to the approval of the Board of Trustees as exercised through the President, the Faculty has primary authority over the integrity and structure of all academic programs and educational policies at the University. An elected Faculty Senate, which meets monthly in the Semesters I & II, exercises the legislative and policy-making powers assigned to the Faculty and serves as the primary governing body of the Faculty. The Faculty meets as a whole at least once each semester. Meetings of the Faculty are presided over by the President of the Senate.

A "Ranked Faculty Member" is any half-time or greater employee of the University who holds the academic title of Professor, Associate Professor, Assistant Professor, Instructor, Affiliate Librarian, Assistant Librarian, Associate Librarian, or Librarian in one or more degree-granting programs or units or the Library. An Administrator or Staff Member can be considered to be a Ranked Faculty Member only if he or she satisfies this definition. Individuals with Emeritus, Visiting, Fellow, Clinical, Adjunct, Associate, Research Associate, or any other status are not considered to be Ranked Faculty Members.

Adjuncts are unranked employees of the University who teach on a part-time basis (no more

than 14 hours per calendar year) in any University program or unit. They are appointed on a semester or term basis and may not be subject to all of the policies outlined in this *Handbook*. Questions of interpretation should be directed to the Provost or to the President of the Faculty Senate.

1.11 Committees

Faculty Members, Administrators, Staff, and students serve on various standing, special, *ad hoc*, or advisory committees, councils, and boards that deal with administrative and academic concerns of the University. The positions may be appointed or elected and either voting or *ex officio*. There are three types of committees:

(A) Committees of the University are convened, populated, and supervised by the Administration (usually the President or the Provost). The Executive Committee of the Senate also contributes to populating some of these committees. These committees deal with institutional issues that fall outside of the primary authority of the Faculty;

(B) Committees of the Faculty are convened, populated, and supervised by the Faculty Senate via the Executive Committee. Membership in Judicial Committees is determined through election. These committees deal with issues that fall within the primary or advisory authority of the Faculty as defined in the Constitution of the Faculty (see MyUIndy, Senate Tab);

(C) Unit-level Committees are convened, populated, and supervised by either Faculty Members or Administrators. These committees are created within colleges and schools, programs, and departments to address local issues. The authority of Committees of the University and Faculty supersedes that of Unit-level Committees.

1.12 Committees of the University

1.12.1 Academic Quality Improvement Program (AQIP) Committee. This committee documents specific quality improvement action projects, advises areas on the selection of those action projects, and provides consultation to units considering action projects. It reports to the Executive Vice President and Provost, who appoints the Chair and non-Faculty members to staggered three-year terms. Faculty representatives are appointed by the Faculty Senate. This committee reports regularly to the University Planning Commission.

1.12.2 University Assessment Committee. The University Assessment Committee serves to provide a university-wide perspective on assessment as it is carried out in undergraduate and graduate programs. The UAC serves as an advisory committee to the Office of Accreditation. It reports to the Executive Vice President and Provost who appoints the chair. Appointed members include representatives of the Senate Curriculum Committees and representatives of curricular and co-curricular areas. The UAC reports annually to the University Planning Commission.

1.12.3 University Awards Committee. This committee advises on the development and awarding of academic, service and administrative awards. The committee reports to the Provost or the Provost's designee. The faculty senate shall appoint up to two members of this

committee, and the Provost shall appoint up to five members from the faculty or the administration.

1.12.4 University Branding Committee. This committee advises the Vice President for Communications and Marketing on all aspects of the University brand. This committee reports to the University Planning Commission and is chaired by the Vice President for Communications and Marketing. This committee is comprised of two faculty appointed by the Faculty Senate, and up to 4 other faculty or administrators appointed by the President.

1.12.5 The Diversity and Inclusion Committee. This committee reviews all issues involving campus accommodations, diversity, inclusion, and compliance with the Americans with Disabilities Act. This committee makes recommendations to the President on cases that require extensive University resources. The committee also reviews reports from Human Resources and Services and advises on questions of access, equity, inclusion and compliance. The committee reports to the President, who appoints the chair and members. This committee also reports regularly to the University Planning Commission.

1.12.6 Faculty Handbook Committee. This committee reviews the Faculty Handbook on a regular basis and makes recommendations for changes and additions. It reports to the Executive Vice President and Provost and is chaired by the Provost or the Provost's designee. Members include three Faculty representatives appointed by the Faculty Senate, the Director of Faculty Development, and three administrators appointed by the Provost.

1.12.7 Faculty-Staff Benefits Committee. This committee reviews and makes recommendations regarding the University's benefits plans. It reports to the Vice President and Chief Financial Officer and is co-chaired by the Chief Financial Officer and a Faculty members elected by the committee. Members include four Faculty representatives appointed by the Faculty Senate and three staff members appointed by the Chief Financial Officer. This committee also reports regularly to the University Planning Commission.

1.12.8 Health and Wellness Committee. This committee advises on the development and delivery of health and wellness activities at the University. This committee reports to and is chaired by the Vice President for Student Life at the University. The faculty senate shall appoint up to two members to this committee, and the President shall appoint up to four members from the faculty or administration. This committee also reports regularly to the University Planning Commission.

1.12.9 Honorary Degrees Committee. This committee received nominations for honorary degrees and gathers data regarding nominees' backgrounds, achievements, and services that merit such a degree. The committee recommends candidates to the Faculty Senate, and the Board of Trustees – who make the final approval. The committee reports to the President, includes faculty from around the University, the Provost, and is chaired by the President. Members are appointed by the President.

1.12.10 Institutional Review Board (IRB). This committee develops policies and procedures consistent with the United States Department of Health and Human Services, Office for Human

Research Protections, for the purpose of protecting the rights and welfare of human subjects recruited to participate in research activities conducted under the auspices of the University of Indianapolis. The IRB has the ultimate authority to approve, require modifications of, or deny requests to conduct such research, and it may suspend or revoke its approval once given. The IRB reports to the Provost or the Provost's Designee, who serves as the University's Institutional IRB Officer and appoints the Chair and six additional members in a fashion that is consistent with Department of Health and Human Services regulations. Faculty who wish to serve should notify Provost.

1.12.11 Intercollegiate Athletics Committee. This committee advises on the administration of all the intercollegiate athletic programs at the University. This committee reports to and is chaired by the Vice President for Intercollegiate Athletics. The faculty senate shall appoint two members to this committee, and the President shall appoint up to six members from the faculty or administration. The Faculty Athletic Representative will also be a standing member of this committee. This committee also reports regularly to the University Planning Commission.

1.12.12 University Lecture Series Committee. This committee plans the annual endowed lecture series for the University. This is included, but not limited to, the Showers Lecture, the Provost Lecture, and The Sutphin Lecture. This committee is chaired by the Special Assistant to the President for Mission, and includes two members of the faculty appointed by the Faculty Senate, as well as three administrators appointed by the President.

1.12.13 Lecture/Performance Series Committee. This committee approves applications for Lecture/Performance (LP) credit for programs, productions, and speakers that University organizations bring to campus. In addition, the committee is responsible for creating and reviewing the requirements that students must meet in order to receive LP credit. It reports to the Dean of the College of Arts and Sciences, who appoints the Chair. Faculty who wish to serve should notify the Dean of the College of Arts & Sciences.

1.12.14 The University Retention Committee. This committee offers advice and counsel regarding questions of enrollment and retention offered through the University for all academic programs, and for faculty and staff employment. The committee reports to and is chaired by the Executive Vice President for Enrollment Management. Members include two appointments made by the Faculty Senate, representatives from the offices of Admissions, Financial Aid, Student Affairs, Marketing, Information Systems, Accounting, the Registrar, Human Resources and Faculty representatives from the Admissions Committee and the School for Adult Learning, and up to six other professional/academic members from around the university. This committee also reports regularly to the University Planning Commission.

1.12.15 Committee on University Risk and Compliance. This committee advises on the management of all risk and compliance activities at the university. This committee reports to and is chaired by the Vice President and General Counsel at the University. The faculty senate shall appoint up to two members to this committee, and the President shall appoint up to four members from the faculty or administration. This committee also reports regularly to the University Planning Commission.

1.12.16 The University Space Planning Committee. This committee offers advice and counsel as to the strategic use of space at the University. This committee shall consider questions of space allocation, art usage, signage inside of buildings, art installations, and the strategic management of space to help achieve the strategic goals of the University as articulated in the strategic and 5 year plans. This committee will be chaired by the Director of Space Planning at the University. The faculty senate shall appoint two members from the faculty to be members of this committee. The President of the University shall appoint up to four other members (faculty or administrators) to the committee. A member of the faculty from the Art Department will also be a member of this committee. This committee will also report regularly to the University Planning Commission.

1.12.17 Sustainability Committee. This committee coordinates campus sustainability efforts and encourages more mindful operations and practices, with an emphasis on waste reduction, recycling, green practices, and educational programs. The committee makes recommendations to the Cabinet to consider improvements that might affect operational structures or budgets. The committee reports to the President, who appoints the Chair. Members include the Assistant Dean of Students, the Director of Procurement Services, the Director of Housekeeping, the Director of Client Services, representatives from University Housing, UIndy Dining LLC, and University Communications, a student, and two Faculty Members appointed by the Faculty Senate. This committee also reports regularly to the University Planning Commission.

1.12.18 Teacher of the Year Committee. This committee selects the recipient of the Teacher of the Year Award from a pool of nominees supplied to it by the Deans. The committee reports to the Provost and is chaired by the two most recent winners of the award. Membership should include one faculty representative from each academic unit as well as two students. The two student members are (1) the current President of the Indianapolis Student Government, and (2) the student with the highest GPA from among those students who have completed at least 92 hours and have at least two years of study at the University. Excluding the two most recent award winners, additional Faculty members are appointed by the Executive Committee of the Faculty Senate.

1.13 Committees of the Faculty

The membership and functions of the Committees of the Faculty are detailed in a document found on MyUIndy on the Senate Tab. They are divided into Legislative and Judicial Committees, as follows:

(A) Legislative Committees of the Faculty:

- Academic Petitions Committee
- Admissions Committee
- Faculty Affairs Committee
- General Education Core Committee
- Graduate Curriculum Committee
- International Sites Academic Oversight Committee (ISAOC)
- Learning Resources Committee
- Undergraduate Curriculum Committee

(B) Judicial Committees of the Faculty:

- Faculty Promotion and Tenure Committee
- Sabbaticals and Grants Committee

1.14 Academic Freedom

Universities exist to serve the common good and not primarily to further the interests of either individuals or institutions. By accepting an appointment at this University, an individual assumes a responsibility to pursue scholarly activities and to be supportive of the goals and mission of the University. Such pursuits necessitate free inquiry, free expression, intellectual honesty, respect for the dignity and rights of others and the University, and openness to change. The rights and responsibilities exercised within the University community must be compatible with these characteristics.

Academic freedom is essential to the functioning of a University. It applies to teaching, scholarship, and service and involves both Faculty and students. The principle of academic freedom is designed to protect the Faculty's freedom to teach, to conduct research, and to be creative. It also protects the student's freedom to learn. Faculty are responsible for providing students with the same kind of freedom that they claim for themselves, namely, the freedom to consider conflicting views and to make their own evaluation of data, evidence, and doctrines. Furthermore, Faculty Members have a responsibility to maintain an atmosphere conducive to intellectual inquiry and rational discussion.

The University affirms and follows the ideal that all members of the Faculty, whether tenured or not, are entitled to academic freedom as defined in the 1940 "Statement of Principles on Academic Freedom and Tenure," AAUP Policy Documents Reports, 1984 edition, jointly formulated by the American Association of University Professors and the Association of American Colleges. (Adapted from "Statement of Principles" by AAC and AAUP)

Each Faculty Member is expected to conduct his or her assigned courses in a manner consistent with the course content and course credit as approved by the Faculty. Within these constraints, s/he is entitled to freedom in the classroom to develop and discuss subjects appropriate to the course. Limitations on academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

Each Faculty Member is entitled to full freedom in research and publication of research results, subject to the adequate performance of his or her other academic duties. Research for pecuniary return, however, should be based upon an understanding with the authorities of the institution.

Each Faculty Member is a citizen, a member of the learned profession, and an officer of an educational institution. When a Faculty Member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline. As a person of learning and as an educational officer, he/she should remember, however, that the public may judge one's profession and the institution by one's utterances. Therefore, the Faculty Member should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to indicate that he/she is not speaking for the institution.

SECTION 2: STATUTES GOVERNING UNIVERSITY POLICIES

2.1 The Immigration Reform Act of 1986

All new employees are required to report to the Office of Human Resources within the first three (3) days of work to provide verification of employment eligibility, as required by the Immigration Reform Act of 1986. New employees who have not provided proof of employment eligibility within the specific time period will not be allowed to work until this requirement is fulfilled. Proof of employment eligibility includes such items as a birth certificate, photo driver's license and a passport. A Social Security card and/or work visa is required to prove an individual has the legal right to work in the United States.

2.2 Equal Employment Opportunity

2.2.1 The University's Policy. The University of Indianapolis, as required by law, makes equal employment opportunities available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, military status, marital status, or any other category protected under Federal, State, or local law. This policy applies to applicants and employees and to all aspects of employment including recruitment, hiring, promotion, training, transfer, demotion, treatment during employment, rates of pay or other forms of compensation, and termination of employment. Further, irrespective of whether sexual orientation is a legally-protected status, the University of Indianapolis does not tolerate discrimination on the basis of an employee's sexual orientation. Questions regarding Equal Employment Opportunity should be directed to your supervisor or the Director of Human Resources.

2.2.2 Reasonable Accommodation. The University of Indianapolis will take appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. The University also will take appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with institutional policies, practices, or procedures so long as doing so does not cause an undue hardship. If a faculty member needs accommodation, s/he should provide a written description of his/her needs to the Director of Human Resources, and the faculty member will be contacted to discuss the request.

2.3 Anti-Harassment

The University of Indianapolis is further committed to providing a workplace free of inappropriate treatment of any employee because of the employee's race, color, sex, religion, age, national origin, ancestry, disability, military status, marital status, or any other category protected under Federal, State, or local law. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work. The University does not, however, condone or tolerate any inappropriate conduct based on an employee's race, sex, age, religion, national origin, ancestry or disability, military status, marital status, or any other category protected under Federal, State, or local law. Further, irrespective of whether sexual orientation is a legally protected status, the University does not tolerate harassment on the basis of an employee's gender identity. Moreover, the University is committed to protecting

employees from inappropriate conduct whether from other employees or non employees such as visitors, vendors, suppliers, clients, guests, customers, contractors, or members of the public.

2.3.1 Examples of Inappropriate Conduct. Inappropriate conduct may include, among other things:

(A) Epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry, disability, military status, marital status, or sexual orientation; and

(B) Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry, disability, military status, marital status, or sexual orientation.

Specifically, the University of Indianapolis is committed to providing a workplace free of inappropriate conduct of a sexual nature. Such conduct may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Such conduct also may include, among other things:

(A) Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects that interfere with a reasonable person's work);

(B) Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;

(C) An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity; and

(D) The use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

Given the nature of this type of conduct and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, the University treats alleged violations of this Policy seriously and, to the extent possible, confidentially. The University expects all individuals to treat alleged violations in the same responsible manner. Please help us maintain a comfortable work environment free from inappropriate and offensive conduct of any type irrespective of whether the conduct is unlawful.

2.3.2 Internal Reporting Procedure. If an employee believes that s/he or a student is being subjected to behavior that is not consistent with these policies, this person is encouraged to and has a responsibility to immediately report these matters. Faculty Members should report these

matters to the Associate Provost. Staff should report these matters to their supervisor or to the Director of Human Resources. If for any reason the employee does not feel comfortable reporting his/her concerns to the Director of Human Resources, s/he may report his/her concerns to the vice president of his/her area. If the concern relates to the behavior of the vice president and an employee does not feel comfortable reporting his/her concerns to the Director of Human Resources, s/he may report your concerns to the President. Additionally, any student or employee who believes a student's behavior violates this policy should promptly report the student's conduct to the Dean of Students through this policy, and any student who believes that s/he is being harassed should report the matter to the Dean of Students.

Supervisors who become aware of any potential violation of this Policy must report the potential violation to the Associate Provosts, the Director of Human Resources, or his/her Vice President. Failure to report potential violations will result in appropriate discipline, up to and including discharge.

2.3.3 The University's Commitment When Reports Are Made. Prevention is the best tool for assuring equal opportunity and eliminating harassment. Each Dean, Director, Chair and/or administrative officer is responsible within his or her administrative area of jurisdiction for the implementation, dissemination, and explanation of this policy. It is the obligation of each Faculty, Staff, or student member of the University to adhere to the policy. Charges of harassment are not to be taken lightly by a charging party, a respondent, or by any other member of the University community.

No action will be taken against any employee merely because he or she reports behavior believed to violate this policy. The University of Indianapolis will investigate and take appropriate action as to all complaints. The University is firm in its commitment to maintaining an environment free of discrimination and inappropriate conduct. Violations of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including discharge.

2.4 Faculty-Student Relationship Policy [this section was approved by the Faculty on 12-2-10]

The teacher-student relationship lies at the foundation of the educational process. As a matter of professional ethics, Faculty Members have a responsibility to avoid any apparent or actual conflict of interest between their professional responsibilities and personal relationships with students. In the context of higher education being a profession, it should be noted that a number of other professions (e.g., medical doctors) have ethical codes of conduct that prohibit exploitation of vulnerable populations (e.g., their patients).

Consensual romantic and/or sexual relationships between a Faculty Member (including but not limited to all ranked instructional, Adjunct, Research, and Clinical Faculty and other individuals with supervisory responsibility for students in an educational setting) and a student (undergraduate, adult learning, or graduate) have the potential to pose risks to the Faculty Member, the student, and third parties. In such relationships, voluntary consent is suspect because of the inherently unequal nature of the parties. Even where the Faculty Member or administrator is not in a position to exercise direct power or authority over the student, the

relationship can be inappropriate because of a perception of power or influence. A consensual romantic and/or sexual relationship between a Faculty Member and a student can lead to a complaint of unlawful sexual harassment when the student feels he or she has been exploited. In addition, other Faculty Members, staff members, or students may have concerns about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. Their concerns are damaging whether the favoritism is real or perceived. They can arise in cases where the consensual relationship between the Faculty Member and the student remains amicable as well as in cases that lead to accusations of exploitation.

The University of Indianapolis views consensual romantic and/or sexual relationships between University of Indianapolis Faculty Members and University of Indianapolis students as a conflict of interest and ethically and morally irresponsible. This means that a Faculty Member who enters a consensual romantic and/or sexual relationship with a student at the University of Indianapolis will be considered in violation of the University's standard of conduct and may be subject to institutional sanctions up to and including termination of appointment.

The University of Indianapolis realizes that, notwithstanding the general standard of conduct, unusual circumstances may arise where a personal relationship does not pose a risk of exploitation. An example could be a relationship that existed prior to either person becoming a Faculty Member or student. Another exceptional circumstance is the enrollment of spouses and dependent children pursuant to the University's tuition benefit policy. In such cases, the onus is upon the Faculty Member to disclose to his or her supervisor the relationship so that proper arrangements can be worked out beforehand. "Proper arrangement(s)" means that under no circumstances should a Faculty Member be acting in a decision-making role (e.g., making an admissions decision or assigning grades) involving a student with whom she or he has a family relationship.

Individuals who become aware of a possible conflict of interest, such as those described above, have the obligation to report the concern through appropriate administrative channels. It is the Provost's responsibility to investigate these situations and, with the assistance of a panel of Faculty Members who may be drawn from the Dispute Resolution Pool, determine what sanctions, if any, should be imposed. The Provost may designate an Associate Provost to convene a panel to investigate the matter and offer recommendations regarding such sanctions.

2.5 Procedures for Pursuing and Resolving Complaints

An employee or student who believes that he or she has been harassed is encouraged to attempt to resolve the issue in the most informal manner possible first before proceeding to more formal actions. Education is an effective means of correcting untoward behavior; therefore, directly confronting the person about the behavior that is offensive may be the first course of action. Should direct confrontation fail to remedy the problem or be unreasonable due to the sensitive nature of the issue or the relationship of the persons involved, the complaint should follow the procedure set out in Section 2.6.

2.6 Faculty Complaint and Grievance Policy and Procedure

Complaints or grievances that involve a Faculty Member but which do not involve harassment, intimidation, or student misconduct are to be resolved through the Faculty Complaint and Grievance Policy and Procedure, which is detailed in Section 6 of this *Handbook*.

2.7 Access to Educational Records (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the “Buckley Amendment,” is a Federal law that gives protection to student educational records. This act guarantees students:

- the right of access of their educational records;
- the right to give consent prior to the release of a record to a third party;
- the right to challenge any inaccurate, misleading, or inappropriate information in those records; and
- the right to be notified of their privacy rights.

In the context of FERPA, education records are those records, files, documents, or other materials that contain information directly related to a student or former student and that are maintained by any employee or an agent of the University. Employment records relating to current or former students who are employees are also considered educational records under FERPA.

In compliance with FERPA, all student academic information is considered confidential and only directory information is available to the public. The University of Indianapolis defines the following items as directory information:

- name
- address (campus, local, permanent)
- telephone (campus, local, permanent)
- University electronic mail address
- date and place of birth
- major field(s) of study
- admission status
- student classification (e.g., freshman, sophomore)
- enrollment status
- University merit scholarship awards
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of enrollment
- degrees and awards received
- previous educational institutions attended

The University shall provide directory information only to legitimate agencies (such as student loan agencies and government agencies), to individuals, organizations, or corporations with whom the University has a relationship with respect to the conduct of its educational program, or in accordance with applicable law.

No information about a student, even directory information, shall be given without authorization by the student except to persons presenting current and proper credentials from organizations described above. A student can request that no information, including directory information, be made available to person outside the University. Such a request should be submitted in writing to the Registrar.

Students of record in attendance at the University will receive notice of their rights under FERPA by publication in the Academic Catalog, the Schedule of Classes and the Student Handbook.

Additional information about the Family Educational Rights and Privacy Act is available from www.ed.gov/offices/om/fpco/ferpa/ or from the Office of the Registrar or <http://registrar.uindy.edu/ferpa.php>

2.8 FERPA-Compliant Use of a Web-Based Plagiarism Detection Service

The Family Educational Rights and Privacy Act (FERPA) was enacted to protect the privacy of student education records. This act and the related Federal laws affect the use of web-based plagiarism detection services at the University of Indianapolis. Specifically, for use of such a service to be compliant with FERPA, the following policy has been established:

- (A) Faculty may require that their students submit their work to a web-based plagiarism detection service;
- (B) Faculty who intend to require the use of anti-plagiarism software in their courses should issue each student a random 4-digit ID number at the start of each semester;
- (C) any student work submitted to the University of Indianapolis designated web-based plagiarism detection service must use this random 4-digit ID number as the sole identifier;
- (D) Faculty must inform their students if a web-based plagiarism detection service is going to be utilized. It is, therefore, essential that Faculty put the following statement in their syllabi under the section in which they put the plagiarism policy:

“The University of Indianapolis maintains a university license agreement for an online text matching service called *****. At my discretion, I will use this web-based plagiarism detection service and/or require students to submit work to this service to determine the originality of student papers. A random 4-digit ID number will be assigned to each student prior to submission to this web-based plagiarism detection service.”

2.9 The Faculty Search and Screen Process

A detailed description of search and screening process used in the hiring of Faculty Members, and the proscribed roles of current Faculty Members, Administrators, and academic units during the process, is included in Appendix C.

SECTION 3: ACADEMIC PERSONNEL POLICIES

3.1 Introduction

The Board of Trustees has the authority and responsibility to appoint, reappoint, assign rank, promote, and grant tenure to members of the University Faculty. The President, after consultation with appropriate members of the academic administration and the Faculty, shall make recommendations to the Board concerning these personnel decisions. The University policies outlined here should be used in conjunction with departmental and school policies. The latter may be more restrictive than those of the University but must be consistent with them.

Promotion and tenure consideration involves mutual obligations. Faculty Members must meet the requirements established by the department, school, and University, and they must receive the approbation of their colleagues and appropriate administrators. The University also must fulfill its contractual obligations, following the procedures outlined in this *Handbook*.

3.2 The University's Expectations of Its Faculty

The University of Indianapolis strives to maintain a Faculty of outstanding teachers and scholars who are committed to service and who are willing to be exemplars for their students. In the evaluation process, the categories of Teaching, Scholarship, and Service are weighted in a fashion that is consistent with the Faculty Member's appointment and activities within the institutional structure, taking into account their teaching load, administrative duties, and length of contract year. Under the headings of Teaching, Scholarship, and Service, the University's expectations are detailed below.

3.2.1 Unit-based Guidelines for Scholarship and Service [this section was approved by the Faculty on 4-22-10 & augmented on 12-2-10]. The University's change to a standard tenure probationary period policy requires that tenure-track Faculty are clear about the requirements for tenure and promotion. Since the University Faculty have agreed that the promotion and tenure system continue at the University (rather than unit) level, it is necessary to provide the Promotion and Tenure Committee with clear guidelines as to what constitutes scholarship and service to review dossiers submitted. There being considerable variation in the meaning, understanding and documentation of scholarship and service across disciplines, every academic unit will define and describe what constitutes both categories within the constituent disciplines of that unit. These descriptive guidelines will provide a disciplinary context and guide deliberations for the Promotion and Tenure Committee to undertake dossier review. These guidelines will also provide Faculty with expectations for tenure and promotion. Above all, they will ensure transparency in the assessment of scholarship and service.

Specifically, units will include four points within the guidelines.

- They will provide a definition and description of what counts as *scholarship*.
- They will provide a definition and description of what constitutes *service*.
- They will clarify under what conditions overlap between scholarship and service is acceptable (if at all) and when one category may be counted towards the other.

- Each unit will provide an informational document that clarifies quality through some form of measurement or categorization.

The smallest / lowest academic constituent of the University that conducts an internal assessment annually of its members will be considered a unit. The unit may be a program, department and/or a school. Unit-based descriptions of scholarship and service are available in the President's Office. These criteria are understood to be no more than articulations of existing criteria used by the units and do not constitute qualitative or quantitative changes in scholarship or service expectations. In the interests of updating and revising scholarship and service criteria to reflect current disciplinary trends, it is recommended that units revisit their definitions of scholarship and service every five years with a start date of Fall 2016. [the last two sentences were approved by the Faculty on 12-2-10]

3.2.2 Unit-based Guidelines for Teaching [this section was approved by the Faculty on 8-21-14]

Each unit should develop criteria for Excellence in Teaching. Units should use the definition in the faculty handbook as a starting point in defining criteria. These criteria will complement those developed for Scholarship and Service in each unit. All three of these will be included in the dossier. (See School of Education document as example). All three documents should be available to faculty by the first week of March 2015.

3.3 Teaching

Although diverse personalities among Faculty and different methodologies among disciplines necessitate variety in the teaching process, quality teaching is characterized by a number of common attributes. The following sections outline areas on which Faculty Members shall be evaluated and list criteria that may be used to assess competency in those areas.

3.3.1 The Evaluation of Teaching [this section was approved by the Faculty on 4-24-08]

Academic units should use broad measures of Faculty effectiveness that add to the data collected by using standardized in-class student. These measures should include:

- (1) faculty- or unit-developed student evaluations that meet the specific needs of the unit and/or those that can be administered in clinical settings, small classes, and/or on-line;
- (2) direct measurements of student learning with connection to institutional learning goals appropriate for the course and discipline.

Evaluation tools may include, but are not limited to:

- (A) peer evaluation of the syllabus, classroom materials, and classroom presentation;
- (B) unit evaluation of the syllabus, classroom materials, and classroom presentation to ensure that the course meets the needs of students within the program;
- (C) examples of student work and feedback for student improvement;

- (D) evidence of introduction of new materials, pedagogies, and/or methods;
- (E) reflective self-evaluation of goals and progress.

Faculty within units should use processes that incorporate broad methods of evaluation of teaching and which incorporate multiple measures of teaching effectiveness. These processes should be developed in collaboration with the Dean and approved by the Faculty within the school. Student evaluations should comprise at least 30% of the overall evaluation to ensure that the educational product is responsive to student needs.

3.3.2 Areas of Proficiency

(A) Scholarly competence in one's discipline, including familiarity with current developments. Evaluation criteria include: publications, conference presentations, attendance at conferences, books and articles read within one's discipline, course materials/modifications that reflect current advances, concerts/performances/exhibits given/attended, consulting/practice, continuing education, grants written/received in discipline.

(B) Knowledge of teaching methods that are appropriate for the presentation of subject matter in one's course. Evaluation criteria include: attendance at conferences or tracks of conferences that emphasize teaching, particularly teaching within the discipline, articles and books read on teaching, development and implementation of teaching methods/materials that reflect teaching methods, evaluation of such methods, Faculty Development Seminars, grants written/received for teaching/curriculum development.

3.3.3 Teaching Process: Course Preparation

(A) Clear formulation of course objectives and expectations. Evaluation criteria include: syllabi, student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, in-class Dean/Chair/peer/expert evaluations, tests and assignments that match syllabi.

(B) Thorough course planning, including attention to individual classroom, laboratory, and studio sessions. Evaluation criteria include: syllabi, student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, in-class Dean/Chair/peer/expert evaluations, lecture notes, teaching materials, instructions for assignments, laboratory setup/preparation, teaching portfolio.

(C) Thorough preparation for individual classroom, laboratory, and studio sessions. Evaluation criteria include: in-class Dean/Chair/peer/expert evaluations, lecture notes, teaching materials, instructions for assignments, laboratory setup/preparation, lab/clinical/practicum evaluations, teaching portfolios.

3.3.4 Teaching Process: Course Implementation

(A) Explains course objectives, what is expected of students, and how they are to be evaluated. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-

generated), formative evaluations, in-class Dean/Chair/peer/expert evaluations, lecture notes, teaching materials, instructions for assignments, laboratory setup/preparation, tests.

(B) Demonstrates effective lecture presentation, discussion leadership, and tutorial guidance. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, in-class Dean/Chair/peer/expert evaluations, teaching portfolio.

(C) Fosters an environment inside and outside the classroom which stimulates students' pursuit of learning. Evaluation criteria include: Student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, in-class Dean/Chair/peer/expert evaluations, student papers and projects.

(D) Respects students and encourages them to initiate consultation. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations.

(E) Encourages students to become active learners and problem solvers. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, student papers, projects, tests, scores on exit exams, State boards.

(F) Uses a variety of instructional methods, media, and materials as appropriate. Evaluation criteria include: in-class Dean/Chair/peer/expert evaluations, teaching materials, teaching portfolios.

(G) Provides alternate experiences for students desiring to pursue special interests. Evaluation criteria include: student papers and projects, teaching portfolios.

(H) Cooperates with colleagues to enrich instruction. Evaluation criteria include: self-evaluation, peer evaluation, team teaching.

3.3.5 Teaching Process: Evaluating Student Performance

(A) Provides timely review and fair evaluation of students' work. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations.

(B) Discusses with students their strengths and weaknesses in a constructive manner. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, academic advising.

3.3.6 The Faculty Evaluation Process

The Faculty Evaluation Process serves a number of purposes. First, it provides the Faculty Member an opportunity to reflect on and receive feedback about performance and to establish

goals for the future. Second, it provides information that the Administration uses to make annual personnel decisions regarding retention and salary increases. Third, it provides longitudinal data that the Faculty Promotion & Tenure Committee uses to make recommendations regarding professional advancement in rank within the academy. Finally, it provides departments and programs with information regarding the appropriateness and effectiveness of courses and academic initiatives. Effective evaluation requires the cooperation of the Faculty and the administration, including department Directors/Chairs, Deans, the Provost, and the President.

The Faculty Evaluation Process is designed to obtain data regarding the Faculty Member's strengths as a teacher, scholar, a person in service to the University and the community, and, if applicable, an administrator. The data is also used to identify areas in which performance needs to be improved. Because the evaluation process necessarily contains an element of subjectivity, it may incorporate the testimony of several observers with various perspectives. These may include, but are not limited to students, Department Chairs, Deans, colleagues at the University of Indianapolis and elsewhere, and alumni. Faculty Members are expected to participate in the process through self-evaluation and by taking the initiative in documenting their progress in meeting the University's expectations.

The process of evaluation occurs as follows:

- 1) Each Faculty Member may obtain an electronic version of the self-evaluation form from the University's electronic website.
- 2) Each Faculty Member shall complete the self-evaluation form, electronically sign and date the form, and submit it electronically to his/her Director/Chair or Dean.
- 3) The Director/Chair or Dean shall complete the sections of the form designated for evaluator ratings and comments, and provide recommendations regarding retention, merit rating, promotion, and tenure. The Director/Chair or Dean shall electronically sign and date the form.
- 4) An in-person meeting should be scheduled between the Faculty Member and the Director/Chair or Dean to discuss the Faculty Member's strengths, achievements, areas needing improvement, progress toward previous goals, new goals, progress toward promotion and tenure, and plans for continued development. Modifications may be made on the form based on discussions in these meetings.
- 5) At the conclusion of this meeting, the Faculty Member shall electronically sign and date the completed evaluation form and indicate whether he or she concurs with the details or summary of the evaluation. If the Faculty Member disagrees with components of the evaluation, he or she may submit a separate document explaining why he or she disagrees with the evaluation.
- 6) If the evaluation was performed by the Faculty Member's Director/Chair, the document is then forwarded to the Dean for review, recommendations, and signature. The form,

electronically signed by the Director/Chair or Dean, should be routed back to the Faculty Member for his/her records.

- 7) The Dean shall forward the document (and any attachments) to the Provost. The Chair or Dean shall keep copies of all documents for his/her files and shall give copies of the evaluation and recommendations to the Faculty Member.
- 8) The Provost shall review the documents, and if the Faculty Member did not concur with the evaluation and recommendations, the Provost shall confer with the Faculty Member and with the Director/Chair or Dean. Following review of all documents, the Provost shall make recommendations and electronically sign and date the form.
- 9) The Provost shall send the final signed document to the Dean, who will then forward to the Director/Chair and Faculty Member. A negative report shall identify areas of the Faculty Member's performance that need improvement or explain other factors that dictated the decision.

3.3.7 Program Evaluation

Participates in unit-based and University-wide efforts to assess student achievement and learning across several courses (e.g., achievement within majors, minors, programs, general education). An analysis of data and appropriate action on assessment on student learning and program completion are parts of program review. Evaluation criteria include: frequency of student evaluation, service on departmental/school/college/University level with respect to assessment.

3.3.8 Responsiveness to Student Needs

(A) Course counseling. Evaluation criteria include: self-evaluation.

(B) Career counseling. Evaluation criteria include: self-evaluation.

(C) Referral to other resource persons when appropriate. Evaluation criteria include: self-evaluation.

3.3.9 The Course Evaluation Process. The time frame for administration of the course evaluations should be between the eighth and twelfth weeks of Semesters I and II. All forms must be returned to the Provost no later than the Tuesday before finals week. The course instructor should designate a student, Staff Member, or another instructor to administer the tool to the class.

A minimum of two courses per academic year must be evaluated for Ranked Faculty Members, unless the unit requires additional course evaluations. Unranked Faculty and those with special appointments must evaluate every course each semester. The results of the course evaluations should be returned to the instructor within four weeks after being received on campus.

3.4 Scholarship

Effective teaching depends on intellectual activities that enhance one's knowledge and skills. This section outlines areas on which Faculty Members shall be evaluated and lists criteria that may be used to assess competency in those areas. Specific criteria and standards of scholarship will be provided by academic units in their constituent disciplines. The following areas serve as examples of what may be considered scholarship.

(A) Regular and disciplined pursuit of knowledge and the development of skills in one's discipline. Evaluation criteria include:

- (1) continuing study, including post-doctoral work, through regular courses, short courses, workshops, or independent research;
- (2) use of research grants, sabbaticals, travel grants, fellowships, and other sources of support for professional improvement;
- (3) active membership in learned or professional societies.

(B) Creative expression. Evaluation criteria include:

- (1) public presentations in the visual or performing arts;
- (2) writing monographs, articles for scholarly or professional journals, books, or similar works;
- (3) editing or translating works by others;
- (4) writing poetry, plays, short stories, or similar works;
- (5) presenting papers at meetings of learned or professional societies;
- (6) using one's professional expertise to help organizations or communities outside the University through consultation, lecturing, or other activities.

(C) General intellectual activity as shown by the acquisition of skills or the pursuit of knowledge in secondary fields of interest.

3.5 Service

Faculty are expected to serve the University in a variety of ways, in addition to teaching. Certain basic forms of service are expected of all Faculty Members. However, each Faculty Member may choose to augment his or her service by engaging in other activities that match their respective interests and abilities. This section outlines areas on which Faculty Members shall be evaluated and lists criteria that may be used to assess competency in those areas. Specific criteria and standards of service will be provided by academic units in their constituent disciplines. The following areas serve as examples of what may be considered service.

(A) Each Faculty Member is expected to serve the University by:

- (1) contributing to the effectiveness, and to the assessment of the effectiveness, of his or her department and unit;
- (2) contributing to the work of the Faculty through standing committees, and, on occasion,

- through special committees;
- (3) participating in Faculty meetings of his or her unit and in University Faculty Meetings;
- (4) cooperating with the Office of the Registrar to attain the University's academic goals;
- (5) cooperating with the Business Office to enhance the efficiency and economy of the University's operation;
- (6) interacting with students outside the classroom.

(B) Additional forms of service to the University include:

- (1) providing leadership in various aspects of University governance, such as serving on the Faculty Senate;
- (2) assisting in such matters as student recruiting, finance development, or alumni affairs;
- (3) encouraging interdisciplinary activities or academic colloquial;
- (4) engaging in programmatic or policy initiatives that will benefit the University at a broad level.

(C) Each Faculty Member is encouraged to serve the community outside of the University.

Possible activities include:

- (1) providing professional expertise;
- (2) membership or service on civic committees, school boards, or community organizations;
- (3) providing external guest lectures or workshops; and/or
- (4) organizing community projects or initiatives.

3.6 Qualifications for Faculty Rank

The purpose of the promotion and tenure process is to (1) facilitate the advancement of Faculty Members upwards through the various academic ranks, and to (2) identify productive and self-motivated Faculty Members to whom the University should make the commitment of tenure. Candidates for advancement should exhibit a commitment to the mission of the University, contribute to the teaching and learning environment of the University, participate in the scholarship to maintain the intellectual vitality of the University, and serve the needs of the University, community, and/or world. This section describes the minimum qualifications for each Faculty rank with respect to these broad qualities. Faculty members also must meet the standards and guidelines for faculty performance established by the faculty of the candidate's unit or units.

3.6.1 Professor

(A) Education. A Professor must have an earned doctorate degree or other terminal degree as established by one's department and as approved by the Faculty and Provost, or must have demonstrated extraordinarily superior performance.

(B) Experience. A candidate for the rank of Professor must have completed at least eleven (11) years in a full-time university appointment as ranked faculty in one's academic discipline; at

least three (3) years at the University of Indianapolis; at least three (3) years of evidence in teaching as Associate Professor in a degree-granting unit before applying for promotion to Professor.

(C) Teaching. A Professor must possess the qualifications of an Associate Professor and must also have demonstrated outstanding achievement as a teacher who challenges the abilities and evokes the interests of students and who maintains up-to-date competency in his or her teaching areas.

(D) Scholarship. A Professor must possess the qualifications of an Associate Professor and must also have demonstrated original or significant contributions to his or her field as recognized by peers both within and outside the University and as evidenced by the quality and quantity of his or her professional activities.

(E) Service. A Professor must possess the qualifications of an Associate Professor and must have demonstrated campus leadership and continuous and diverse service to the University.

The normal expectation for promotion to Professor is superior performance in teaching, scholarship, and service.

3.6.2 Associate Professor

(A) Education. An Associate Professor must have an earned doctorate degree or other terminal degree as established by one's department and as approved by the Faculty and by the Provost, or must have demonstrated exceptional achievement in his or her field.

(B) Experience. A candidate for the rank of Associate Professor must have completed at least five years of successful, full-time university teaching in one's discipline (at least two years at the University of Indianapolis) before applying for promotion to Associate Professor.

(C) Teaching. An Associate Professor must possess the qualifications of an Assistant Professor and must also have demonstrated excellence in teaching.

(D) Scholarship. An Associate Professor must possess the qualifications of an Assistant Professor and must also have demonstrated an ability to make contributions to his or her discipline and to develop new expertise.

(E) Service. An Associate Professor must possess the qualifications of an Assistant Professor and must have demonstrated active commitment to the progress and welfare of the University and its students.

The normal expectation for promotion to Associate Professor is excellence in teaching and competent performance in scholarship and service.

3.6.3 Assistant Professor

(A) Education. An Assistant Professor must have at least a master's degree in the field as established by his or her department and as approved by the Faculty and by the Provost. Consideration may be given to equivalent experience and/or training in the field of appointment.

(B) Experience. A candidate for the rank of Assistant Professor must have completed at least two years of successful, full-time university teaching (at least one year at the University of Indianapolis) before applying for promotion to Assistant Professor. Four (4) years of successful, substantial part-time teaching may be considered for the exceptional Faculty Member. The experience requirement may be waived for persons who hold an earned doctorate degree or other terminal degree.

(C) Teaching. An Assistant Professor must have demonstrated a promise of excellence in teaching and the potential to meet the qualifications established for Associate Professor.

(D) Scholarship. An Assistant Professor must have demonstrated an ability to make a contribution to his or her discipline and the potential to meet the qualifications established for Associate Professor.

(E) Service. An Assistant Professor must have indicated a commitment to the progress and welfare of the University and its students and the potential to meet the qualifications established for Associate Professor.

The normal expectation for promotion to Assistant Professor is the potential ability and promise of competent performance in teaching, scholarship, and service.

3.6.4 Instructor

(A) Education. An Instructor shall have at least a master's degree in the field of appointment as established by his or her department and as approved by the Faculty and by the Provost. A Bachelor's Degree may be considered provided that there are additional qualifications based upon experience and/or training in the field of appointment.

(B) Experience. Two (2) years of successful University teaching is preferred for the rank of Instructor.

(C) Teaching. An Instructor shall provide evidence of ability to be an effective teacher.

(D) Scholarship. An Instructor must demonstrate an understanding of scholarly work in the field of his or her appointment as well as general intellectual activity.

(E) Service. An Instructor shall provide acceptable service to the University and its students.

3.6.5 Time Guidelines. Faculty Members seeking promotion who were originally employed under a different set of time guidelines shall be eligible for promotion according to the time guidelines that were in effect at the time of their employment. The time guidelines that were

published in the 1986 *Faculty Manual* mean that the “number of years” of required service designates years of service that are completed at the University of Indianapolis prior to application for promotion to the next rank.

3.6.6 Visiting Status. The term “Visiting” refers to an outside scholar who is temporarily assigned to the University of Indianapolis and who is expected to return to their home institution, agency, or organization after a specified time period (usually one (1) or two (2) semesters or for a period specified by a grant). Visiting status may be part- or full-time and may include a Faculty Rank designation (Instructor, Assistant Professor, Associate Professor, or Professor). Visiting scholars are not able to participate in all aspects of Faculty governance.

3.7 Qualifications for Librarian Rank [this section was approved by the Faculty on 5-13-99]

Librarians may carry rank that is analogous to that of other Faculty Members except that the category of Teaching is replaced by Librarianship. Librarianship includes such activities as effective performance of professional duties in the assigned library unit, supervision of any subordinate clerical and student employees (when applicable within the position), input into library policies and procedures, self-improvement of quality of professional duties, and keeping current in one’s field of librarianship. Ranked Librarians are considered to be Ranked Faculty Members and may apply for promotion and tenure. This section describes the minimum qualifications for each Librarian rank.

3.7.1 Librarian

(A) Education. A Librarian must have a Master’s degree in Library or Information Science from a program accredited by the American Library Association. A Master’s degree in a subject field as well is strongly encouraged.

(B) Experience. A candidate for the rank of Librarian must have completed at least twelve (12) years of successful, full-time professional librarianship (at least three (3) years at the University of Indianapolis) before applying for promotion to Librarian.

(C) Librarianship. A Librarian must have demonstrated outstanding achievement as a librarian who excels at professional duties in the assigned library unit and who maintain up-to-date competency in one’s field.

(D) Scholarship. A Librarian must have demonstrated original or significant contributions to his or her field as recognized by peers both within and outside of the University and as evidenced by the quality and quantity of his or her professional activities.

(E) Service. A Librarian must have demonstrated campus leadership and continuous and diverse service to the University.

3.7.2 Associate Librarian

(A) Education. An Associate Librarian must have a Master’s degree in Library or Information

Science from a program accredited by the American Library Association. A Master's degree in a subject field is strongly encouraged.

(B) Experience. A candidate for the rank of Associate Librarian must have completed at least five (5) years of successful, full-time professional librarianship (at least two (2) years at the University of Indianapolis) before applying for promotion to Associate Librarian.

(C) Librarianship. An Associate Librarian must possess the qualifications of an Assistant Librarian and must also have demonstrated excellence in librarianship.

(D) Scholarship. An Associate Librarian must possess the qualifications of an Assistant Librarian and must also have demonstrated the ability to make contributions to librarianship.

(E) Service. An Associate Librarian must possess the qualifications of an Assistant Librarian and must also have demonstrated an active commitment to the progress and welfare of the University and its students.

The normal expectation for promotion to Associate Librarian is excellence in librarianship and competent performance in scholarship and service.

3.7.3 Assistant Librarian

(A) Education. An Assistant Librarian must have a Master's degree in Library or Information Science from a program accredited by the American Library Association.

(B) Experience. A candidate for the rank of Assistant Librarian must have completed at least two (2) years of successful full-time professional librarianship (at least one (1) year at the University of Indianapolis) before applying for promotion to Assistant Librarianship.

(C) Librarianship. An Assistant Librarian must have demonstrated a promise of excellence in librarianship and the potential to meet the qualifications established for Associate Librarian.

(D) Scholarship. An Assistant Librarian must have demonstrated an ability to make a contribution to his or her discipline and the potential to meet the qualifications established for Associate Librarian.

(E) Service. An Assistant Librarian must have indicated a commitment to the progress and welfare of the University and its students and the potential to meet the qualifications established for Associate Librarian.

The normal expectation for promotion to Assistant Librarian is the potential ability and promise of competent performance in librarianship, scholarship, and service.

3.7.4 Affiliate Librarian

(A) Education. An Affiliate Librarian must have a Master's degree in Library or Information Science from a program accredited by the American Library Association.

(B) Experience. One (1) or more years of successful experience in a professional library position is preferred for the rank of Affiliate Librarian.

(C) Librarianship. An Affiliate Librarian shall provide evidence of ability to be an effective librarian.

(D) Scholarship. An affiliate Librarian must demonstrate an understanding of scholarly work in the field of library and information science as well as general intellectual activity.

(E) Service. An Affiliate Librarian shall provide acceptable service to the progress and welfare of the University and its students.

3.8 Promotion and Tenure Guidelines

To be promoted or granted tenure, a Faculty Member (including a Chair) or Librarian must meet the minimum qualifications stated above, fulfill any promotion or tenure criteria approved by his or her department or unit, and have a cumulative record of excellence in performance as described above. The needs of the University also shall be considered. Competent employees may reasonably aspire to the rank of Associate Professor or Associate Librarian; only exceptional employees may realistically aspire to the rank of Professor or Librarian. Applications for promotion and tenure may occur simultaneously. Employees may negotiate time toward promotion and in exceptional circumstances may negotiate time toward tenure. Candidates for promotion and tenure are notified of the Board of Trustees' decision about their candidacy and may receive information about the recommendations that were made at each level of the process.

The Chair or Dean, as well as the Faculty Member or Librarian, shall provide feedback regarding progress towards tenure during each annual evaluation conference with the Faculty Member or Librarian. To be considered for promotion and/or tenure, the candidate is responsible for initiating and carrying out the application procedure.

[This section approved by the Faculty on 4-21-15]

Academic units will have processes for review of progress toward tenure for faculty members at or near the midpoint of their pre-tenure probationary period. This mid-tenure review is to review a candidate's preliminary dossier materials and meet with the candidate to provide formative feedback on strengths and weaknesses in the areas of teaching, scholarship and service. This feedback is provided to assist a candidate's decision-making during the second half of the probationary period, but the feedback is confidential and non-binding to any party. The mid-tenure review committee will be comprised of faculty, and the standards for establishing the committee will be negotiated by the faculty of the unit and the dean overseeing that unit. The Committee provides verbal and confidential feedback to the candidate on the candidate's strengths and weaknesses and may make formative suggestions to assist the candidate in making decisions and setting priorities with regard to teaching, scholarship, and service. The report will not be shared with the candidate's dean or other supervising administrator. Each member of the Committee will sign a statement indicating that a complete

mid-tenure review was completed The candidate will keep a copy of the statement to include with the tenure dossier. The feedback from the mid-tenure review process does not indicate whether a candidate will be successful in gaining tenure; the process recognizes that tenure recommendations are made by the University Promotion and Tenure Committee and sent forth to the Provost, President, and Board of Trustees.

Faculty members who negotiate times to tenure review of less than four years (and who do not extend the time to tenure review to four years or longer due to change in life status relief) will not be required to submit documentation of review of mid-tenure progress. They will replace tenure review documentation with a copy of the letter of appointment or other documentation of agreed upon timeline to tenure. Faculty members in units that established mid-tenure review of tenure progress with fewer than three years remaining in their timeline to tenure review may submit a letter from the dean or other supervising administrative official documenting why they are unable to provide documentation on mid-tenure review of progress toward tenure.

A Dossier shall contain the following items:

- (A) a statement by the candidate's Chair or Dean;
- (B) a current Curriculum Vitae;
- (C) annual evaluations for each of the past five years or for each year the candidate has been at the University of Indianapolis, if fewer than five years.

The Dossier also should contain a variety of other documents as outlined in Appendix B of this *Handbook*. Librarian candidates may follow these same guidelines.

Requirements for obtaining promotion may be changed by the Faculty, subject to approval by the Board of Trustees, but new promotion or tenure policies shall apply only to Faculty Members appointed after the changes have been adopted.

3.8.1 Tenure. Tenure shall be awarded or held only in the department in which the Faculty Member or Librarian holds his or her rank. A tenured Faculty Member or Librarian who is assigned full-time or part-time administrative responsibilities does not lose his or her tenure rights. If the administrative appointment is made before the Faculty Member or Librarian has qualified for tenure, continued administrative service shall count toward the time requirement.

Department Chairs, Deans, and the Provost shall provide guidance and annual feedback to help their Faculty Members and Librarians qualify for tenure and aid in the evaluation of competence. They shall participate in the decision to grant or deny tenure by submitting recommendations to the Faculty Promotion and Tenure Committee

In April, 2008, the Faculty of the University of Indianapolis approved the concept of a six-year standard tenure probationary period. A Ranked Faculty Member who was hired as a tenure track employee or who was converted to a tenure track position effective for the 2009–2010

Academic Year will be evaluated for tenure during Semester I of the sixth year of credited service. "Credited service" includes any years of full-time employment as a Faculty Member that was credited toward the six-year tenure probationary period as stipulated in the initial contract at the University of Indianapolis or at the time the position was converted.

A Ranked Faculty Member who is approved for tenure by action of the Board of Trustees will be placed on tenure effective the beginning of the following contract year. A Faculty Member who does not receive a favorable decision from the Board of Trustees will be given a terminal contract not to exceed one additional contract year and is not eligible for further full-time employment as a Faculty Member at the University of Indianapolis.

Any Ranked Faculty Member who was issued a tenure-track appointment for the 2008-2009 Academic Year or before shall meet with his or her department Chair and/or Dean to determine the year in which s/he is eligible for tenure review. A decision regarding the tenure review timetable shall be made no later than July 31, 2012, and the date of final tenure review shall be made no later than Semester I, 2014. The Faculty Member may elect to move to a non-tenure track position if this request is supported by the Dean and the Provost, but this decision must be made no later than July 31, 2012.

The University shall not be required to continue employment of a tenured Faculty Member or Librarian should reduction in student enrollment or changes in curricular offerings so alter institutional requirements that the need for teaching in the area of the Faculty Member's competence, or the need for equivalent lines in the Library, no longer exists. Should this occur, the administration shall give one academic year's notice to the Faculty Member or Librarian affected.

A person who is tenured also may be dismissed for cause, which may include, but is not limited to: serious misconduct, negligence of duty, or professional incompetence. A tenured Faculty Member recommended for dismissal for cause has the right to request that the recommendation and the facts upon which it is based be reviewed by a committee comprised of the Associate Provost, the Director of Human Resources, and a Faculty Member who may be drawn from the Academic Affairs Dispute Resolution Pool. A request for review must be made within five (5) business days of written notification of the recommendation of termination for cause. The committee shall gather all relevant facts and report its findings and conclusions to the President. The decision of the President on the dismissal recommendation is final.

3.8.2 Requirements for Tenure: Faculty

(A) Education. A candidate for tenure must have education equivalent to that required for the rank of Associate Professor, although, Associate Professor rank is not a prerequisite for the application for tenure.

(B) Experience. A candidate for tenure must have completed five (5) years of successful, full-time teaching at the University of Indianapolis before applying for tenure, unless an alternate number of years was negotiated at the time of hiring.

(C) Teaching, Scholarship, and Service. Faculty Members who receive tenure shall possess the qualifications expected of an Associate Professor, including excellence in teaching and competence in scholarship and service.

(D) Institutional Fit. Faculty Members who receive tenure shall have a cumulative record that reflects their support of the Philosophy, Mission, and Purpose of the University as expressed in Section 1 of this *Handbook*. In addition, Faculty Members who receive tenure shall have skills and abilities that match the long-term needs of the University.

3.8.3 Requirements for Tenure: Librarians

(A) Education. A candidate for tenure must have a Master's degree in Library or Information Science from a program accredited by the American Library Association.

(B) Experience. A candidate for tenure must have completed five (5) years of successful, full-time librarianship at the University of Indianapolis, unless an alternate number of years was negotiated at the time of hiring, before applying for tenure.

(C) Librarianship, Scholarship, and Service. Librarians who receive tenure shall possess the qualifications expected of an Associate Librarian, including excellence in librarianship and competent performance in scholarship and service.

(D) Institutional Fit. Librarians who receive tenure shall have a cumulative record that reflects their support of the Philosophy, Mission, and Purpose of the University as expressed in Section 1 of this *Handbook*. In addition, Librarians who receive tenure shall have skills and abilities that match the long-term needs of the University

3.9 The Promotion and Tenure Process [this section was revised by the Faculty on 4-23-09]

Materials for consideration in the promotion and tenure process will be submitted according to the process described below. In exceptional circumstances, when important data becomes available during the promotion and tenure review process that may significantly impact the outcome of the review, a dynamic component will be added to the review process. Persons requesting to add information to the review process should provide the data for consideration to the Faculty Promotion and Tenure Committee Chair. A decision regarding the inclusion of the information will be made jointly by the Faculty Promotion and Tenure Committee Chair and the Provost.

The Promotion and Tenure process shall proceed as follows:

(A) A list of individuals who have been solicited to provide candidate letters of support must be received in the Provost's Office prior to 4 p.m. on August 15. If August 15 is a weekend day, the list should be received on the first day of business following August 15. Candidates may make changes to this list prior to 4 p.m. on the second Tuesday in September by providing the Academic Assistant to the Provost a revised document.

(B) Candidate materials for consideration in the promotion and tenure process must be received in the Provost's office by 4 p.m. on the second Tuesday in September. These materials include the following:

- (1) a completed Dossier for the candidate;
- (2) a letter of recommendation from the Department Chair or unit administrator;
- (3) a letter of recommendation from the Dean.

(C) The Provost will make all Dossiers, administrator recommendation letters, and received letters of support available to the Faculty Promotion and Tenure Committee members.

(D) After completing the promotion and tenure review process, the Faculty Promotion and Tenure Committee will forward to the Provost the following documents for each candidate:

- (1) a summary statement describing strengths and areas of performance that need improvement; and
- (2) a promotion and/or tenure recommendation statement.

(E) After reviewing the Dossiers, administrator recommendation letters, received letters of support, Promotion and Tenure Committee summary statements, and Promotion and Tenure Committee recommendations, the Provost will make a promotion and/or tenure recommendation for each candidate. The Provost will then forward both his/her recommendations and the recommendations of the Faculty Promotion and Tenure Committee to the President.

(F) After reviewing recommendations from the Faculty Promotion and Tenure Committee and the Provost, the President will present his/her recommendations for each candidate's promotion and tenure status to the Academic Affairs Committee of the Board of Trustees.

(G) After reviewing the President's recommendations and any Promotion and Tenure process documentation (as requested), the Academic Affairs Committee of the Board of Trustees will make a recommendation for each candidate's promotion and tenure status to the Board of Trustees.

(H) The Board of Trustees will review the Academic Affairs Committee recommendations and any additional promotion and tenure status documentation (as requested). Following this review, the Board of Trustees will determine each candidate's promotion and tenure status. The President of the Board of Trustees will communicate the promotion and tenure status decisions to the President.

(I) The President will communicate the Board of Trustees' promotion and tenure status decisions to the Provost.

(J) The Provost will communicate the Board of Trustees' promotion and tenure status decision to the appropriate department Chairs or unit administrators, Deans, and candidates.

(K) Department Chairs or unit administrators, Deans, and/or the Provost may review performance-related findings with individual candidates.

3.10 Personal Life Circumstances Which May Extend the Tenure Probationary Period [this section was approved by the Faculty on 4-23-09]

(A) A non-tenured Faculty Member shall be eligible for an extension of the standard tenure probationary period (during which his or her tenure clock will be stopped) due to certain life situations that may temporarily delay the Faculty Member's ability to complete the requirements for tenure within the allotted time frame. These life situations may include, but are not necessarily limited to:

- (1) the birth or adoption of a child;
- (2) the death of a spouse, child, or domestic partner;
- (3) the necessity of the Faculty Member's performance of significant responsibilities in the care of an ill parent, child, spouse, or domestic partner;
- (4) a serious health condition on the part of the Faculty Member;
- (5) catastrophic loss of residential property; and
- (6) military service.

(B) A non-tenured Faculty Member may be granted an extension of his or her standard tenure probationary period for up to an aggregate total of two (2) academic years on the basis of one or more of the life situations identified above. However, the Faculty Member shall not be entitled to the stoppage of his or her tenure clock for two (2) consecutive academic years.

(C) The process by which extensions shall be granted shall be as follows:

- (1) Any Faculty Member wishing to request an extension of the standard tenure probationary period must first prepare a formal written petition and present it to his/her Dean for review.
- (2) Within seven (7) days of the receipt of the Faculty Member's formal written petition, the Dean shall forward his or her written recommendation either for or against granting the request, along with the Faculty Member's original written petition, to the Promotion and Tenure Committee.
- (3) Within fourteen (14) days of the receipt of the Dean's recommendation and the Faculty Member's written petition, the Promotion and Tenure Committee shall indicate, in writing, whether or not it accepts the recommendation of the Dean. This written notice shall be forwarded to the Provost, and a copy shall be simultaneously forwarded to the Faculty Member and the Dean.
- (4) The final decision as to the granting of extensions of time shall rest with the Provost. In the event that the Dean and the Promotion and Tenure Committee have reached different conclusions, the Provost shall provide notice of his/her decision as expeditiously as circumstances allow.

(D) The provisions of this section shall apply in the instance of unpaid leave as well as reduced loads, and shall be independent of any rights that may be available under the Family and Medical Leave Act (FMLA) or any other relevant Federal or State law.

(E) In order to be eligible for an extension of the standard tenure probationary period, a Faculty Member should normally be expected to show that he or she was making reasonable progress toward his or her tenure prior to requesting the extension. Failure to have been making such reasonable progress prior to requesting the extension may be cause for a Dean's recommendation against granting the requested extension.

(F) Faculty Members requesting extensions of the standard tenure probationary period under this section should provide as much detail as possible as to the circumstances causing the need for the extension. However, nothing in this section shall require the Faculty Member to reveal private information in such a manner or to such a degree as to encroach upon the Faculty Member's right to privacy.

3.11 The Appeals Process for Promotion and Tenure Decisions

Upon notification of the Provost's recommendation, a candidate who is not recommended for Promotion and/or Tenure may appeal the recommendation. The appeal document and all supporting materials must be received by the Provost no later than 21 calendar days after verified receipt of the initial notification. There are three possible bases of appeal:

1. Procedural error
2. Unfair treatment (e.g. arbitrary or capricious behavior)
3. Illegal discrimination

If an allegation of illegal discrimination is made, the Provost shall notify Internal Counsel, who will participate in the appeal process.

The Provost shall review the appeal and any supporting documents submitted by the appellant. The Provost may:

1. Review the materials and make a recommendation to the President to support or deny the appeal,
2. Ask the Promotion and Tenure Committee to consider reevaluating the dossier and information supporting the appeal and submit a recommendation to the Provost regarding the appeal,
3. Impanel an independent group, selected from the Dispute Resolution Pool, to review the appeal and the dossier and submit a recommendation to the Provost to support or deny the appeal.

The Provost may consult with internal counsel on any appeal. A recommendation from the Promotion and Tenure Committee or from a Dispute Resolution Panel shall be considered advisory to the Provost.

The burden of proof is on the appellant. Any statement submitted as evidence by the

appellant must be signed by the individual who has made the statement(s); anonymous statements or hearsay evidence shall not be considered. The Provost's recommendation regarding the appeal is final.

3.12 The Promotion and Tenure Committee

The purpose of the Promotion and Tenure Committee is to provide peer review of the performance of candidates for promotion and tenure. The committee shall review each Dossier in light of the minimum qualifications stated in this *Handbook* and any promotion or tenure criteria formulated by the candidate's school or department. The committee shall prepare summaries of the candidates' strengths and areas of performance that need improvement and forward them with its recommendation to the Provost.

The contents of the Dossiers and the substance of the committee's discussion shall be held in confidence. All votes shall be by secret ballot, and the committee's final recommendation shall be forwarded to the Provost. A member of the committee who is a candidate for promotion or tenure must resign from the committee.

3.13 Workload

The typical Faculty teaching load will be 24 credit per year. The University assumes the responsibility to provide a full load for full-time Faculty Members within the scope of their contracts. A full-time Faculty Member's contract will be honored, so small courses or unexpected cancellation of a course will not alter contract salary.

A separate contract may be offered for non-teaching responsibilities. No teaching overload will be scheduled, but the Provost may make exceptions for emergencies. Full-time Faculty Members may be assigned extended programs courses as a part of their load. There may be a separate Faculty teaching contract for Graduate Programs. Summer teaching will be by separate contract except in rare instances when summer courses may be taught as part of load because of planned scheduling. Joint departmental teaching opportunities will be possible in order to make the most efficient use of teaching resources.

Scholarly activity appropriate to a Faculty Member's or Librarian's discipline and in a quantity that will enhance rather than detract from his or her teaching or librarianship is expected. Faculty Members and Librarians are also expected to fulfill a reasonable number of extra-course or extra-Library responsibilities to which one may be appointed by an administrator or elected by his or her colleagues. These include, but are not limited to: service on committees, attendance at department functions, Faculty meetings, and participation in the annual commencement.

After their first year, all Faculty Members serve as academic advisors to students. Some are assigned to students who have not yet declared a major; most work with students who have elected to major in their respective fields. Faculty Members are expected to be alert to students' needs, to make contact and associate with students outside the classroom, and to help initiate such contacts. Faculty Members also may take note of students' personal problems. If

qualified, they may help students on the basis of the personal and religious standards of the University and the individuality of the students. In many cases, referral to the University Chaplain or the University Counseling Center will be in order.

In order to be accessible to students, Faculty Members are expected to be available in their offices at least three (3) hours each week. The office hours are to be posted and are to be at three different times on three different days.

3.14 Outside Employment

The University recognizes that Faculty Members are talented individuals who can provide a range of valuable services to the community at large. Because outside professional activities may enrich what Faculty Members have to offer the University, the University supports the Faculty in their pursuit of these activities, as long as they do not interfere with the professional relationship between the Faculty Member and the institution.

Although the benefits of outside professional activities are numerous, in some instances these activities may present conflicts of interest between Faculty Members and the University. A conflict of interest occurs when participation in an outside activity prevents the Faculty from being able to exercise independent judgment in matters concerning the professional relationship with the University or when time spent in such outside activity intrudes on what is expected to be full-time commitment to the University. Conflicts of interest are serious concerns and must be prevented when possible, or resolved quickly when they occur inadvertently. In cases where remuneration is involved, Faculty Members must be especially sensitive to the ways that their activities may have an adverse impact on the University. To prevent inadvertent conflicts of interest related to outside professional activities, the following items should guide the Faculty Member considering participation in outside professional activities:

(A) These activities should not interfere with a strong presence on campus during the week. Therefore, outside professional activities should not ordinarily exceed eight (8) hours per week during the Faculty Member's normal work week. When such activities occur during the Faculty Member's normal work week, the University class and meeting schedules take precedence over the outside professional activities of the Faculty Member.

(B) University resources should not be used to accomplish these activities, unless approval has been obtained in advance from one's supervisor.

(C) Disclosure to one's supervisor of outside professional activities being contemplated should occur in two instances:

(1) When the time commitment required may routinely exceed eight (8) hours per week or in some other way have an adverse impact on effectiveness in the Faculty position; or

(2) When the activity being contemplated is similar in nature to the role one plays for the institution. For example, the director of a program would be required to disclose in advance a potential consulting job that would help another institution develop a similar program.

Discussion with the supervisor would clarify whether the location of the proposed program would have an impact on the market for the University of Indianapolis program.

Teaching at other colleges or universities during the normal academic year is discouraged and should only be undertaken if the primary reason for doing so relates to the individual Faculty Member's personal growth and professional development and if it can be shown that the activity does not infringe upon the Faculty Member's obligations to the University. Faculty who are considering teaching for another institution while under contract to the University of Indianapolis need to discuss with their supervisor whether the proposed teaching activity represents a conflict of interest with the teaching function of the Faculty Member.

(D) If the Faculty Member and his or her supervisor disagree as to whether a proposed activity represents a conflict of interest, the chain of command should be consulted until a resolution is achieved. A supervisor who suspects that a Faculty Member's outside activity constitutes a conflict of interest is advised to state the activity in question, cite the impact it may have on the Faculty Member's effectiveness, state the consequences of continuing in that conflict of interest, and state a desired outcome. Resolution of the activity could include, but is not limited to, re-negotiation of the employment contract, ceasing the outside activity, or rearranging the Faculty Member's responsibilities to the University.

3.15 Contracts

Annual contracts are issued for twelve (12) or fewer months. Most **full-time Faculty contracts** begin the week prior to Semester I and conclude with the end of Spring Term. Every third year, the Faculty Member is also required to teach a Spring Term course that is scheduled during that period.

Most **part-time teaching / part-time coaching** contracts begin the week prior to Semester I and conclude with the end of Spring Term. Administrators, Program Directors, some Faculty, and some part-time teaching / part-time coaching contracts are issued on a 10-, 11-, or 12-month basis, usually beginning July 1.

Most **part-time contracts** are for teaching one course in extended and/or accelerated programs for one instructional term. Part-time contracts also are used in other programs, for heavier loads, and for other periods of time according to the needs of the University. Time served under this contract does not count toward requirements for promotion or tenure, and no employee benefits are received.

A returning full-time Faculty Member will be issued a letter describing any changes in rank or position by March 15. Letters with final salary figures are issued after a better understanding of Semester I student numbers and the University's financial situation can be determined.

3.16 Types of Contracts

3.16.1 Probationary / Tenure Track. Newly-appointed members of the Faculty who receive full-time teaching contracts are considered probationary and on tenure track unless a non-

probationary / non-tenure track status has been negotiated with the Faculty Member and documented on the Faculty Member's employment contract. Contracts specify whether employment status is tenure track or non-tenure track.

3.16.2 Tenured. Following a standard tenure probationary period, the granting of tenure is documented by a letter from the president of the University to the recipient and a footnote is added on his or her next contract.

3.16.3 Non-Probationary / Non-Tenure Track. Coaches of varsity athletic teams and certain Faculty Members (full-time and part-time) are not considered "probationary" for tenure purposes and are not on a tenure track. In order to provide the University with flexibility in staffing, the University may keep such positions and others free from all tenure and tenure track-related obligations and requirements including, but not limited to, guidelines for renewal or the notification thereof, which apply for probationary / tenure track contracts. Non-probationary / non-tenure track status is negotiated at the time of appointment. Contracts specify whether employment status is tenure track or non-tenure track.

3.17 Separation from the University

3.17.1 Resignation. Any member of the Faculty who intends to discontinue his or her employment at the University at the close of the academic year should notify the President well in advance.

3.17.2 Retirement. A Faculty Member may retire as early as age 55 without the usual 10 percent Federal penalty for withdrawal of tax-deferred deposits prior to age 59 ½. A Faculty Member who intends to retire at the end of an academic year should notify the President not later than the beginning of the second semester. Additional information about retiring is available at the Human Resources Office.

3.17.3 Emeriti Program. The Emeriti Program is an innovative retirement benefits program designed for employees of colleges, universities, and other higher education-related tax-exempt organizations. Emeriti enables member institutions to offer their employees a tax-advantaged way to accumulate assets during the working years to help pay for medical costs in retirement. It also provides a specially designed program of nationally accessible retiree health insurance options.

3.17.4 Non Re-Appointment of Probationary / Tenure-Track Faculty. Because a probationary appointment, even though for a fixed term, carries an expectation of renewal, the Faculty Member should be explicitly informed of decision not to renew his or her appointment. The University of Indianapolis follows standards for notice as adopted by the Council of the AAUP in 1963 and endorsed by the annual meeting in 1964 as Association policy. Notice of non-re-appointment, or of intention not to recommend reappointment to the Board of Trustees, should be given in writing in accordance with the following standards:

(A) not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least

three (3) months in advance of its termination;

(B) not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six (6) months in advance of its termination;

(C) at least twelve (12) months before the expiration of an appointment after two (2) or more years in the institution.

3.17.5 Non Re-Appointment of Non-Probationary / Non-Tenure Track Faculty. A non-probationary / non-tenure Faculty appointment does not carry with it an expectation of renewal. A non-probationary/non-tenure-track Faculty appointment expires with the expiration of the contract term. If the University desires to offer to a non-probationary/non-tenure track Faculty Member employment beyond the expiration of the contract term, the University will attempt to make such an offer, in writing, by March 31 of the year in which the contract expires.

3.18 Leaves With Pay

3.18.1 Holiday Leave. Each year the University will publish a holiday schedule with the specific dates of holidays that will be observed. The following days are paid holidays: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, and Christmas Day (when a holiday other than Christmas falls on a Saturday, the preceding Friday shall be the holiday; when a holiday falls on a Sunday, the following Monday shall be the holiday). In addition, the University provides a fall break in October and a spring break in March.

3.18.2 Sick Leave. Normally, absences due to short-term disability are handled informally within the academic departments/schools. Requests for extended disability leave for full-time Faculty Members may be authorized by the Provost after receiving recommendations from the Department Chair and the School Dean. Disability due to pregnancy or childbirth is treated like any other disability. Maternity leaves are arranged on an individual basis and governed by the FMLA policy. A Faculty Member who performs necessary professional duties for a disabled colleague over an extended period may be compensated on the Adjunct scale. Sometimes an Adjunct is retained for the period of the leave.

3.18.3 Civil Duty Leave. Any full-time Faculty Member who is validly subpoenaed or summoned to appear or serve involuntarily as a juror in a judicial forum or compelled to appear before a judicial, legislative, or administrative body with civil power to compel attendance during regularly scheduled work hours shall be entitled to receive leave with pay for a period of time necessary for such appearance.

Compensation received by a Faculty Member for the appearance, other than travel and meal allowances, shall be surrendered to the Business Office for deposit in the salary account of his or her department/school. Civil leave shall not be granted for appearance as an expert witness for a party to litigation. Notice of leave should be given in advance in writing to the

Department Chair and the School Dean.

3.19 Family and Medical Leave

The University of Indianapolis complies with all applicable Federal and State labor and employment laws, including The Family and Medical Leave Act of 1993 (FMLA). The law allows eligible employees to request a leave of absence for up to twelve (12) weeks in a twelve (12) month period, which begins the first day the leave is approved.

(A) Eligible Employees. An employee is eligible for FMLA leave only if the employee has been employed with the University for at least twelve (12) continuous months and the employee has worked at least 1,250 hours during the past twelve (12) month period immediately preceding the start of the leave. Reasons for FMLA include:

- (1) for the birth and care of a newborn child, or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one (1) year after such birth or placement;
- (2) to care for the employee's spouse, child, or parent who has a serious health condition; or
- (3) for a serious health condition that makes the employee unable to perform the employee's job.

Any leave taken by an eligible employee for one or more of these reasons will be counted against the employee's annual FMLA leave entitlement.

(B) Leave Year. For the purpose of this policy, the leave year within which an eligible employee may take his or her twelve (12) weeks of FMLA leave means the twelve (12) month period beginning on the date the employee first takes leave for any of the reasons set forth previously.

(C) Request for FMLA. An employee must provide the University with sufficient information to support a determination that the leave qualifies as FMLA leave. FMLA Leave Request Forms are available from the Office of Human Resources. When possible, requests for a leave qualifying as FMLA Leave must be made at least thirty (30) days prior to the first date of the requested leave. If the need for a leave qualifying as FMLA leave is not foreseeable thirty (30) days in advance, an employee must request the leave as soon as the need for the leave becomes foreseeable.

(D) Medical Certification. Family Medical Leave must be supported by certification from a health care provider. If employees are absent from work because of their own medical condition or the medical condition of a family member, employees must have their health care provider complete the Medical Certificate which is available from the Office of Human Resources.

(E) Medical Certification for Intermittent Leave. If an employee requires intermittent FMLA

leave, the need for such a leave must be supported by the Medical Certificate completed by a health care provider (see Medical Certification above). Each time the employee is absent as part of the intermittent leave, the employee must provide the University with a note from the person providing treatment that the employee was absent from work for the reason set forth in the original Medical Certificate.

(F) Verification of Certification. If the University has reason to doubt the validity of medical certification provided by the employee, the University may require second and third medical opinions in accordance with the Family and Medical Leave Act of 1993. The University shall bear the cost of such opinions. Additionally, the University may require subsequent recertification from the employee on a reasonable basis.

(G) Exhaustion of Sick and Vacation Days as Part of Leave. Employees are required to use, at the beginning of an FMLA leave, all unused and earned vacation and sick leave. All earned sick and vacation days used will also count as part of the twelve (12) week leave period available to employees.

(H) Pay During FMLA. All FMLA leaves are unpaid, to the extent not covered by a paid leave policy.

(I) Group Medical Insurance. The University will continue to pay the employer's share of the cost of the health insurance during the initial twelve (12) week period. The employee must contact the Office of Human Resources for additional details and the procedure for payment of the employee's share for group insurance plans.

(J) End of Leave. Upon completion of the leave period, an employee will be required to submit a "fitness for duty certification" from the health care provider. This certificate should be submitted to the Office of Human Resources prior to the end of the leave period and before the employee may return to work. Two weeks before an FMLA leave expires, an employee must notify the University of his/her intent to return to work. Employees will be entitled to return to the same or an equivalent position at the end of the leave. Vacation and sick leave will not accrue during the employee's unpaid leave.

3.20 Leaves Without Pay

A full-time Faculty Member desiring a leave without pay should apply early to the Department Chair/School Dean, usually at the beginning of the second semester of the preceding academic year. No leave applications will be considered by the Provost without the recommendation of the Department Chair and the School Dean, who should consider the following questions before recommending a leave:

(A) Has the Faculty Member contributed to the Department and the University in such a positive way that the Department/School wants to encourage his or her return as a Faculty Member?

(B) Is it possible to obtain an effective teaching replacement for the period of the leave?

The University will not pay for employee benefits for Faculty Members while they are on leave without pay. They may arrange with the Office of Human Resources, however, to maintain their insurance coverage at their expense. Premium payments to TIAA-CREF by both the University and the Faculty Member shall be suspended during the period of the leave. Time spent on leave without pay will not be counted in computing years of service that apply toward eligibility for promotion and tenure. When a Faculty Member returns from an unpaid leave, his or her salary may be adjusted to include any merit increase that has been given during the leave.

3.21 Sabbatical Leaves

After five years of continuous service, a full-time Faculty Member may apply for a sabbatical leave to be taken following the sixth year, for one (1) semester at full salary or two (2) semesters at half salary. Applications for a sabbatical leave are available on the Internal Grants and Faculty Resources channels on MyUIndy or from the President or the Office of the Provost and Vice President for Academic Affairs. Proposals are reviewed by the Department Chairs, School Deans, Provost and Vice President for Academic Affairs, and the Sabbaticals and Grants Committee. Sabbatical Leaves are awarded by the Sabbaticals and Grants Committee.

*See Grants Channel for required Cover Sheet and Request for Proposal (RFP) which includes additional information and application instructions.

The following items are a part of the sabbatical policy at the University of Indianapolis:

- (A) The applicant must have served as a full-time Faculty Member continuously at the University of Indianapolis.
- (B) Salary or other remuneration, other than fellowships or scholarships, shall not be accepted by a Faculty Member on sabbatical leave.
- (C) Faculty Members granted sabbaticals are required to give a minimum of two (2) years of service to the University following the sabbatical leave. If such is not done, the member is then under obligation to return a proportionate share of the salary for the period of service not rendered.
- (D) Items bearing significantly on the approval of the sabbatical requests include:
 - (1) the institution to be attended (if any) and the nature and purpose of the work to be undertaken:
 - (2) the nature and purpose of proposed travel, places to be visited, and the relevance of such travel to teaching assignments. In each case, it is incumbent upon the applicant satisfactorily to describe in detail the worth of the experience, personally, professionally, and to the University. General statements will not be adequate to deserve consideration.
- (E) Requests for sabbatical leaves should be submitted to the Grants Office by the fourth

Monday in October preceding September of the year for which the leave is being requested. The Grants Office will collect and distribute all leave requests to the Sabbatical and Grants Committee.

(F) Following the leave, the Faculty Member will present a written report to the Provost outlining the activities and accomplishments of the period of time away from the campus.

(G) Faculty Members on sabbatical leave will participate in the retirement program and will have their Faculty benefits paid by the University as usual. Time spent on sabbatical leave will be counted in computing years of service that apply toward eligibility for promotion and tenure.

(H) A sabbatical proposal must include detailed statements of purpose and plan. Each proposal is reviewed by the Department Chair, School Dean, Sabbaticals and Grants Committee, and the Provost. Sabbatical leaves are granted by the Board of Trustees on the recommendation of the President.

3.22 Faculty Development Opportunities

3.22.1 Summer Research Grant. The Summer Research Grant guidelines are based on the following definition of research: A careful, systematic study and/or investigation in some field of knowledge. It is undertaken to establish facts, principles or to gain new knowledge, insight, or skill. A maximum of six Summer Research Grants are available each year. Proposals are reviewed by the Department Chairs, School Deans, Provost and Vice President for Academic Affairs, and the Sabbaticals and Grants Committee. The Summer Research Grant is awarded by the Sabbaticals and Grants Committee.

*See Grants Channel for required Cover Sheet and Request for Proposal (RFP) which includes additional information and application instructions.

3.22.2 Interdisciplinary Team Teaching Grant. A maximum of two Interdisciplinary Team Teaching grants are available each year. Two faculty members in different disciplines can each receive full load credit for jointly teaching a course that derives its content from the two disciplines. Proposals should describe the nature and content of the course and present a rationale for the team-teaching format. Proposals are reviewed by the Department Chairs, School Deans, Provost and Vice President for Academic Affairs, and the Sabbaticals and Grants Committee. The Team Teaching Grant is awarded by the Sabbaticals and Grants Committee.

*See Grants Channel for required Cover Sheet and Request for Proposal (RFP) which includes additional information and application instructions.

3.22.3 Zervas Travel Grant. *Summary Statement:* Zervas Travel Grants were endowed by the late Dr. Leon G. Zervas to provide Faculty enrichment through cross-cultural international travel. Each year a number of grants are made in varying amounts. Proposals are reviewed by the Department Chairs, School Deans, Provost and Vice President for Academic Affairs, and the

Sabbaticals and Grants Committee. The Zerfas Travel Grant is awarded by the Sabbaticals and Grants Committee.

*See Grants Channel for required Cover Sheet and Request for Proposal (RFP) which includes additional information and application instructions.

3.22.4 Faculty Development Funds Usage Policy. The University provides a Faculty Development Subsidy for full-time ranked Faculty Members for expenses related to attendance at professional conferences and memberships in professional organizations, as departmental budgets permit. Faculty Members pursuing advanced degrees may combine this subsidy with funds from the Provost and Vice President for Academic Affairs' account (see below for more information) for tuition support with the approval of their Department Chair, Dean, and the Provost. Faculty Members who have completed a terminal degree may combine these two subsidies to pursue post-terminal degree work where such work would promote the goals and aims of their department/school again with the approval of their Department Chair, Dean, and the Provost. Tuition assistance at the graduate level is subject to employment taxes. Reimbursement will be made through the payroll system during normal monthly payroll cycles. Procedures for obtaining reimbursement for the cost of attending professional conferences are found in the Faculty *Guidebook*. The procedure for payment of memberships includes having each dues notice accompanied by a miscellaneous expenses voucher, being submitted to the Department Chair, then to the College/School Dean.

Approved faculty development activities may include: travel to and participation in international, national, regional, state or local conferences; attendance at professional workshops, memberships to professional organizations and professional materials (books, journal subscriptions). Note: Faculty members are responsible for expenses beyond their faculty development approved amount. Faculty development funds may NOT be used to purchase electronic devices, technology or appliances (such as, but not limited to: tablets, smart phones, refrigerators, coffee makers, computer hardware and software, or other technology devices as yet not developed).

In rare cases the Provost may allow for other uses of faculty development funds. A faculty member seeking such an exception should write a letter of petition to the provost stating the nature of the expenditure and present a justification for the exception. This request must be accompanied by a letter of support from the faculty member's chair/director and dean.

Faculty may also receive funding for presenting at professional meetings (expenses paid up to \$900.00 annually) from the Provost and Vice President for Academic Affairs' account. In no case should participation cause absence from more than two (2) class sessions in any given course. Note: Faculty members are responsible for expenses beyond their faculty development approved amount. Procedures for obtaining reimbursement for the cost of attending professional conferences are found in the Faculty *Guidebook*.

3.23 Administrative Leaves

Administrative leaves are available to Administrators. An administrative leave proposal

will be reviewed by the applicant's immediate supervisor and/or the President. For more information about these leave programs, please contact the Office of the Provost.

3.24 Statutory Benefits

3.24.1 Workers' Compensation Policy. The University provides workers' compensation coverage for employees in accordance with the laws of the State of Indiana. Employees are required to report job-related illnesses or injuries to their supervisor and the Office of Human Resources immediately and complete an accident/injury form as soon as is feasible after an accident or injury occurs.

Employees who are injured in the course of employment and who are absent from work as a result of the injury will be paid in accordance with the provisions of the Indiana Worker's Compensation Law. Employees may elect to use accrued sick leave to supplement their weekly compensation. Faculty should consult the Faculty *Guidebook* for procedures for reporting on-the-job injuries.

Employees who are injured on the job may be provided with temporary job modifications to allow them to return to work. The job modification must be based on medical restrictions that are directly attributable to the injury. The majority of job modifications will be temporary and can be made within the employee's work area. These modifications are made in an effort to assist the employee to resume his/her regular job duties as soon as medically possible.

3.24.2 Social Security. The University provides social security insurance in accordance with the laws of the United States. For details concerning coverage and benefits, contact the Office of Human Resources.

3.24.3 Unemployment Compensation. The University provides unemployment insurance coverage for employees in accordance with the laws of the State of Indiana.

3.24.4 Health Insurance Continuation (COBRA). The Consolidated Omnibus Budget Reconciliation Act of 1985 requires employers who employ 20 or more employees to offer their employees and dependents that would otherwise lose group health coverage for reasons other than gross misconduct the option of purchasing continuation health coverage. To continue coverage, the individual must pay the full cost of the monthly premium plus a 2% administration fee.

3.25 Benefits Carried by the University

The following benefits are available to University employees. Details on each benefit and eligibility information can be obtained from the Human Resources Office:

- Health Insurance
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Long-term Disability Benefits
- Flexible Benefit Program

- Unemployment Compensation
- Dental Insurance
- Personal Cancer Indemnity and Personal Short-term Disability Plans
- Regular Retirement Annuity
- Supplemental Retirement Annuity

3.26 Other Benefits

3.26.1 Direct Deposit. The University of Indianapolis is required by law to make certain deductions from an employee's paycheck. These include FICA (Social Security and Medicare) and withholding for Federal, State, and County taxes. Direct payroll deposit is mandatory for all new employees hired on or after February 1, 2004 and is a free service. It allows an employee to deposit his/her paycheck directly into banks and credit unions on payday. Forms for direct deposit are available from the Payroll Office and the Office of Human Resources.

3.26.2 Pay Distribution. Pay statements are sealed for confidentiality prior to distribution via campus mail. Faculty Members are paid on the 25th of each month for the current month's work. However, when the 25th falls on a weekend or a holiday, pay day is usually the day before. The University does not provide pay advances or cash advances.

3.26.3 Tuition Discount. Full tuition is provided for full-time employees and their spouses (or same-sex domestic partners) who enroll at the University of Indianapolis for undergraduate courses. Employees, spouses (or same-sex domestic partners), and their children pursuing an *initial* undergraduate degree are encouraged to apply annually for the Federal Pell Grant by completing the Free Application for Federal Student Aid (FAFSA) and the University of Indianapolis Financial Aid Application.

Full tuition is provided for full-time employees and one-half tuition is provided for their spouses (or same-sex domestic partners) who enroll in master's degree courses. The policy does not apply to doctoral programs. The Faculty/Staff Discount is available to dependent children only until the first baccalaureate degree is earned.

Full tuition is granted for undergraduate courses to natural or adoptive children or step-children of full-time employees if they meet **ALL** the criteria below:

- Were born on or after January 1 (please contact HR for specific year, since it changes annually);
- Have never been married;
- Are not a veteran of the U.S. Armed Forces;
- Have not received their first baccalaureate degree;
- Do not have children of their own for whom student provides more than half support;
- Filed the Free Application for Federal Student Aid (FAFSA) and the University Financial Aid application by March of each year and meet the state's edit deadline, if the student receives an edit letter from the State Student Assistance Commission of Indiana.

A 25% tuition discount is available to part-time employees and their spouses (or same-sex domestic partner) who enroll in undergraduate courses. This 25% discount is also available to children of part-time employees, provided they meet all the criteria listed above. A one (1) year waiting period is required before this benefit is available. Hourly employees must work at least twenty (20) hours per week, ten (10) months a year to be eligible. Adjunct faculty members must have taught six (6) credit hours during the preceding academic year and be currently teaching (academic year) to be eligible. A 12.5% tuition discount is available for part-time employees and their spouses (or same-sex domestic partner) who enroll in master's degree courses.

Employees may enroll in any class that does not interfere with the work schedule. Employees who work the regular 8:00 a.m. to 4:30 p.m. schedule may use only the 11:00 a.m., 12:00 noon, or 1:00 p.m. class periods to attend a class. Attendance at one of these hours will substitute for the employee's lunch break. Special consideration may be given if the class desired is not offered in the extended programs division.

The opportunity to attend classes during the scheduled work hours is a privilege and not a right. The work requirements of the department, the employee's job performance, etc., may affect the decision for approval.

An employee who separates from employment with the University prior to the last day of the semester will receive a prorated tuition discount benefit for themselves and all eligible dependents enrolled for the semester. The former employee will be responsible for paying any unpaid balance of the tuition in full.

An unmarried dependent child of a deceased employee, who was eligible at the time of the employee's death, is eligible for tuition discount benefits. The tuition discount benefit will be defined as the discount the dependent children were eligible for at the time of the employee's death.

3.26.4 Tuition Exchange. The University of Indianapolis currently participates in three programs that provide opportunities for dependent, undergraduate children of full-time Faculty and staff to attend various institutions across the country and receive, in most cases, full tuition benefits for up to four years.

(A) When the colleges affiliated with the Evangelical United Brethren Church entered into an agreement to provide full tuition remission for children of Faculty and Staff who elected to attend one of six participating colleges. The most active participants have been the University of Indianapolis and North Central College.

(B) The University participates in the **Council of Independent Colleges Tuition Exchange Program (CIC-TEP)**. More than 300 colleges participate in this program. The University is not limited to a specific number of students that we may export; however, each host college is limited to enrolling only three new exchange students in any one year.

(C) The University is a member of **The Tuition Exchange Program** that includes more than

400 member institutions. Under this program, we may not export significantly more students than we import from other colleges. Because we have exported more students than we have imported in recent years, our ability to export students and the number we may export is reevaluated each year. Employees hired after January 1, 1999 may not utilize this program until they have completed at least five years of full-time service. Furthermore, in a year when there are more applicants than the University is permitted to export, cumulative seniority as a full-time employee at the University will be used to determine eligibility for this program. If an employee's dependent is not exported due to limitations, the employee may reapply for the tuition exchange benefit in the following year and be considered on the basis of seniority amongst the new applicants. Decisions about the University's eligibility to export new students are generally made in November of the year preceding enrollment.

3.26.5 Campus Parking. All employees of the University of Indianapolis must register their vehicles and display a valid permit on the passenger side, bottom corner of the front windshield on each motor vehicle driven on campus. Registration is free of charge to Faculty and employees. The registration decal allows Faculty and employees to park in designated parking lots as well as general parking areas on campus. All employees may obtain their parking decals from the Campus Police Department. Current license plate information and the University of Indianapolis identification cards are required for registration. All employees are subject to campus motor vehicle regulations and procedures. The University is not responsible for theft or damage to vehicles while in the parking lots.

3.27 Discounts and Services

3.27.1 Bookstore Discount. The University Bookstore offers a wide variety of books and materials directly related to University of Indianapolis courses. In addition to books, the Bookstore stocks office supplies, computer software, and University of Indianapolis imprinted clothing. Employees receive a discount on all personal clothing, gift and supply purchases. Personal purchases are those for use by members of the immediately family. The discount also applies to the purchase of tradebooks but does not apply to computer software or textbooks.

3.27.2 Accounting Office. The Accounting Office will cash personal checks for employees. Employees may also purchase postage stamps, pay student fees, pay University Police-issued traffic and parking fines, and make deposits for department and other University-related organizations.

3.27.3 Technology Loan Program. The Technology Loan Program offers full-time employees the opportunity to purchase a new computer system for their personal use with an interest-free loan. The maximum loan amount is \$2,500, which must be repaid in full over a 24-month period. Following acceptance of the loan, the University will begin withholding funds from the employee's payroll check for the next 24 months. Employees are free to purchase the computer system from any store or source. Any outstanding loan balance must be repaid in full prior to termination. The University reserves the right to withhold any remaining balance from the employee's final payroll check. Interested full-time employees with a minimum of four (4) months of service should contact the Controller in the Accounting Office for complete details.

3.27.4 Ruth Lilly Center for Health and Fitness. Employees and their immediate family members are welcome to use the Ruth Lilly Center free of charge, subject to regulations and schedules issued by the Department of Athletics, provided such use does not interfere with classes, intercollegiate or intramural activities, or other scheduled events. Proper attire and footwear are required to use the facility. Each family member must display their individual ID card for admittance to the Center. Family members' ID cards may be obtained at the Ruth Lilly Center Office. For specific information, including available hours and events, contact the Ruth Lilly Center for Health and Fitness.

3.27.5 Krannert Memorial Library. The library houses a collection of books, periodicals, and audiovisual materials. In addition, a large collection of databases offers access to full-text articles. Material not readily available can be borrowed through the Interlibrary Loan Department. The University Archives, also located within the library, houses the University records. All library services are available to all employees of the University, subject to the general regulations which may be obtained at the Circulation Desk, or on its MyUIndy website. If employment is terminated, all books must be returned prior to issuance of the final payroll check.

3.28 Same-Sex Domestic Partner Benefits Policy

3.28.1 Eligibility. To be eligible for same sex domestic partner benefits at the University of Indianapolis, the employee shall submit an Affidavit of Same-sex Domestic Partnership attesting that the employee and same-sex domestic partner are:

- the same sex as the employee;
- eighteen (18) years of age or older;
- not legally married to another individual;
- not related by blood closer than would bar marriage in the State of Indiana;
- mentally competent to consent to contract;
- living together as a couple in a shared residence and intend to live together indefinitely;
- in a relationship that has been in existence for six (6) consecutive months or more and have shared a residence for six (6) consecutive months or more.

Children (biological, adopted, or qualified legal wards) of a qualified same-sex domestic partner are eligible if they meet the same eligibility requirements as children of the employee or employee's spouse with regard to age and/or disabled child eligibility. Eligibility for medical insurance for all dependent children terminates at the end of the month in which the child reaches age 26 provided the child is not eligible for his/her employer's medical plan.

3.28.2 Applicable Benefits. The following benefits will be extended to qualified same-sex domestic partners and their eligible children:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Faculty/Staff Tuition Discount

Personnel policies for Staff employees:

- Funeral Leave
- Sick Leave
- Family and Medical Leave Act (FMLA)

3.28.3 Domestic Partner Registration. In order for an employee to engage domestic partner benefits, he/she will need to register the domestic partnership with the University. In order to register:

- (1) request an “Affidavit of Same-Sex Domestic Partnership” form from the Office of Human Resources or download it from the University website;
- (2) request a “SameSex Domestic Partnership Tax Status” form from the Office of Human Resources or download it from the University website;
- (3) consult an attorney and tax advisor concerning any legal obligations that may be created by the affidavit;
- (4) submit the forms to the Office of Human Resources.

Employees may apply for same-sex domestic partner benefits throughout the year; however, enrollment in benefit plans is subject to the same enrollment periods as those of a spouse and/or children of the employee.

Domestic partner application and information on file will be kept confidential; however, information may be shared within the University and with plan administrators on a need-to-know basis in order to administer benefits, make appropriate payroll deductions, and assess taxes on benefits when required. Additionally, information may be made available as required by law or the courts.

3.28.4 Tax Information. Employees who are considering applying for same sex domestic partner benefits should be aware that they may experience significant tax consequences. This document is not specific legal or tax advice and, therefore, employees considering same sex domestic partner benefits are advised to consult their tax advisor.

In general, both the University’s and employee’s cost of providing same sex domestic partner benefits is considered taxable income by the IRS. When an employee enrolls a same sex domestic partner or the partner’s child in a University-sponsored medical plan, the employee’s contribution and the University’s contribution for that coverage are the same as for a spouse and spouse’s child. However, due to IRS regulations, these contributions are taxable income and will be added to the employee’s pay as additional wages. This will be reported on the employee’s annual Form W-2 and increases the employee's taxable gross income for Federal and State income taxes as well as for FICA (Social Security and Medicare) taxes withheld from paychecks. The amount of the additional taxable income depends upon the plan in which the

employee is enrolled and the resulting level of coverage (employee/spouse, employee/child, family).

3.28.5 Termination of a Domestic Partnership. Employees who have obtained same-sex domestic partner benefits must notify the University within thirty (30) days of the termination of the partnership by submitting a “Termination of Domestic Partnership” form to the Office of Human Resources. Benefit plan eligibility for the domestic partner and children of the partner ends on the day of the termination of the partnership. Failure to notify the University may result in liability for claims paid for ineligible services and disciplinary action (including cancellation of the employee's health plan coverage or termination of employment). In addition, failure to provide timely notice to the University jeopardizes COBRA health care continuation coverage for the domestic partner.

3.28.6 COBRA. Although Federal law does not require the University to provide COBRA health care continuation coverage, the University will provide such coverage under the same terms that would apply to a employee's spouse and children. A qualified same-sex domestic partner and/or children of the domestic partner enrolled in a University-sponsored health plan have 60 days from the date that eligibility for coverage ends to enroll in COBRA coverage.

For questions about domestic partner benefits, contact the University’s Office of Human Resources.

3.29 Personnel Records

3.29.1 Access to Personnel Records. Personnel records are available to members of the Board of Trustees, the administration and its agents, and others as necessary to allow the University to comply with the law and with standard business practices. Chairs and Deans may examine the personnel files of Faculty Members in their own departments or schools only.

Faculty Members may review from their own personnel files, on request and in the presence of a designated University official, copies of vitae and official transcripts of academic work, placement papers if not confidential (such as letters of recommendation), correspondence with University officials, salary information, and performance evaluations and appraisals that have previously been discussed with the Faculty Member.

Access to any other materials in one’s personnel file may be provided at the discretion of the Provost or the appropriate Dean or Program Director, applying the “fair and reasonable accommodation” doctrine.

A Faculty Member may submit and have inserted into the personnel file a statement that clarifies any material in the file he or she believes is inaccurate. Such clarification shall be maintained so long as the disputed material is maintained.

3.29.2 Maintenance of Personnel Records. It is the responsibility of each Faculty Member who completes a degree while he/she is employed at the University of Indianapolis to have an official transcript, which includes the date on which the degree was conferred, sent to the Office

of the Provost. It is also required that Faculty Members notify the same office of any address changes or any other changes related to personnel records so that such information may be kept current. Changes of status that affect employee benefits shall be reported to the Office of Human Resources.

3.3 Salary Pay Arrangement Policy. Except as otherwise provided in this Salary Pay Arrangement Policy (“Policy”), faculty members (other than adjunct faculty members) shall receive their pay in twelve (12) equal installments over the period beginning with the first payroll in September and ending twelve (12) months thereafter. A faculty member who has a separation from service from the University (including voluntary or involuntary termination of employment for any reason, retirement, or death) shall be paid according to (1) or (2) as follows:

(1) If the faculty member's separation from service occurs at or following the end of the contract employment dates, but prior to the expiration of the twelve (12) month period described above, the faculty member shall continue to receive his or her pay in equal installments through the remainder of the twelve (12) month period. Participation in the University of Indianapolis Group Medical Plan and the University of Indianapolis Defined Contribution Retirement Plan shall likewise continue through the remainder of the twelve (12) month period, as provided in the applicable plan documents.

(2) If the faculty member's separation from service occurs prior to the end of the contract employment dates, all amounts earned but unpaid as of the date of separation from service shall be paid in a single lump sum on the pay date next following separation from service. Participation in any University benefit plans shall terminate upon separation from service as provided in the applicable plan documents.

This Policy is revised effective January 1, 2012.

SECTION 4: ACADEMIC POLICIES

4.1 Faculty Schedules

The schedules of individual Faculty Members are planned by the Chair or Dean in consultation with the Faculty Member and are subject to review by the School Dean and the Provost. No course shall be rescheduled or relocated without the approval of the University Registrar. Early in the semester each Faculty Member shall file electronic copies of his/her schedule, including office hours, with the Provost.

4.2 Class Sessions

Classes shall begin promptly and be dismissed at the scheduled time. Late beginning and early dismissal deprive students of instruction for which they have paid and that they have a right to expect. Early dismissal causes confusion in the halls and disturbs other classes. Late dismissal delays the availability of the room for another class and causes Faculty Members and students to be late to their next classes.

4.3 Syllabi

The Faculty shall prepare a syllabus for each course being taught. The exact form will vary with the nature of the course, but, as a rule, a syllabus should describe the instructor's objectives, expectations, teaching methods, testing procedures, and grading system and include a schedule of assignments and due dates for papers, laboratory exercises, or other projects, and test dates (please refer to the Faculty *Guidebook* for details on suggested syllabus contents). Syllabi should be distributed to students during the first class session; soon thereafter, one electronic copy shall be filed with the Chair or Dean and another with the Office of the Registrar.

4.4 Faculty Attendance

Faculty Members are expected to meet with their classes as scheduled. If a Faculty Member unexpectedly finds it necessary to be absent or tardy, the Chair or Dean shall be notified so that the class can be covered or an appropriate notice posted. An "Absence from Campus/Attendance at Professional Meeting" form should be filed after such unexpected absences. A copy of this form is available in Faculty *Guidebook*.

A Faculty Member who plans to attend a professional meeting or miss classes for other reasons shall file an "Absence from Campus/Attendance at Professional Meeting" form in advance to obtain the approval of the Department Chair, the School Dean, and the Provost.

The absence form serves a number of functions. First, it provides a record of legitimate or unavoidable Faculty absences from class, which is useful in cases in which students or their parents question whether absence has been excessive. Second, it provides an advance mechanism for requesting eventual reimbursement of expenses, thereby avoiding any misunderstandings about whether reimbursement is available. Third, it provides a record of

travel undertaken as part of one's University employment and may be useful in establishing responsibility for health care or other costs related to on-the-job injuries that might occur in the course of the travel.

4.5 Student Attendance

No instructor is required to take attendance in his or her courses. However, in order for the University to comply with Federal and State regulations regarding Title IV funds and other financial aid benefits, instructors may be contacted by the Office of the Registrar or Financial Aid to determine if a student attended a particular course and his/her last day of attendance.

4.5.1 Last Day of Attendance. Federal regulations require documentation of a student's attendance in order to be in compliance with Title IV programs. If the University of Indianapolis is unable to verify any attendance, all aid must be returned to the aid programs. In order to follow up and maintain compliance with Federal policies, instructors should be prepared to submit information concerning the last date of attendance, when a grade of F, FN (failing, never attended), IN (incomplete) or WN (administrative withdrawal) is submitted to the Registrar.

The determination of the student's last day of attendance can be based on an event that the University routinely monitors and must be confirmed by an employee of the school, typically an instructor. Acceptable forms of such documentation are exams and other assessments, records of attendance, tutorials, class assignments, computer-assisted instruction, online participation in a class discussion or forum, or other course-related activity. Spaces for recording last dates of attendance are provided on class grade rosters or on other forms available in the Office of the Registrar or on the University of Indianapolis website.

4.5.2 Class Attendance Policy. Class attendance is an important part of the academic process. Students are expected to attend classes regularly and to manage their schedules in order to meet the demands of their courses and other activities. In addition to jeopardizing course grades, failure to attend classes may adversely affect a student's financial aid, eligibility for athletic competition, or other co-curricular programs. An instructor establishes, publishes, and enforces attendance policies for each course. An instructor may request reasonable documentation or verification of claims regarding absences and may initiate an administrative withdrawal of a student from a course because of excessive absences.

Sometimes students will miss classes due to their involvement in University-sanctioned activities such as athletic or speech contests, theatre or musical performances, or academic field trips. Students engaged in such activities are responsible for alerting their instructors in advance of their absences. Students are likewise responsible for arranging makeup work, assignments, and tests to be completed prior to the absence or immediately upon return to class, at the discretion of the instructor. An instructor is expected to make reasonable accommodations for makeup work for students engaged in such activities. It is expected that coaches, the Athletic Department, or the supervisor of the extracurricular activity will provide course instructors with information about the student's availability and commitments before the student engages in the approved activity.

Students should report absences due to illness directly to the instructor and arrange to make up work and tests. The Student Health Center does not issue “sick notes” nor does it verify the extent of an illness or the appropriateness of a student’s absences. However, the Center can provide verification of an office visit or other appointments. If students are children of employees of the University with a health insurance plan, they may visit the Koval Nursing Center that can issue prescriptions.

Funerals, jury duty, and military duty, while not University-sponsored activities, are nonetheless reasonable absences, and students should be afforded the same consideration given to those involved in sanctioned activities. It is the student’s responsibility to manage his or her own schedule and to meet the requirements of the course while minimizing the impact of absences required by participation in these activities.

4.5.3 Administrative Withdrawal. The administrative withdrawal policy was implemented to identify students who have excessive absences. The term *excessive absences* is equivalent to two consecutive weeks of absences from a course in a 15-week semester without notifying the instructor. Students who are identified as having excessive absences may be administratively withdrawn from the course by the instructor. The *Administrative Withdrawal Form* is available from the Registrar’s Office. A *last attend date* must be reported on that form (see Section 4.5.1 for details). No *Administrative Withdrawal Forms* will be processed after the stated last day to withdraw for each term or part of term. No withdrawals are permitted after that date (see academic calendar for specific dates).

The deadlines for official administrative withdrawal are as follows:

Semester I or II: Administrative withdrawal permitted up to and including *Friday of the tenth week of the semester*. No administrative withdrawals are permitted after that date (see academic calendar for specific dates).

Spring Term: Administrative withdrawal permitted up to and including *Monday of the second week of Spring Term* (see academic calendar for specific dates).

Summer sessions, workshops, accelerated terms, and accelerated classes within regular semesters: Administrative withdrawal permitted up to and including sixty percent of the term:

- **14-week summer session courses:** Friday of the eighth week of the term
- **7-week summer session courses:** Friday of the fourth week of the term
- **Accelerated courses (5 weeks):** Friday of the third week of the term
- **Accelerated courses (10 weeks):** Friday of the sixth week of the term

Faculty should consult with the Office of the Registrar, the School for Adult Learning, or their graduate program office regarding the administrative withdrawal deadline, if their course falls within a different part of term or format.

To help students understand any attendance policies for a course, instructors should include in each course syllabus a clear statement of attendance expectations and policies.

4.6 Grades. The University uses a 4.0 grading system. In addition to the grades A, B, C, D, and F (including pluses and minuses), there are FN (failing—never attended class), S

(satisfactory), P (passing), CR (credit), MP (math proficiency) and MN (math proficiency not met) designations. The point values of plus and minus grades are used in calculating grade point averages. A variety of other designations are used to record students' status regarding audits, withdrawals, proficiencies, and deficiencies:

1. a "DE" (deferred) grade is submitted in courses having requirements that normally extend beyond the end of the semester (e.g., research/thesis projects and some internships, practica, or student teaching assignments);
2. an "IN" (incomplete) grade may be submitted when a student has not completed all work required for a course. The remaining work must be completed within six (6) months of the time the incomplete grade was submitted or within a time frame established by the instructor. If the work is not completed in the prescribed time, the University Registrar will record a grade of "F" for the course;
3. the "IP" (in progress) grade is to be used only for graduate students working on theses or dissertations.

Any Faculty Member who gives a DE or IN grade must submit an "Incomplete/Deferred Grade Form" outlining any requirements for completion of the course and stating the expected completion date. A section at the bottom of the form will be used at a later date for submission of the final grade for the course. One copy of this form will be retained by the Faculty Member, another copy will be sent to the student, and a final copy will be placed in the student's folder in the Office of the Registrar or the appropriate graduate office.

Class lists and a mechanism for submitting midterm and final grades are provided on the University's website. Midterm grades are required for all full-term undergraduate courses. Term grades that have been reported will be changed only if an error has been made by the instructor. The change must be requested by the instructor and approved by the appropriate Dean using a form that is available on the Registrar's website.

4.7 Final Examinations

The University Registrar issues a final examination schedule for all undergraduate full-term courses. An instructor is expected to use the final examination time slot, if not for testing then for other instruction. No undergraduate final examinations are to be given before Exam Week.

4.8 Posthumous Degree Policy [this Section was approved by the Faculty on 8-26-10]

In the event that a University of Indianapolis student passes away while in pursuit of a degree, a posthumous degree may be awarded in recognition of the student's academic achievement, if the following criteria are met:

- (A) The deceased student was enrolled in the University of Indianapolis and in good standing at the time of the illness or event that resulted in the student's death.

(B) The deceased student's cause of death was not due to the student's participation in any unlawful activity.

(C) A student working toward an associate degree must have successfully completed at least 50 credit hours.

(D) A baccalaureate student must have achieved senior status (at least 92 earned hours), declared a major, and completed at least one half of the requirements for the major that will be recorded on the permanent record.

(E) A graduate student must have been near completion of dissertation, thesis, or other capstone requirement.

4.8.1 Posthumous Degree Procedures

(A) University staff members, family or friends of the deceased may contact a Faculty Member in the student's department or the Office of the Registrar to request awarding of a posthumous degree.

(B) The Registrar reviews the student's record in consultation with the department Chair or major program Director, the student's advisor, and the student's current instructors to determine if the student met the criteria for the posthumous award.

(C) On behalf of the student, the Registrar completes the Application for Graduation.

(D) The Faculty vote to confer the degree (with the support of the Board of Trustees).

(E) The Registrar notifies the individual who made the original request.

If the posthumous degree is approved:

(F) The deceased student's name will be listed in the next commencement program, parenthetically noted "Posthumous."

(G) On the diploma and transcript the words "Awarded Posthumously" will be printed.

(H) The diploma will be presented during commencement exercises, or if presentation is not appropriate, the diploma may be mailed from the Registrar's Office with an appropriate letter to the family.

4.8.2 Posthumous Certificate. In situations where the student did not meet the above requirements for a degree but was in good standing while attending the University of Indianapolis, a posthumous certificate may be awarded (if the family wishes). Consent for certificates will be given with the approval of the Provost.

4.9 Academic Calendar

The academic year consists of two 16-week semesters, a three-week Spring Term (offered during May), and two summer terms. Spring Term courses maintain an interdisciplinary, creative, innovative focus that justifies the time-intensive format. Although the majority of courses fit within the standard semester offerings, instructors should always refer to specific course listings by term to determine the exact start and end dates for each offering.

4.10 Tutoring by Instructors

Tutoring of University of Indianapolis students by University of Indianapolis instructors for compensation is prohibited.

4.11 Research Involving Human Participants

The University of Indianapolis fosters a research environment that promotes the respect for the rights and welfare of individuals recruited for, or participating in, research conducted by or under the auspices of the University. In the review and conduct of research, actions by the University will be guided by the principles set forth in the Ethical Principles and Guidelines for the Protection of Human Subjects of Research (often referred to as the Belmont Report) and will be performed in accordance with the Department of Health and Human Services (HHS), policy and regulations at 45 CFR 46, and the Federal Policy for the Protection of Human Subjects (also known as the “Common Rule”).

To fulfill this responsibility effectively, the University maintains a registered Institutional Review Board (IRB) to review research protocols involving human participants and to evaluate both risk and protection against risk for those participants. For further information, contact the IRB Office or review its Policy and Procedure Manual on the IRB website.

Research involving human participants must be approved by the University of Indianapolis Institutional Review Board:

- research is defined as “a systematic investigation designed to develop or contribute to generalizable knowledge” (45 CFR 46.102[d]);
- human participant is defined as “a living individual about whom an investigator obtains data or private, identifiable information” (45 CFR 46.102[f]).

The University of Indianapolis requires that all principal investigators and research team members complete human protections training.

4.12 Intellectual Property Policy

With the increased development of scholarly and creative works on campus, it is recognized that there is a need to outline policies for intellectual property created within the University. The Office of Grants and Sponsored Programs defines the framework for ownership of the

various rights associated with inventions, copyrightable works, and other creative products of scholarship. While marketable intellectual property may result from University activities, the ownership of those rights is dependent upon the specific type of intellectual property involved. The policy is available through the Office of Grants and Sponsored Programs.

4.13 Academic Misconduct

The students, Faculty, and Administrators of the University of Indianapolis commit themselves to the highest level of ethical conduct in academic affairs. The University of Indianapolis, therefore, adopts the following regulations concerning Academic Misconduct to safeguard the academic integrity of the institution. Academic Misconduct includes, but is not limited to, the following circumstances.

4.13.1 Types of Academic Misconduct

(A) Cheating. A student must not cheat in an academic exercise. The University of Indianapolis defines “cheating” generally as obtaining or creating an unfair advantage in any assignment or examination through the use of unauthorized aid, whether given or received. Cheating includes, but is not limited to, the following examples:

- (1) use of external assistance on any “in-class” or “take-home” examination without the instructor’s specific authorization. This prohibition includes, but is not limited to, the unauthorized use of tutors, books, notes, calculators, databases, software, or computers;
- (2) use of another person as a substitute or surrogate in the taking of an examination or quiz;
- (3) theft of examinations or other course materials;
- (4) use or allowance of others to conduct research or to prepare any work for a student without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons;
- (5) submission of a written report or project represented explicitly or implicitly as the student’s individual work when such work was produced in collaboration with one or more other persons;
- (6) use of any unauthorized assistance in a laboratory, at a computer terminal, or on field work;
- (7) work on an examination other than during the time or at a location authorized by the examiner;

(8) submission of work for credit when the same work has been or will be used for credit in another course, without the consent of both instructors;

(9) alteration of a grade or score in any way.

(B) Fabrication. A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

(C) Plagiarism. A student must not adopt or reproduce ideas, words, or statements of another person without giving an appropriate acknowledgment to the source. A student must give due credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

(1) quotes another person's actual words, either oral or written;

(2) paraphrases another person's words, either oral or written;

(3) uses another person's ideas, opinions, or theories; or

(4) cites facts, statistics, or other illustrative material, unless the information is common knowledge.

(D) Interference. A student must not interfere with any other student's opportunity or ability to produce or submit his or her best work on any assignments or examinations. Examples of interference include, but are not limited to, the following:

(1) theft, destruction, alteration, defacement, or mutilation of University or public resources so as to deprive others of information;

(2) giving or offering bribes, promising favors, or making threats with the intention of affecting a grade or the evaluation of academic performance.

(E) Violation of Course Rules. A student must not violate rules as contained in a course syllabus, a professional code of ethics, or other information provided to the student by the course instructor of the University.

(F) Facilitating Academic Dishonesty. A student must not intentionally or knowingly help or attempt to help another student to commit or conceal an act of Academic Misconduct

(G) Abuse of Confidentiality. A student must not use data or unpublished materials belonging to another student or a Faculty member without first obtaining written permission. Students using archival or personal research materials must provide for adequate protection of the privacy of living or recently living subjects. A student must not violate the confidentiality of a patient's or client's records.

4.13.2 Categories of Academic Misconduct. Academic misconduct may be categorized as follows:

1. academic misconduct by a student who is enrolled in a particular course and commits an act of misconduct related to that course;
2. academic misconduct by a student that is not related to a particular course in which the student is enrolled.

4.13.3 Authority. When a student is suspected or alleged to have committed an act of academic misconduct related to a particular course, the Faculty Member or instructor who teaches the course shall have authority to initiate academic misconduct proceedings against the student.

4.13.4 Disciplinary Action. Disciplinary action for a suspected or alleged act of academic misconduct that is unrelated to a particular course in which the student is enrolled shall be governed by the same procedures described below except that (1) the proceedings shall be initiated by the Dean or Director of the student's school or program, and (2) the Dean or Director of the students' school of program shall assume the procedural responsibilities of the Faculty Member or Instructor, as described in this Academic Misconduct Policy and Procedure.

4.13.5 Initiating Actions. When a student is suspected or alleged to have committed an act of academic misconduct, the Faculty Member or instructor who teaches the course, or, where applicable, the Dean or Director of the student's school or program (collectively, the "University representative") shall have authority to initiate academic misconduct proceedings against the student. The *Faculty Report of Academic Misconduct Form* may be found on MyUIndy (Faculty and Employee tabs) and should be completed as part of the process.

(A) The University representative who has information that a student committed an act of academic misconduct related to that course, assignment, examination, or other work that is submitted for a grade or an evaluation shall hold a conference with the student to discuss the matter.

- (1) The University representative shall advise the student of the alleged act of misconduct and the information upon which the allegation is based.
- (2) The student shall be given an opportunity to respond to the allegation of misconduct.

(B) If, following the conference, the University representative concludes that the student committed the suspected or alleged act of academic misconduct, the University representative shall impose an appropriate academic sanction related to the particular course involved.

- (1) An appropriate academic sanction imposed by the University representative for academic misconduct shall include, but not be limited to, any one (1) or a combination of the following:

- (a) the student may be given a lower grade or score for the assignment, course work, or examination, including a failing grade for the course;
- (b) the student may be required to repeat or resubmit any assignment, course work, examination, or paper involved in the act of misconduct;
- (c) the student may be required to complete additional assignments, course work, examination, or papers as a substitute for any assignment, course work, or examination implicated in the act of misconduct;
- (d) the student may be required to withdraw from the course with an appropriate grade of W or F, at the University representative's discretion;
- (e) the student may be sanctioned in a manner other than that set forth above, if deemed appropriate by the University representative, in his or her reasonable discretion;
- (f) an incomplete may be given in the course in the event that a disciplinary matter cannot be resolved before the final grades are due in the Office of the Registrar;
- (g) if a student accused of academic misconduct by a University representative withdraws from the applicable course before completing the academic misconduct disciplinary process (including any appeal of decisions made with respect to the accusation, if initiated), the University will consider the issue of academic misconduct not to have been resolved, and the University representative's accusation of academic misconduct will stand unchallenged. In this event, the University representative may notify and direct the Registrar to change the W (withdrawal) on the student's record to an F (fail), and the student will have no right to appeal such a change in grade ["(g)" was approved by the Faculty on 4-23-09];

- (2) Where an academic sanction results in the recording of a failing grade for the course, the University Registrar shall be notified that the grade was given for academic misconduct. The University Registrar shall record the grade of "F" on the students' permanent academic transcript without any notation concerning the reason for the grade. The Registrar shall, however, establish procedures to ensure that the grade of "F" is not thereafter removed from the transcript in accordance with other academic policies or procedures. A grade resulting from academic misconduct shall be calculated in a determination of the student's grade point average, but the grade alone shall not prevent the student from repeating the same course for credit.

(C) After imposing an academic sanction, the University representative should report the decision promptly, orally and in writing, to the student, the Dean or Director of the student's school or program, and the Provost.

(D) The University representative also shall report the matter promptly to the Dean of Students who may commence disciplinary procedures under the University's Student Social Misconduct Policy if the commencement of such procedures is warranted when the student's academic misconduct is considered in light of the student's social behavior record at the University.

(E) The University representative's written report to those individuals identified in paragraphs C and D above should include the following:

- (1) a statement concerning the nature of the offense;
- (2) the terms of the academic sanction being imposed;
- (3) a statement that the student may submit an appeal of the academic sanction, in a writing setting forth the reasons for the appeal, to the Provost within five (5) days after receiving notice of the University representative's decision;
- (4) a statement that the report is being distributed to the student, the Dean or Director of the student's School or Program, the University Registrar, the Dean of Students, and the Provost;
- (5) a statement that the Dean or Director of the student's School or Program has the authority to impose an additional disciplinary sanction if that person believes that such a sanction is warranted when the student's academic misconduct is considered in the context of the student's prior academic record at the University;
- (6) a statement that the Dean of Students may commence disciplinary proceedings under the University's Student Social Misconduct Policy if the commencement of such proceedings is warranted when the student's academic misconduct is considered in light of the student's prior social behavior record at the University.

4.13.6 Right to Appeal. A student may appeal the academic sanction of the University representative or, where applicable, the Dean or Director of the student's School or Program if:

- the student claims innocence of the act of which he or she is accused;
- the student claims extenuating circumstances; or,
- the student claims unfair treatment by the University representative.

4.13.7 Appeals to the Provost. A student's appeal with respect to an academic decision made or sanction concerning an alleged act of academic misconduct shall be filed as follows:

(A) A student shall initiate his or her appeal of a decision made, or sanction imposed, by submitting to the Provost, within five (5) business days after receiving notice of the academic sanction, a written statement that sets forth all grounds for the appeal.

(B) Generally, a student may appeal (1) the decision that the student committed the act of misconduct, or (2) the sanction imposed.

(C) Spurious appeals may be rejected by the Provost.

(D) The Provost (or designee) may discuss the matter individually with the student and/or the University representative when and if the Provost deems such discussion necessary or appropriate under the circumstances.

(E) In addressing cases of a student's alleged academic misconduct, the Provost, in imposing sanctions, may take into consideration (1) all past documented accusations and/or findings of academic misconduct and/or dishonesty against that student, whether or not an appeal was initiated or completed by the student, and (2) the conclusions of appeals initiated by the student, if any, of such past findings of academic misconduct and/or dishonesty.

(F) The Provost (or designee) shall have the authority to sustain, amend, or reverse any decision concerning the student's act of academic misconduct:

- (1) if the Provost (or designee) concludes that the student did not commit the alleged act of academic misconduct, that person shall set aside the academic sanction(s) imposed;
- (2) if the Provost (or designee) concludes that the student committed the alleged act of academic misconduct, that person may confirm the academic sanction(s) or impose a lesser or greater sanction than that imposed by the University representative.

(G) The Provost (or designee) shall act in a timely manner in deciding an appeal.

(H) The Provost (or designee) shall notify the student and the University representative orally and in writing of his or her decision with respect to the appeal.

(I) The decisions of the Provost (or designee) shall be final.

Additional information regarding the appeals process is available in the *Student Handbook* and from the Provost's Office.

4.14 Grade Appeals Policy and Procedure

4.14.1 General Information. The Grade Appeals Policy is designed to create an orderly and effective means of dealing with disputes between a student and a Faculty Member regarding a grade. Grade disputes involving academic misconduct are addressed in a separate policy.

Course grades assigned by instructors are presumed to be correct. The Faculty Member is accountable for any and all grades assigned to students; therefore, each Faculty Member shall maintain records to support student evaluations and grades. Records on grades, examination papers not returned, etc., should be retained on file for a minimum of six months. It is the responsibility of the student who appeals an assigned grade to demonstrate that an inappropriate grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or the assignment of a grade inconsistent with those assigned other students,

or that a reasonable accommodation for a documented disability was requested and not appropriately provided. Otherwise, the judgment of the instructor is final. It is important to remember that the burden of proof is on the student.

In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved.

NOTE: If a University of Indianapolis Graduate Program has specific published policies on grade and appeals processes, the graduate program handbook takes precedence over the general Student Handbook.

4.14.2 Appeal Process. Students who believe that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:

(A) Communicate with the instructor during the first three weeks following the assignment of the grade, either directly, by phone, e-mail, or fax. If a grade has been assigned in error, the instructor can quickly correct the error by submitting a change of grade form to the Registrar's Office, or in the case of students enrolled in the School for Adult Learning, to the Key Advisor.

(B) Should the issue not be resolved at the instructor level, the student may appeal in writing within thirty (30) calendar days of meeting with the instructor to the Faculty Member's immediate supervisor (university representative) of the school/college/program/department in which the course was taken. The University representative will attempt to achieve a mutually satisfactory resolution. The Dean of the College in which the student is enrolled will be notified.

(C) Should the issue not be resolved by the University representative, the student may initiate a formal written appeal to the Dean within ten (10) calendar days of the decision of the University representative. The written statement must clearly state the basis of the appeal. The Dean will determine whether or not the grounds for the appeal are appropriate. If appropriate, the Dean shall conduct a thorough investigation before making a recommendation to the Provost.

(D) The Dean will send the recommendation to the Provost, who will make the final decision.

4.15 Unreasonable, Disruptive, or Dangerous Behavior

A student must not engage in behavior that disrupts or disturbs the ability of other members of the campus community from performing normal activities or that makes unreasonable demands on others. Disruptive behavior may take the form of acts of violence, outbursts, threats, intimidation, criminal activity, or breaking of University rules. It may also take the form of a pattern of activity having an adverse impact on the smooth and efficient operation of University offices, classroom activity, residence hall life, or academic progress. Dangerous behavior is that which places the person or others at risk of harm.

More detailed information on student social misconduct can be found in the *Student Handbook*.

4.16 Statement on Copyright

The University of Indianapolis adheres to Federal laws and regulations pertaining to copyright. For assistance in finding information about copyright issues, one may look up the copyright page on the Krannert Memorial Library Website, or consult with the University Counsel.

4.17 Program Review

Academic units will participate in the practice of regular program reviews to assure program quality. Faculty will work collaboratively within their respective programs to complete the required report template and protocol. The process is coordinated by the Office of Accreditation.

SECTION 5: FACULTY HANDBOOK REVISIONS

The *Faculty Handbook* is jointly owned by the Faculty and the Administration, containing policies that fall under the authority of the Faculty as well as those that are the sole responsibility of the Administration. The Provost shall have the final responsibility for updating and revising the *Faculty Handbook* prior to the beginning of each academic year. Major policy revisions shall consist of either administrative actions of which the Faculty has been notified previously, or Faculty actions. The structure, layout, and language conventions used in the *Faculty Handbook* are the purview of the Provost (or designee), who shall edit new content so that it blends stylistically with the volume as a whole and in such a way that it is consistent with the policies and philosophies of the entire University. However, subject to the final approval of the Board of Trustees, the content and wording of the “Constitution, Bylaws, & Rules of the Faculty” (see document on Senate Tab of MyUIndy) can **only** be changed by a 2/3 vote of the Faculty. Changes to the remaining content of the *Faculty Handbook* are subject to the final approval of the Provost, except in cases where the Primary Authority of the Faculty as defined in the Constitution, Bylaws, & Rules of the Faculty takes precedence, in which case the Provost shall defer to the Faculty’s legislative intent.

The Provost exercises editorial control over the *Faculty Handbook* through a standing Faculty Handbook Committee, composed of three Faculty Members appointed by the Faculty Senate and three Administrators appointed by the Provost. Persons who edit the Faculty *Guidebook* and the *University Compliance Manual* are also represented on the Committee. Members serve staggered, three-year terms. The committee is chaired by the Provost or the Provost’s designee. All major policy revisions, whether emanating from the Faculty or from the Administration, shall pass through the Faculty Handbook Committee before they can be included in the *Faculty Handbook*.

The Faculty Senate shall have the annual responsibility for presenting to the Provost a summary of Faculty actions that require revision to the *Faculty Handbook* and suggested language for the revisions. Faculty Members who believe that certain sections of the *Faculty Handbook* are in need of revision should address their concerns to the Faculty Senate. The Senate shall provide guidance regarding ways that issues can be presented for action within the existing governance structure.

The Faculty Handbook Committee shall ensure the inclusion of any revisions that have been necessitated by decisions of the Board of Trustees, the Administration, or members or units of the Faculty. The committee shall conduct an annual review of the *Faculty Handbook* to consider the inclusion of all current policy, and this will take place after the Faculty meets for their Semester II meeting. *Faculty Handbook* revisions will be completed prior to the start of the next academic year and shall be made available to all ranked Faculty Members. Electronic copies of the *Handbook* shall be archived on the University website in perpetuity (Employees Channel, Faculty Channel, and Senate Channel. In addition, print or electronic copies of former handbooks are available in the University Archives Office.)

The *Faculty Handbook* shall remain in effect until amended in accordance with the procedures set forth above. All amendments so adopted shall be incorporated into the *Faculty Handbook* as a permanent revision thereto.

SECTION 6: FACULTY COMPLAINT AND GRIEVANCE POLICY AND PROCEDURE

6.1 Policy

The University's environment will be the most conducive for teaching and learning where relationships between members of the University community are healthy and strong. Members are encouraged, therefore, to address difficulties and resolve conflicts that arise among themselves directly and without delay. This Complaint and Grievance Policy and Procedure represents the University's effort to assist members of the University community in addressing and resolving conflicts and disputes involving ranked teaching and library Faculty, Visiting Faculty, and Administrators with ranked Faculty status.

6.2 Purpose and Scope of Coverage

(A) The University of Indianapolis Faculty Complaint and Grievance Policy and Procedure is designed to create an orderly and effective means of dealing with Complaints and Grievances in a reasonable and timely manner.

(B) The Faculty Complaint and Grievance Procedure is not a legal process but a collegial process by which peers may make a fair determination.

(C) The Faculty Complaint and Grievance Procedure does not apply to Complaints or Grievances involving harassment or intimidation, or student social or academic misconduct because these are covered under separate policies.

(D) This Faculty Complaint and Grievance Policy and Procedure supersedes all other University Complaint or Grievance procedures that cover disputes involving a ranked Faculty Member.

6.3 Informal Resolution

Members of the University community are encouraged to resolve conflicts by communicating directly with the persons with whom they have the conflict. An effort should be made to reach a resolution without the formal intervention of others. If a matter cannot be resolved by communication between the parties involved and through normal organizational channels, the formal Complaint or Grievance procedure may be initiated.

6.4 Definitions

6.4.1 Grievance. A "Grievance" is a charge initiated by a ranked Faculty Member who alleges an adverse action or decision by the University that is related to his or her employment. An individual may seek formal resolution of a Grievance that arises from a specified University action or decision only once. A Grievance may be substantive and/or procedural in nature:

(A) "Substantive Grievance": an allegation that the substance of a decision regarding matters

such as working conditions, assignment/reassignment of duties, or employee rights or benefits was wrong. Allegations involving tenure or promotion, non-reappointment or non-extension of appointment, termination of tenured Faculty for cause, or termination of non-tenured Faculty for cause prior to the expiration of their term of appointment, cannot be subject of a Grievance on substantive grounds.

(B) “Procedural Grievance”: an allegation asserting that an action was taken or a decision was made in a manner that violated a University policy, procedure, standard, or established practice. Any alleged improper action or decision adversely affecting an individual’s employment might be grieved on procedural grounds. The review of tenure, promotion, non-reappointment, non-extension or termination decisions believed to be the result of inadequate consideration should address procedural rather than substantive issues. The Grievance Review Board should not substitute its judgments on merits for that of the Promotion and Tenure Committee. However, the Grievance Review Board may request reconsideration by the Promotion and Tenure Committee if it believes adequate consideration was not given to the Faculty Member’s performance.

(C) “Grievant”: a person who seeks to resolve a Grievance through the University Grievance process.

(D) “Respondent”: an agent or employee of the University who, in making a decision or taking an action on behalf of the University, precipitated the Grievance.

6.4.2 Complaint. A “Complaint” is a formal request for the University’s assistance in resolving a conflict or dispute involving a University Faculty Member that does not meet the criteria of a Grievance and has not been previously resolved through normal organizational channels. A Complaint may be submitted by any ranked Faculty Member against any other member of the University community, whether a student or a member of the University’s Administration, Faculty, or Staff, or by any member of the University community against a ranked Faculty Member.

(A) “Complainant”: a Faculty Member, Staff Member, student, or Administrator of the University who files a complaint.

(B) “Respondent”: a Faculty Member, Staff Member, student, or Administrator of the University against whom a complaint has been filed.

6.5 Complaint Procedure

6.5.1 Filing a Complaint

(A) If, after making reasonable efforts to resolve a conflict through normal organizational channels, an individual concludes that such efforts will not result in a successful resolution of the conflict, the individual may file a formal Complaint. The Complaint should be in writing, should state against whom the Complaint is directed, and should set forth the nature of the Complaint and information pertinent to the case. The Complaint should contain a succinct

statement of the remedy sought.

(B) The Complaint must be filed with the appropriate Coordinator. If the Respondent is anyone other than the University Provost, the appropriate Coordinator is the University Provost. If the Respondent is the Provost, the President of the Faculty Senate is the appropriate Coordinator.

(C) If the Coordinator determines that the Complaint satisfies the definition of a Grievance as defined in Section 6.4.1 (A) above, the Grievance Procedure as described in Section 6.6 below is invoked and the matter is immediately referred to the Executive Committee of the Faculty Senate for review.

6.5.2 Appointment of, Investigation by, and Decision of the Hearing Officer

(A) Upon receiving a valid Complaint, the Coordinator will determine whether reasonable efforts have been made to resolve the conflict through normal organizational channels.

(B) If reasonable efforts have been made to resolve the conflict, the Coordinator shall appoint an individual (the "Hearing Officer") who, in the opinion of the Coordinator, is best able to conduct a thorough investigation and render an objective decision with respect to the Complaint. The Hearing Officer shall be an Administrator, Faculty Member, or Staff Member.

(C) The Hearing Officer, in his/her sole discretion, shall determine the manner in which the investigation shall be conducted. The Hearing Officer may, but need not, offer the Complainant and the Respondent the opportunity to submit written position statements or to be heard in a formal hearing.

(D) The Hearing Officer shall reach a decision that resolves the Complaint and shall communicate the decision, in writing, to the Complainant, Respondent, and Coordinator simultaneously.

(E) If at any time the Hearing Officer determines that the Complaint satisfies the definition of a Grievance as defined in Section 6.4.1 (A) above, the Grievance Procedure as described in Section 6.6 below is invoked, and the matter is immediately referred to the Executive Committee of the Faculty Senate for review.

6.5.3 Filing of Appeals, Selection of Arbitrators, and the Appeals Process

(A) A Complainant or Respondent who desires to appeal the Hearing Officer's decision shall file with the Coordinator written notice of his or her intent to appeal and the grounds for the appeal. The Coordinator must receive such notice of appeal no later than three (3) working days after the Complainant or the Respondent receives the Hearing Officer's decision. Failure of the Complainant or the Respondent to provide written notice of appeal within this time frame shall result in a forfeiture of the right to appeal.

(B) Upon receiving a valid notice of appeal, the Coordinator shall notify the Complainant and

the Respondent that each may select one (1) member of the University Administration, Faculty, or Staff (an “Arbitrator”) to consider the appeal. Within three (3) working days after receiving such notice from the Coordinator, each party shall advise the Coordinator, in writing, of his or her selection of an Arbitrator. Failure to provide written notice of an Arbitrator within this time frame shall result in the forfeiture of the right to select an Arbitrator, and the Coordinator shall select such Arbitrator instead.

(C) The two Arbitrators (one selected by the Complainant and one selected by the Respondent) together shall select a third Arbitrator from the University Administration, Faculty, or Staff.

(D) The Arbitrators, in their sole discretion, shall determine the manner in which the appeal shall be conducted. The Arbitrators may, but need not, offer the Complainant and the Respondent the opportunity to submit written position statements or to be heard in a formal hearing.

(E) The Arbitrators shall reach a decision on the appeal and communicate the decision, in writing, to the Complainant, Respondent, and Coordinator simultaneously. The Arbitrators’ decision shall be final.

6.6 Grievance Procedure

6.6.1 Filing a Grievance

(A) The Grievance procedure is initiated by an eligible person filing a Grievance Petition in the form of a letter to the President of the Faculty Senate, with a copy to the Dean of the Grievant’s college/school and a copy to the Provost.

(B) The Grievance Petition shall contain a statement that a Grievance is being filed, a statement of the circumstances giving rise to the Grievance specifying the Respondent, a description of the efforts made to resolve the matter informally with an identification of all persons involved in those efforts, and a statement of the relief sought or a proposed resolution. The Grievant is encouraged to include with the petition with any documentation that supports his or her contention.

(C) The Grievance Petition must be in the hands of the President of the Faculty Senate no later than sixty (60) working days after the discovery of the circumstances giving rise to the Grievance.

(D) Upon receipt of a Grievance Petition, the Executive Committee of the Faculty Senate shall consult with the Director of Human Resources. The Committee will then decide whether the matter meets the definitional requirements of a Grievance and whether sufficient efforts have been made to resolve the matter through normal organizational channels. The President of the Faculty Senate will notify the Grievant and the Provost, in writing, as to whether or not it will process the Grievance Petition in accordance with this Grievance Procedure. If the Executive Committee of the Faculty Senate determines that the matter does not meet the definitional requirements of a Grievance, the Grievance Petition will be returned to the Grievant with no

further action taken. The determination by the Executive Committee of the Faculty Senate determination of whether the matter meets the definitional requirements of a Grievance shall be final.

6.6.2 Appointment of the Grievance Review Board

(A) If the Grievance Petition is determined to meet the definitional requirements of a Grievance, a Grievance Review Board (the “Board”) will be constituted and convened.

(B) Composition of the Board: the Board shall be made up of five (5) persons selected from the Faculty and/or Administration. Members of the Board must have Faculty rank and be full-time employees of the University at the time of selection and must have been full-time employees for at least two (2) years previously. Faculty may be drawn from the Academic Affairs Dispute Resolution Pool as long as they fit the criteria outlined in this section. Persons selected must not be party to the case at hand and must be willing to serve. If the Respondent is a line administrator but not the Provost, members should be selected in such a way that they are not under the direct line of administration of the Respondent. If the Respondent is the Provost, members should be tenured. The Executive Committee of the Faculty Senate has the responsibility to resolve questions regarding the eligibility of potential Board members.

(C) Selection of the Board: the Executive Committee of the Faculty Senate selects seven (7) potential members of the board based on their eligibility and willingness to serve. If the Provost is not the Respondent, selection may be done in consultation with the Provost. The Grievant and the Respondent will be notified in writing by the President of the Faculty Senate of the pool of candidates for the board. The Grievant and Respondent each may remove one potential member of the candidate pool to form a five (5) member Grievance Board. Both the Grievant and the Respondent have five (5) business days to respond to the Executive Committee of the Faculty Senate with their selection. If the Grievant or the Respondent does not respond to the Executive Committee of the Faculty Senate within that time, or if they select the same person, the Executive Committee of the Faculty Senate will make the final elimination decisions to constitute the board. Board members act impartially, not as advocates for either party.

(D) Convening the Board: once the Board has been constituted, the President of the Faculty Senate convenes the Board and provides an orientation for the members. Thereafter, the President of the Faculty Senate may act as an advisor / consultant to the Board but shall not be a member of the Board. The Board will determine who will act as Board Chair.

(E) Conflicts of Interest: before proceeding further, the Board should determine if personal biases would prevent any of the members from acting impartially. If the Board finds that any real or potential conflicts of interest exist, the Board Chair will notify the President of the Faculty Senate so that new members can be assigned.

6.6.3 Authority and Responsibility of the Board

(A) The Board has the responsibility and authority to: (1) determine whether the case warrants further investigation; (2) investigate facts, examine evidence, and in general gather information

pertaining directly to the case; (3) use written statements, interviews, or formal hearings to help evaluate the case; and (4) maintain all records and documents pertaining to the case.

(B) The Board may ask the Director of Human Resources to attend proceedings or other deliberations in an advisory but non-voting capacity. The Director may provide guidance regarding proper interviewing techniques and relevant personnel policy.

(C) After completing its work, the Board shall submit to the Provost, Grievant, and Respondent a written report that includes a summary of its findings. If the Respondent is the Provost, then the report and all associated materials shall be submitted to the University President and Section 6.6.4 below is bypassed.

6.6.4 Authority and Responsibility of the Provost

(A) Along with the Board's written report, the Provost shall receive all other items that the Board accumulated during the course of its investigation, including documents and recordings.

(B) The Provost will review the findings of the Board. The Provost may then conduct additional interviews and may meet with the Grievant, Respondent, the Board, and/or the Executive Committee of the Faculty Senate in order to clarify or augment the information provided in the Board's report.

(C) The Provost will forward a recommendation to the President along with the written report of the Board and all associated documents and recordings. The recommendation shall include a suggestion for a solution if the Provost agrees that the Grievance is valid.

6.6.5 Authority and Responsibility of the University President. After receiving the Board's report and the recommendation of the Provost, the President will notify the Grievant, Respondent, and the Board, in writing, of the President's decision. The President's decision is final. The President may meet with the parties and/or the Board concerning the final decision if the President determines, in his/her sole discretion, that such a meeting is in the best interest of the University.

6.6.6 Appeals. Because the function and purpose of the Grievance Procedure is to advise the President, there is no appeal process.

6.7 Procedures and Guidelines Applicable to Both Complaints and Grievances

6.7.1 Hearings. If a formal hearing is conducted by a Hearing Officer, Arbitrators, or a Grievance Review Board, the following procedures apply:

(A) Hearings are closed to all persons who are not involved directly in the case being heard.

(B) Both the Grievant and the Respondent have the right to question witnesses and respond to evidence presented by the other party; however, the process for questioning witnesses and examining evidence will be determined by the Hearing Officer, Arbitrators, or Board that is

conducting the proceeding.

(C) The Complainant or Grievant and the Respondent have the right to be assisted by any full-time employee of the University, except that the assisting employee may not be someone who has been otherwise involved in the Complaint or Grievance Procedure or an attorney-at-law. The employee assisting a party may counsel the party and be present with the party at hearings but does not have a speaking role in such proceedings.

(D) If tape recorders are used to record the statements of witnesses, the tapes' use and confidential nature will be explained to the witnesses. Witnesses will be given the option not to be recorded on tape.

6.7.2 Confidentiality

(A) Coordinators, Hearing Officers, Arbitrators, Grievance Review Board members, employees assisting a party, the Provost, and the President all have the obligation to keep the Complaint and Grievance proceedings confidential.

(B) These participants must not reveal their findings, decisions, or recommendations or discuss the content of the proceedings except as may be required to conduct their investigations and deliberations or as provided in Sections 6.6.3, 6.6.4, and 6.6.5. The Arbitrators' decision and the Board's report shall speak collectively for those bodies.

(C) All documents and tape recordings relating to Complaint and Grievance proceedings shall be kept confidential both during the proceedings and after they have been concluded. The Coordinator, Hearing Officer, Board Chair, and Provost are responsible for collecting all such documents and tape recordings and arranging for their storage in confidential files in the Office of the President.

APPENDIX A: BYLAWS OF THE BOARD OF TRUSTEES OF THE UNIVERSITY OF INDIANAPOLIS

ARTICLE I: The University

Section 1: The University shall be governed under the Articles of Association and these Bylaws.

Section 2: The purpose of the University shall be to promote value-oriented liberal education at the university level maintaining the historical affiliation of the University with the United Methodist Church.

Section 3: The fiscal year of the University shall commence on the first(1st) day of July in each year and end on the thirtieth (30th) day of June.

ARTICLE II: Board of Trustees

A: Responsibilities of the Board

The Board shall have and exercise the corporate powers prescribed by the laws of Indiana. The essential function of the Board shall be policy-making and goal-setting, the assurance of sound management, and active participation in the provision of necessary funds or other resources as required to support the purpose of the University. The Board has ultimate responsibility to determine general, educational, financial, and related policies deemed necessary for the administration and development of the University in accordance with its stated purposes and goals. The Board shall, without limitation:

1. Elect a President who shall be the chief executive officer of the University and chief staff officer of the Board. The President shall serve at the pleasure of the board.
2. Evaluate and approve plans for and participate actively in obtaining funds for budgetary, special program, physical development, maintenance, and endowment purposes.
3. Determine, review, and evaluate the aims, programs, and functions of the University consistent with the spirit and intent of the purpose of the University.
4. Approve any changes that alter the nature of the basic curriculum and/or University-wide degree requirements.
5. Approve policies and procedures regarding appointment, promotion, tenure, and dismissal of faculty members and policies related to terms and conditions of employment, salary, and fringe benefits for all officers, faculty, and staff.

6. Make the final decision on appointments and promotions in the granting of tenure to faculty members, giving due consideration to the recommendations of the President.
7. Authorize the award of all earned degrees upon recommendation of the faculty.
8. Authorize the award of all honorary degrees.
9. Approve policies and procedures related to the instruction, extracurricular activities, and campus and residential life of students.
10. Represent and promote the best interest of the University in all areas of influence enjoyed by each individual Trustee, including continuing development both of financial resources and candidates for enrollment.
11. Determine and oversee policies and procedures in managing all business affairs of the University.
12. Authorize the acquisition, management, and disposition of all property and physical facilities, having due regard for the corporate purpose, including the construction, renovation, and upkeep of the physical plant.
13. Receive gifts or bequests of land, buildings, bonds, stocks, monies, endowments, annuities, and other bequests and invest endowment and annuity funds in accordance with the policies of the University and donor intent.
14. Appoint auditors and require an independent yearly audit of financial accounts, records, and resources by a certified public accountant, and authorize the preparation of an annual report by the auditors.
15. Be authorized to delegate any of the above to the Executive Committee.

B: Board Membership

1. *Ex officio* Trustees

- (a) The President of the University shall be an *ex officio* member of the Board with full powers except that he or she may not be its Chair, Chair of the Executive Committee, Secretary, or Treasurer.
- (b) The Indiana Area Resident Bishop of the United Methodist Church and the President of the Alumni Association shall be *ex officio* members of the Board.

2. Other Trustees

- a. The Indiana Conference of the United Methodist Church shall be represented by six (6) members on the Board. The Executive Assistant to the Bishop shall sit as a Board

member at Trustee meetings when the Bishop is unable to attend. Not more than one-half (1/2) of these members of the Board may be ministers.

- b. **Number.** The Board shall consist of no more than forty-five (45) Trustees, including the ex officio Trustees and those serving pursuant to Article IIB.2.a. The Board is not required to fill all Trustee positions, but there shall be a minimum of thirty (30) Trustees elected and acting at all times.
- c. **Nomination.** All nominations of persons for election as Trustees shall be made by the Board Affairs and Governance Subcommittee. At least thirty (30) days prior to a meeting of the Board of Trustees, a list of all such nominees shall be circulated to all Trustees entitled to vote at such a meeting. Members of the Board shall be elected by a majority of a properly constituted quorum of Trustees at such meeting.
- d. **Term.**
 - (1) **Elected.** All elected Trustees shall be elected to terms that expire on a rotating basis so that the terms of approximately one-fourth (1/4) of the members expire each year. Terms necessary to establish such rotation shall be determined by the Executive Committee after which each term shall be for a period of four (4) years. Each elected Trustee may serve for three consecutive four-year terms. If an elected Trustee has served for three consecutive four-year terms, he or she shall not be eligible for reelection until one (1) year has elapsed after the end of his or her third term. At all times, at least thirty (30) percent of all elected members are to be alumni of the University.
 - (2) **Lifetime.** All Trustees in office on the effective date of the revision of the Bylaws, November 4, 1999, shall be eligible to be elected to three additional terms beyond the one they are currently serving. Following the completion of their final term, these Trustees shall be eligible to serve in the role of Distinguished Trustee.
 - (3) **Distinguished.** Former Trustees who have a record of unusual and distinctive service may, upon recommendation of the Board Affairs and Governance Subcommittee, be elected by a majority of the Board as Distinguished Trustees after at least one year's hiatus from the Board. They shall receive notices of all meetings of the Board, may attend and speak at all such meetings, shall receive the minutes of the meetings of the Board and Executive Committee, and may be members of all committees except the Executive Committee. They shall have the power to vote in meetings of any committee on which they may serve. In this honorary capacity, Distinguished Trustees shall not have the responsibilities and powers of Trustees. Distinguished Trustees with exemplary service may be re-elected Trustees with all of the powers and responsibilities thereof.

3. **Vacancies.** The Board Affairs and Governance Subcommittee shall present nominees for

all vacancies on the Board to be filled at any meeting by the Board for the unexpired term.

4. **Removal.** Any elected member of the Board of Trustees may be removed from office, for cause, by a two-thirds (2/3) vote of those present at a duly constituted meeting of the Board.

ARTICLE III: Meetings of the Board of Trustees

Annual Meetings

There shall normally be three regular meetings of the Board of Trustees annually, which may be designated by the Chair of the Board. The annual meeting of the Board shall be held at the University during the thirty-day (30) period immediately preceding or the thirty-day (30) period immediately following the annual spring Commencement, except in an emergency when the date shall be fixed by the Executive Committee. Notice of the meetings shall be mailed or transmitted to the Trustees at least fourteen (14) days prior to the date of the meeting.

Open Meetings

There shall be open Standing Committee meetings during which attendance by those who have made a special request or proposal for representation will be allowed to present issues of concern. It will be at the discretion of the Chair of the Committee to determine whether an issue presented in an open meeting shall be brought before the Board of Trustees. If the issue or concern is brought before the Board, the Committee Chair (or a designated representative from the Committee) will present the issue.

Special Meetings

Special meetings may be held at any time on call of the Chair of the Board, the Executive Committee, or one-fourth (1/4) of the Trustees. The call for a special meeting shall be filed with the Secretary of the Board who shall immediately notify the members of the Board of the time and place of the special meeting. Notice stating the nature of the business to be considered shall be mailed or transmitted at least three days prior to the date of the meeting.

Quorum

A majority of the Trustees entitled to vote shall constitute a quorum and a concurring vote of the majority of such properly constituted quorum shall be sufficient to carry any motion, except as otherwise provided herein.

Participation

A Trustee may participate in an annual or special meeting of the Board of Trustees by or through the use of any means of communication by which all Trustees participating may simultaneously hear each other during the meeting. A Trustee participating by this means is considered to be present in person at the meeting.

Rules of Order

General parliamentary rules, as modified by rules and regulations of the Board, shall be observed in conducting the business of the Board.

ARTICLE IV: Officers

Election of Officers

The officers of the Board shall be: Chair, Vice Chair, Secretary, and Treasurer. The officers shall be elected at the annual meeting of the Board of Trustees and shall serve until their respective successors are elected and qualified. The term of office for the all officers shall be two years, and officers other than the Treasurer shall be Trustees of the university.

Assistant Officers

The Board of Trustees may from time to time designate and elect an Assistant Secretary and Assistant Treasurer, each of whom shall have such powers and duties as the officer he or she is elected to assist shall specify and delegate to them, and such other powers and duties as these Bylaws or the Board of Trustees may prescribe. An Assistant Secretary may, in the absence or disability of the Secretary, attest the execution of all documents by the Corporation. Assistant officers are not required to be members of the board.

Special Elections

In the event of failure for any reason to elect any or all of said officers, or in case any vacancy occurs in said offices from any cause, then an election may be held at any regular or special meeting, a quorum of all the Trustees being present and notice of such election having been given in the notice or the call for the meeting. In the interim between the meetings of the Board such vacancies may be filled by the Executive Committee with persons so elected to serve until the next meeting of the Board.

Duties of the Chair

The Chair shall preside at meetings of the Board of Trustees and the Executive Committee and have the right to vote; and shall discharge such other duties as may be prescribed by these Bylaws or by the Trustees from time to time. The Chair shall execute all formal contracts and instruments issued by authority of the Board. The Chair shall ensure that new Trustees are familiarized with and integrated into the functions of the Board. The Chair shall make appointments of standing committee Chairs and of such committee appointments as the Board may direct and be *ex officio* member of all committees.

Duties of the Vice Chair

The Vice Chair, in case of the absence or incapacity of the Chair, shall perform the duties of

the Chair.

Duties of the Secretary

1. The Secretary of the Board of Trustees shall also serve as the Secretary of the Executive Committee of the Board.
2. The Secretary shall perform the duties that ordinarily pertain to that office. The Secretary shall keep full and true minutes of all meetings of the Board and of its Executive Committee and shall be the custodian of all documents committed to the care of the Secretary.
3. The Secretary shall transmit properly to each Trustee a copy of the minutes of all meetings of the Board and shall notify all persons concerned of the actions taken by the Board.
4. The Secretary shall have custody of the corporate seal and shall attest all documents requiring a seal upon authorization of the Board or the Executive Committee.
5. The Board shall elect an Assistant Secretary who is the General Counsel for the University, and who will provide assistance to the Secretary. In case of absence or incapacity, the Secretary's duties shall be performed by the Assistant Secretary. The Assistant Secretary shall not vote in any committee or full Board of Trustees meetings. The Assistant Secretary shall have the authority to execute documents on the Secretary's behalf and perform all other duties delegated by the Secretary. The Assistant Secretary shall file a report of all executed documents to the Executive Committee and such report will be included in each full Board meeting.
6. Upon termination of his or her service, the Secretary shall deliver to his or her successor or to the Board, or to the Executive Committee or the President of the University, all records, books, papers, and all other articles pertaining to the office or to the Board.

Duties of the Treasurer

1. The Treasurer of the Board of Trustees shall act as the chief financial officer of the University and also be an *ex officio* member of the Finance Committee of the Board without vote.
2. The Treasurer shall collect and receive all money arising from gifts, bequests, or otherwise, and all fees and money from any source due to the University or to any of its departments. He or she shall see that all special funds, gifts, scholarship funds, student loan funds, or funds of any kind whatsoever involving the University or any of its departments, are promptly recorded in the permanent records of the University in accordance with generally accepted accounting principles.
3. The Treasurer shall promptly deposit, in the appropriate account, all funds received to the credit of the University. The Treasurer shall exercise a general supervision over all the accounts of officers and employees that have to do with the receipts or disbursement of

funds and securities.

4. The Treasurer shall make an annual report in writing to the Board and to the Executive Committee covering the financial condition of the University and of each affiliate organization, including a detail of income and expenses, assets and liabilities, and a report of the amounts belonging to each fund of the University. This report as well as the University's books and records shall be audited by a certified public accountant chosen and employed by the Board of Trustees or Executive Committee.
5. The Treasurer shall perform such additional duties required by the Board.
6. The Treasurer shall be bonded in such sum as may be required by the Board with security to be approved by the Board or Executive Committee, conditioned that he or she will faithfully discharge the duties of Treasurer during his or her continuance in office, that he or she will safely keep all funds that may come to his or her hands as Treasurer, and faithfully and promptly disburse the same upon proper authorization and promptly pay and deliver over to his or her successor in office or to the Board or Executive Committee or Chair of the Board, all funds in the treasury, and all records, books, papers, and other articles and things in his or hands or custody by virtue of the office, and belonging to the University.
7. The Treasurer shall be elected annually by the Board for a term of office beginning July 1 and ending June 30.
8. The Board may elect an Assistant Treasurer, not necessarily a member of the Board, who may provide assistance to the Treasurer and in case of absence or incapacity, the Treasurer's duties shall be performed by the Assistant Treasurer.

Section G: Signing of Checks

All checks, drafts and other negotiable instruments issued by the University shall be made in the name of the University, and shall be signed by such one of the officers of the University and countersigned by such other officer of the University or by such other person as the Board may from time to time direct, provided that the same person shall not both sign and countersign the same instrument.

ARTICLE V: Duties of the President of the University

1. The President shall be the Chief Executive Officer of the University, with direct control over all its personnel and activities, exercising such supervision and direction as will promote their achievement and efficiency. The President shall be responsible for the implementation of all policies and goals established by the Board. The President shall be the official medium of communication between the Faculty or Staff and the Board and between the students and the Board.
2. The President shall be *ex officio* Chair of the Faculty and shall be an *ex officio* member of all regular committees of the Board, the Faculty, and the University.

3. The President shall sign legal documents for the University when authorized and directed by the Board or its Executive Committee.
4. The President shall be elected annually by the Board of Trustees for a term of office beginning on July 1 and ending June 30.
5. The President shall communicate and recommend, if appropriate, to the Trustees, through the various Board committees, the following:
 - (a) long-range University objectives;
 - (b) long-range plans for acquisition and management of funds;
 - (c) major directions and priorities in construction and physical expansion;
 - (d) annual budget;
 - (e) new degree programs to be added or existing ones to be discontinued;
 - (f) major or collaborative projects;
 - (g) the philosophy and supporting policies for the intercollegiate athletic program;
 - (h) issues affecting student welfare;
 - (i) Board governance and development;
 - (j) fund-raising priorities.

Acting President

In case of a vacancy in the Office of the President of the University, or of his or her inability to serve, the Board may appoint an Acting President. In the President's absence, the Provost shall act in the President's behalf.

ARTICLE VI: Committees of the Board

Standing Committees

There shall be five standing committees of the Board, namely;

1. Executive Committee
2. Finance Committee
3. Campus Life Committee
4. Resource Committee
5. Risk and Compliance Committee

Appointment of Committees

The membership of the standing committees shall be appointed by the Chair in consultation with the President. In making appointments, the Chair shall designate the Chair of each committee. Each committee shall consist of at least four (4) members of the Board.

Committee Meetings

The Executive Committee shall meet as needed on such date and place as may be Designated by its Chair. All other committees shall meet on the days of regular meetings of the Board. The Standing Committees may hold joint meetings as appropriate upon the call of the respective committee chairs. Subcommittees shall meet as needed on such date and place as may be designated by the Chair of the subcommittee.

Minutes of Committees

The Executive Committee shall cause minutes of its proceedings to be kept and filed with the minutes of the proceedings of the Board of Trustees. Each other committee shall cause minutes of its proceedings to be kept and shall give those minutes to the Board for review unless the Chair of the committee decides, in his or her discretion, that a particular matter would be more suitably reported to the Executive Committee. The Executive Committee may, but is not required, to forward minutes it receives from other committees to the Board.

Quorum of Committees

Unless otherwise specified, the greater of one-third (1/3) or three (3) members of any of the foregoing committees shall constitute a quorum. Meetings of any committee shall be called by the Chair of the Committee or by the Chair of the Board.

Executive Committee

The Executive Committee shall consist of the Chair of the Board, President of the University, Indiana Area Resident Bishop of the United Methodist Church, Vice Chair of the Board, Secretary, and Chairs of the Standing Committees of the Board. All persons serving on the Executive Committee shall be Trustees.

The Chair of the Board will chair the Executive Committee. The Executive Committee shall have the power to act for the Board between regular meetings of the Board except that unless specifically empowered by the Board to do so, it may not take any action inconsistent with a prior act of the Board, amend Bylaws, locate permanent buildings on tax exempt property held for University purposes, remove or appoint the President of the University, or take any action which has been reserved for the Board.

A majority of the Executive Committee shall constitute a quorum for the transaction of business but a concurring vote by a majority of the members of the full Committee shall be necessary for any action transacted by it.

The Chair of the Executive Committee shall appoint a subcommittee to oversee board affairs and governance matters. The Chair of the Board Affairs and Governance Subcommittee shall be the Vice-Chair of the Board. The Subcommittee shall have responsibility for nominations to membership of the Board as well as Board governance matters. It shall also propose those resolutions that may be appropriate or directed by the Board that will assist the Board in

carrying out its duties in a manner that maximizes the effectiveness of the Board to the University and to the Board members collectively and individually.

The Subcommittee shall periodically present nominations to the Board for the election of officers of the Board. It shall prepare the ballot for persons nominated to serve as members of the Board, and shall conduct the annual election.

The Subcommittee shall have the following further responsibilities:

1. Education of new members of the Board;
2. Such training and workshops as deemed appropriate for the Board;
3. Recommending to the Board changes in Board operations, including the
4. committee and meeting structures, to enhance an environment of active Board participation; and
5. Administration and management of performance reviews as outlined in Article
6. XI of the Bylaws.

Duties of Finance Committee

The Finance Committee shall be responsible for making recommendations regarding the financial policies of the University, for setting policy and monitoring the investment of University funds including the endowment, and for recommending the annual budget of the University to the Board.

The Executive Compensation and Benefits Subcommittee shall be chaired by the Chair of the Board and includes the Chair of the Finance Committee and at least one other member of the Board appointed by the chair. The Subcommittee shall meet with the President to approve goals and objectives, review performance, and determine the President's annual compensation.

The Chair of the Finance Committee shall appoint a subcommittee to oversee the annual audit process in consultation with the Chair of the Board. The Subcommittee shall recommend the designation of an independent auditor each year; review annually the audit report prepared by the auditor; consider management letters prepared by the accountants and recommendations presented in such letters, the purposes of which are to improve the University's stewardship of its financial resources; and report its findings and conclusions to the Board. At least once each year, the Subcommittee shall meet in executive session with the auditor(s) representing the certified public accountants to explore thoroughly the efficacy of all accounting procedures and to ascertain the accuracy of all financial reports.

Duties of Campus Life Committee

This committee shall be concerned with all components of campus life, including academic and student affairs. Among the duties of the committee shall be matters related to the faculty, curriculum, international programs, admissions policies, welfare of the student body, residence life, opportunities for community service, athletics, and specifically the facilities related to each of those areas. The Campus Life Committee shall approve earned degrees upon recommendation of the faculty and the approval of honorary degrees. The Committee will

present its recommendations regarding the approval of said degrees to the Board for further action, including, but not limited to, awarding said degrees. It shall receive recommendations from the Office of the President regarding the academic program and curriculum of the University. It shall review these proposals and present its recommendations to the Board for consideration or action. It shall deal with specific items that may be referred to it by the Board or the Executive Committee and may also make inquiry into and study other issues related to its function.

This committee shall also be responsible for matters including, but not be limited to, admissions policies and procedures, student organizations and their regulation, student living conditions and support services. The Chair of the Campus Life Committee shall appoint four subcommittees: 1) Space Planning; 2) Intellectual and Academic Life; 3) Enrollment and Retention; and 4) Athletics.

The Space Planning Subcommittee is charged with the responsibility of advising and reviewing all elements of the master plan relating to university space. The members of the subcommittee shall be appointed by the Chair of the Campus Life Committee. The Space Planning Subcommittee will report to the full Campus Life Committee at regular intervals.

The Intellectual and Academic Life Subcommittee shall be charged with the responsibility of advising and reviewing the quality of student learning and faculty teaching environments. The members of the subcommittee shall be appointed by the Chair of the Campus Life Committee. The Intellectual and Academic Life Space Subcommittee will report to the full Campus Life Committee at regular intervals.

The Enrollment and Retention Subcommittee shall have responsibility for advising and reviewing policies related to undergraduate, graduate, SAL, and summer enrollment and retention policies. The members of the subcommittee shall be appointed by the Chair of the Campus Life Committee. The Enrollment and Retention Subcommittee will report to the full Campus Life Committee at regular intervals.

The Athletics Subcommittee shall have responsibility for advising and reviewing policies related to the University of Indianapolis athletics. The members of the subcommittee shall be appointed by the Chair of the Campus Life Committee. The Athletics Subcommittee will report to the full Campus Life Committee at regular intervals.

Duties of Advancement Committee

The Advancement Committee shall concern itself with articulating and strengthening the university's image and, in turn, garnering increased support from key constituencies. The Committee's fundamental charge is to encourage effective communication and advancement strategies that:

1. Build support from off-campus constituencies of the university (including alumni, parents of student, members of University Boards and Committees, government officials, the business community, and the general public);

2. Foster a greater understanding of, and support for, the university, its mission, and its strategic vision and goals; and
3. Promote effective and successful resource development and fundraising.

As a part of its charge, the Advancement Committee reviews and recommends actions on important substantive issues and proposals involving development, public affairs, and government relations, community affairs, and alumni affairs. The Committee reviews and recommends university-wide policies and practices concerning philanthropic giving, fundraising initiatives, alumni programming, communications and media, government and public relations, and community affairs.

The Chair of the Advancement Committee may appoint subcommittees in consultation with the Chair of the Board for matters related to the Advancement Committee's charge.

Duties of the Risk and Compliance Committee

The Risk and Compliance Committee shall oversee adherence to laws, regulations, and policies that pertain to the University operations. This Committee shall be chaired by the Secretary of the Board of Trustees. The Committee shall consider and report or recommend to the Board on matters pertaining to compliance, regulatory oversight and legal issues. The Committee does not ensure adherence to such laws, regulations, and policies, but rather provides oversight and guidance in such matters. The Committee will report regularly, but not less than annually, to the Board of Trustees on the activities of the Committee. One seat on the Committee shall be held by the Chair of the Audit Sub-Committee.

The scope of the Risk and Compliance Committee shall mainly be limited to legal and compliance issues. The below list is illustrative, but not inclusive, of those items to be considered:

1. Threatened or pending litigation involving the University
2. Legal aspects of compliance issues
3. Research compliance
4. Financial Aid
5. Export controls
6. Health, safety and environment
7. International activities and foreign laws
8. Employment disputes
9. Administrative agency complaints
10. Government inquiries and investigations
11. Campus safety and security
12. First Amendment issues, including academic freedom and demonstrations
13. Discrimination, including harassment, and affirmative action
14. Student conduct and other legal issues affecting students
15. Employee misconduct

16. Faculty disputes and investigations
17. Mandatory reporting
18. Research grants and contracts
19. Clery Act
20. Information technology
21. Employment contracts
22. Employee benefits
23. Intellectual property
24. Policy development
25. Right to Know issues
26. Privacy
27. NCAA
28. Risk management
29. Whistleblower complaints
30. Federal and state legislative and regulatory issues
31. Significant settlement agreements
32. Unusual or significant severance or termination arrangements and payments
33. Finance
34. Tax
35. Investments
36. Real property, facilities, leases, construction
37. Ethics and compliance standards, policies, and procedures
38. Misconduct and ethics investigations protocols
39. Records management

ARTICLE VII: Amendments to Bylaws

These Bylaws may be amended or repealed at any regular meeting of the Board by a vote of a majority of all Trustees in office, previous notice of the nature of any proposed amendment having been given at least thirty (30) days before action thereon shall be taken.

ARTICLE VIII: Indemnification

Section 1

Rights to Indemnification and Advancement of Expenses. The University shall indemnify as a matter of right every person made a party to a proceeding because such person is or was:

- (A) a member of the Board of Trustees of the University,
- (B) an officer of the University, or

(C) while a Trustee or officer of the University, serving at the University's request as a Trustee, officer, partner, employee or agent of another foreign or domestic corporation, partnership, limited liability company, joint venture, trust, employee benefit plan or other enterprise, whether for profit or not (each an "Indemnitee"), against all liability incurred by such person in connection with the proceeding; provided that it is determined in the specific case that indemnification of such person is permissible in the circumstances because such person has met the standard of conduct for indemnification specified in the Indiana Nonprofit Corporation Act of 1991 (the "Act"). The University shall pay for or reimburse the reasonable expenses incurred by an Indemnitee in connection with any such proceeding in advance of final disposition thereof in accordance with the procedures and subject to the conditions specified in the Act. The University shall indemnify as a matter of right an Indemnitee who is wholly successful, on the merits or otherwise, in the defense of any such proceeding against reasonable expenses incurred by the person in connection with the proceeding without the requirement of a determination as set forth in the first sentence of this paragraph.

Upon demand by a person for indemnification or advancement of expenses, as the case may be, the University shall expeditiously determine whether the person is entitled thereto in accordance with this Article and the procedures specified in the Act.

The indemnification provided under this Article shall be applicable to any proceeding arising from acts or omissions occurring before or after the adoption of this Article.

Section 2

Other Rights Not Affected. It is the intent of this Article to provide indemnification to directors and officers to the fullest extent now or hereafter permitted by law consistent with the terms and conditions of this Article. Nothing contained in this Article shall limit or preclude the exercise of, or be deemed exclusive of, any right under the law, by contract or otherwise, relating to indemnification of or advancement of expenses to any person who is or was a director, officer, employee or agent of the University, or the ability of the University to otherwise indemnify or advance expenses to any such individual.

Notwithstanding any other provision of this Article, there shall be no indemnification with respect to matters as to which indemnification would result in inurement of net earnings of the University "to the benefit of any private shareholder or individual," or an "excess benefit transaction" within the meaning of Sections 501(c)(3) or 4958 of the Internal Revenue Code of 1986, as amended, or similar provisions of any subsequent Federal tax laws.

Section 3

Definitions: For purposes of this Article

(A) A person is considered to be serving an employee benefit plan at the University's request if the person's duties to the University also impose duties on, or otherwise involve services by, the person to the plan or to participants in or beneficiaries of the plan.

(B) The estate or personal representative of a person entitled to indemnification or advancement of expenses shall be entitled hereunder to indemnification and advancement of expenses to the same extent as the person.

(C) The term “expenses” includes all direct and indirect costs (including, without limitation, counsel fees, retainers, court costs, transcripts, fees of experts, witness fees, travel expenses, duplicating costs, printing and binding costs, telephone charges, postage, delivery service fees and all other disbursements or out-of-pocket expenses) actually incurred in connection with the investigation, defense, settlement or appeal of a proceeding or establishing or enforcing a right to indemnification under this Article, applicable law or otherwise.

(D) The term “liability” means the obligation to pay a judgment, settlement, penalty, fine, excise tax (including an excise tax assessed with respect to an employee benefit plan) or reasonable expenses incurred with respect to a proceeding.

(E) The term “party” includes an individual who was, is or is threatened to be made a named defendant or respondent in a proceeding.

(F) The term “proceeding” means any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal.

ARTICLE IX: Conflict of Interest

The Board of Trustees recognizes that conflicts of interest may arise on the part of Trustees, officers, or employees in carrying out their respective roles with the University of Indianapolis (the “University”).

- A. Reporting. It is the policy of the University that Trustees, officers, and employees shall have the continuing, affirmative duty to report to the Vice President and General Counsel any personal ownership, interest, or other relationship that might affect their ability to exercise impartial, ethical, and sound business judgments in the areas of their responsibilities. To this end, each Trustee shall complete and sign an annual disclosures statement.
- B. Review of Annual Disclosure Statement. The Board Affairs and Governance Sub-Committee, in consultation with the Vice President and General Counsel of the University, shall review the annual disclosure statements to determine if a material conflict of interest exists. The Board Affairs and Governance Sub-Committee shall make its recommendation to the Executive Committee regarding the disposition of a conflict of interest. The Executive Committee shall make the final determination regarding materiality of the disclosed conflict of interest and shall determine the proper course of action, if any. Any and all conflicts of interest that arise outside of the timeframe for completing the annual disclosure statement shall be disclosed in writing as they arise.
- C. Business with the University. A Trustee of the University shall not be automatically disqualified from dealing, either as a vendor, purchaser, or otherwise, or contracting or entering into any other transaction with the University. No transaction of the University shall be automatically voidable by reason of the fact that any Trustee of the University has

an interest in the concern with which such transaction is entered into, provided: .

- 1) The interest of such Trustee is fully disclosed to the Board of Trustees.
- 2) Such transaction is duly approved as provided in Article IX(B), so long as it is in the vest interest of the University.
- 3) Payments to the interested Trustee are reasonable and do not exceed fair market value.
- 4) No interested Trustee may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.

D. Presumed Conflicts of Interest. Noncompliance with the below standards shall be considered a conflict of interest. Disclosure of noncompliance with any of the below standards shall immediately prompt the review process outlined in Article IX(B).

- 1) Trustees, officers, and employees of the University shall conduct their responsibilities to suppliers, customers, and other persons doing or seeking to do business with the University in an impartial manner, without favor or preference based upon any consideration other than the best interests of the University.
- 2) Trustees, officers, and employees shall not seek or accept, directly or indirectly, any payments, fees, services, or loans from any person or business entity that does or seeks to do business with the University. This does not, however, prohibit a Trustee, officer, or employee from receiving compensation for services that he/she may render, when services will not affect the impartial discharge of his/her duties or obligations to the University.
- 3) Trustees, officers, and employees shall not directly or indirectly seek or accept for themselves or any members of their families from any person or business entity that does or seeks to do business with the University any gifts, entertainment, or other favors of a character that go beyond common courtesies consistent with the ethical and accepted business practices.
- 4) Trustees who own, directly or indirectly, a significant financial interest in, or who manage or are employed by, any business entity that does or seeks to do business with the University, shall refrain from voting on any issue pertaining to that relationship.
- 5) Officers who are compensated by the University and employees shall not conduct business on behalf of the University with a relative or a business entity with which the officer or employee is associated, except when such dealings have been disclosed in advance and specific approval and authorization have been given.
- 6) Employees who own either directly or indirectly, or who accept a directorship or other management or supervisory position with a business entity that does or seeks to do business with the University, shall inform the Chair of the Board and the President of such relationships, immediately upon becoming aware thereof.
- 7) Trustees, officers, and employees shall provide disclosure from time to time regarding their participation as a director, officer or employee of any other educational corporation.

8) Officers who are paid by the University and other employees of the University who participate knowingly in activities that constitute a conflict of interest, without proper reporting thereof, may be subject to termination of such employment and/or any other sanctions that may be deemed appropriate.

9) Trustees shall not seek employment by the University, nor shall they be employed by the University.

10) Trustees, officers, and employees shall not use information gained in the course of their duties as a Trustee, officer, or employee for personal gain.

ARTICLE X: Nondiscrimination Policy

The Board shall adhere to the nondiscrimination policies of the University. The University of Indianapolis does not discriminate on the basis of race, color, sex, age, religion, creed, sexual orientation, or ethnic or national origin. The University is committed to the spirit and letter of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and strives to provide equal access in administration of its employment and personnel policies, educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs. Further, the University reserves the right to take affirmative action in connection with this policy in accordance with applicable law.

ARTICLE XI: Board Performance Reviews

Section 1

The Board Affairs and Resolutions Committee shall bi-annually administer a self-study questionnaire to the members of the Board of Trustees and key administrators to evaluate the results of the Board of Trustees. The Committee will regularly review the performance record of each member with an emphasis on attendance and participation. Other criteria to be included in the process of a formal review includes but is not limited to: advocacy for the University, committee service, residence location, financial support, areas of expertise and interest, and years of Board and other service to the University.

Section 2

The Board shall dedicate time to periodic retreats where normal agendas are set aside so it can focus on Trustee and Board development as well as institutional objectives, goals, and issues.

APPENDIX B: DOSSIER PREPARATION GUIDELINES FOR THOSE APPLYING FOR PROMOTION AND TENURE

GENERAL INFORMATION

- (1) The candidate is responsible for initiating and carrying out the application for promotion or tenure. The candidate's Chair or Dean may encourage faculty members to apply for promotion or tenure at the appropriate time.
- (2) If a candidate received years of credit toward rank and/or tenure at the time of hiring, verification of this credit must be provided to the Promotion and Tenure Committee by the candidate's Dean and/or the Provost. The Dean or Provost shall use the appropriate form. The form is to be sent directly to the Provost's administrative assistant; it is not counted as one of the letters of support. Any modifications to the tenure timeline are to be addressed per the Faculty handbook.
- (3) Candidates in joint teaching/non-teaching positions (including appointments in whole or in part in different units) must include clear statements from both of their immediate superiors in the assigned unit(s) and themselves identifying the division of responsibilities within their positions.
- (4) The document should be written in the first person.
- (5) A list of department-specific criteria for Teaching, Scholarship, and Service should be obtained and included in the Introductory section of the dossier.
- (6) Dossiers must be limited to no more than three binders, which must hold all materials submitted.
- (7) Dossiers are to be submitted to the Office of the Provost.
- (8) A list of individuals who have been solicited to provide candidates' letters of support must be received in the Provost's Office prior to *4 pm on the second Friday of August*. This list must be submitted on the proper form, named "P and T List of Letters template," which is located in the Promotion and Tenure Documents folder on MyUIndy [under Faculty → Senate (February 2015)].
- (9) The deadline for submission of the Dossier with all checklists, forms, and letters is *4pm on the second Tuesday of September*.
- (10) Please note that quantity is no substitute for quality. A candidate's statements should offer context and reflection on the evidence of qualifications included in the dossier. The dossier should include relevant documentation for work completed by the candidate. It is expected that candidates for promotion to Associate Professor and Professor will present more comprehensive documentation of their activities than candidates for Instructor and Assistant Professor in all three areas of consideration (Teaching, Scholarship, and Service).

(11) Candidates facing difficulty with any of the stated guidelines should consult with the Chair of the Promotion and Tenure Committee for clarification.

(12) The materials to be included in the Dossier will vary individually along and in accord with the rank or tenure being sought. Some materials are considered required; others are optional.

(13) The Dossier shall be divided into two main sections:

Introductory Material (including the candidate's opening statement of objectives)

- I. Support in the Evaluation Categories of Teaching, Scholarship, and Service
 - A. Teaching
 1. Teaching Philosophy
 2. Teaching Materials
 3. Teaching Evaluations
 - B. Scholarship and Creative Endeavors
 1. Scholarship and Creative Endeavors Philosophy
 2. Scholarship and Creative Endeavors Materials
 - C. Service
 1. Service Philosophy
 2. Supporting Materials
 - D. Other Supporting Documentation
 1. Annual Evaluations

(14) Some work that the candidate performs can be reasonably thought of as teaching, scholarship or service. Therefore, it is the prerogative of the candidate and department to address such work under one particular category only, i.e. Teaching, Scholarship or Service. The candidate should include OPTIONAL items under ONE section only (and should include short explanations/clarifications where warranted).

LETTERS OF SUPPORT

Letters of support from faculty colleagues are essential to the promotion and tenure process. Such letters may support any or all of the three areas of consideration (Teaching, Scholarship, and/or Service). A list of individuals who have been solicited to provide candidates' letters of support must be received in the Provost's Office prior to *4 pm on the second Friday of August*. This list must be submitted on the proper form, named "P and T List of Letters template," which is located in the Promotion and Tenure Documents folder on MyUIndy [under Faculty → Senate (February 2015)]. All letters must be received by the Provost's Office by this deadline. The letters will be collected by the Provost's Office in a separate folder that will be reviewed alongside the dossier by the Promotion and Tenure Committee.

- Letters of support must be submitted directly to the Office of the Provost and are NOT to be included in the Dossier. As a precaution against missing material, the candidate must provide the administrative assistant to the Provost with the names of individuals

who will be submitting letters using the form described above.

- All letters must be recent and dated no earlier than January 1 of the year of application.
- Letters of support in both required and appropriate categories for submission are delineated below.
- Note that it is inappropriate to request letters from currently enrolled students. Therefore, letters from current students must not be submitted.
- Candidates who are resubmitting Dossiers for consideration must obtain updated letters from individuals who are within the University.

Please direct letter writers to indicate your professional relationship and what area (i.e., Teaching, Scholarship and/or Service) they are addressing.

Required

- _____ a letter from the candidate's immediate supervisor that includes a clear statement of his/her support for promotion and/or tenure
- _____ for units where the candidate's immediate supervisor reports to a Dean, a supporting statement from BOTH the immediate supervisor and the Dean are required
- _____ letters from Faculty colleagues in one's field at University of Indianapolis (maximum of three)
- _____ letters from Faculty colleagues not in one's field at University of Indianapolis (maximum of three)
- _____ non-University of Indianapolis letters from faculty or professional colleagues in one's field (maximum of three, required only for individuals seeking the rank of Associate Professor or Professor)

Optional

- _____ non-University of Indianapolis letters from Faculty colleagues outside one's field (maximum of three)
- _____ letters from alumni who evaluate the candidate's contribution to their education and to their professional growth (maximum of three)

DOSSIER

SECTION I: INTRODUCTORY MATERIAL

Required

- _____ a Dossier Cover Sheet (complete the form available in the Promotion and Tenure Documents folder on MyUIndy)
- _____ a completed copy of this Checklist for P. and T. Documentation
- _____ original letter of appointment (or a statement from person offering employment.)
Copies may be obtained in the Provost's office
- _____ A list of department-specific criteria for Teaching, Scholarship, and Service.

- _____ documentation of negotiated modifications to tenure timeline (if applicable)
- _____ a copy of the “P and T List of Letters template”
- _____ a Statement of Objective: a concise statement of the candidate’s objective, either tenure and/or promotion to a specific rank. This should be a well-organized statement regarding the candidate’s qualifications in each of the three areas of Teaching, Scholarship, and Service and should cover the period since being employed as a University Faculty Member. This statement might be two or three pages in length
- _____ documentation that a mid-tenure review was completed OR
- _____ letter of appointment or other documentation of the agreed upon timeline to tenure. (for faculty members that negotiate times to tenure review of less than four years).
- _____ letter from the dean or other supervising administrative official documenting why they are unable to provide documentation of mid-tenure review of progress toward tenure (for faculty members in units that established mid-tenure review of tenure progress with fewer than three years remaining in their timeline to tenure review).
- _____ a current Curriculum Vitae

SECTION II: EVALUATION CATEGORIES OF THE DOSSIER -- Teaching, Scholarship, and Service

The evaluation categories of the Dossier should be clearly divided into three sections, Teaching, Scholarship, and Service, and should be preceded by a statement that describes the weighting of the categories consistent with the candidate’s appointment within the institutional structure with respect to time allocation (namely, teaching load and length of contract year). Teaching load may change during your appointment. Please address those load changes. For each section, there should be a concise opening statement that states the relationship of the supporting documentation to the candidate’s qualifications for promotion or tenure. This opening statement should emphasize achievements and past performance, present strengths, and plans for future growth.

A. Teaching

Required

- _____ an Opening Statement, which includes the candidate’s teaching philosophy, that introduces the material that follows
- _____ a description of a typical teaching load assignment and its relation to the candidate’s position. The latter is especially important for persons whose load may be divided between teaching and other components, such as administration, coaching, and so forth
- _____ documentation of any associated additional (teaching) education or training completed including participation in seminars, etc.
- _____ a chronological list of all credit courses the candidate has taught over the last three years. Courses taught regularly can be indicated as occurring at designated intervals and need not be repeated for each semester.
- _____ student evaluation forms from one’s classroom teaching. Include all sets from the past two years. For each set of student evaluation forms submitted, provide dates,

information identifying the course, number of students enrolled, the number of individual forms submitted, and any clarification that the candidate may wish to include. Student evaluation forms must include the standard University-administered evaluations that are provided or approved by the Office of the Provost.

Teaching: Classroom Evaluation

Required

- _____ a copy of a classroom teaching evaluation by one's Chair or Dean
- _____ an additional teaching evaluation such as:
 - a copy of a classroom teaching evaluation by a peer, outside expert, or alumnus; or
 - a teaching portfolio; or
 - formative evaluation forms; or
 - another creative teaching evaluation.

Teaching: Teaching Materials

Required

- _____ all syllabi for the past 3 years

Optional

- _____ copies of syllabi for courses taught in the past beyond the required syllabi
- _____ samples of materials that the candidate has developed for various courses
- _____ evidence of coordinating math, science, computer, nursing, art, or other laboratory, clinical, or studio courses
- _____ evidence of curriculum development of new courses and/or new programs
- _____ evidence of development of evaluation procedures and test construction
- _____ evidence of development of software for course application
- _____ additional relevant student classroom teaching evaluations not included in the required two years

Teaching: Teaching Skills and Activities. Include any of the following:

Optional

- _____ evidence of participation in team-teaching
- _____ evidence of participation in teaching conferences or seminars
- _____ a list of supervised independent studies, internships, clinical experiences, etc.
- _____ a description of any interdisciplinary/interprofessional activities that were pursued with faculty and professionals outside of the candidate's area of expertise from other departments and/or institutions
- _____ copies of any curriculum grant reports or triennial released-time reports of curriculum development that the candidate may have done

- _____ a description of travel done in order to enhance one's teaching knowledge and effectiveness
- _____ a description of teaching activity in international programs
- _____ a description of experience with professionals in one's field outside the University that enhanced one's teaching effectiveness
- _____ a description of efforts related to the advising of majors and students not yet declaring majors
- _____ a description of general academic counseling
- _____ evidence of teaching and learning strategies, as defined by the candidate
- _____ a description and/or evidence of other creative evaluative criteria appropriate to the candidate's discipline
- _____ copies of grant proposals written to enhance teaching
- _____ a description of administrative work involving curriculum development
- _____ a description of efforts related to the mentoring of other faculty
- _____ evidence of instructional software

B. Scholarship and Creative Endeavor

Supporting documentation in the area of Scholarship and Creative Endeavor is expected to include any number of the following that may be applicable, even if they already appear in the *curriculum vitae*. Include dates of the activities. Supporting scholarship and creative endeavor materials related to the items listed in the vitae should be included in this section, e.g. copy of paper, photographic evidence or recordings.

Required

- _____ an Opening Statement, which includes a candidate's scholarship and creative endeavor philosophy, that introduces the material that follows

Optional

- _____ a list of courses taken beyond the candidate's highest degree
- _____ a description of professional preparation and/or research projects completed during the last five years
- _____ a list of professional meetings/conferences attended for the last five years
- _____ examples of scholarly and/or creative works authored by the candidate
- _____ evidence of creative writing or performance in one's discipline
- _____ a list of presentations made in public exhibits or performances
- _____ evidence of plays, writings, performances, exhibits, or other artistic works created by the candidate
- _____ examples of papers that were presented at professional meetings
- _____ examples of papers and/or creative works published in scholarly journals
- _____ a list of titles of books and/or chapters published
- _____ examples of scholarly works that appeared in the popular press
- _____ copies of scholarly works that were self-published

- _____ other materials that provide evidence of scholarly activity
- _____ a list of activities such as lecturing or consulting
- _____ a list of learned and/or professional organizations to which the candidate belongs, including offices held and dates of terms
- _____ a list of workshops and/or short courses attended for the last five years
- _____ a list of sabbatical activities and reports that summarize those activities
- _____ a list of non-University of Indianapolis study grants or fellowships received. Include aims/purposes, dates, names of grantors, and any reports or other materials that were prepared during the term of the award
- _____ a list of University of Indianapolis summer research grants and/or released time projects that were received. Include dates and copies of any written material, reports, or papers
- _____ a description of participation in Faculty Forums (include any papers)
- _____ a description of any interdisciplinary/interprofessional activities that were pursued with Faculty and professionals in the candidate's area of expertise from other departments and/or institutions
- _____ a list or description of any other scholarly activities as defined by the candidate
- _____ a description of grant proposals whose goal was to advance scholarship
- _____ evidence of development of instructional software
- _____ copies of any patent filings
- _____ a description and/or evidence of other applications or presentations of scholarly expertise

C. Service

Supporting documentation in the area of Service is expected to include any number of the following that may be applicable, even if they already appear in the *curriculum vitae*. Include dates of the activities.

Required

- _____ an Opening Statement, which includes the candidate's service philosophy, that introduces the material that follows
- _____ a list of committee services to the University, including offices held, such as Chair or Secretary

Optional

- _____ a list of administrative duties performed for the University, such as serving as dean, chair of a department, or director of a program
- _____ a list of seminars, workshops, or non-credit short courses conducted as a member of the University of Indianapolis Faculty
- _____ a description of activities that are related to student recruiting, financial development, or alumni affairs of the University
- _____ a description of course, career, and/or personal counseling by the candidate

- _____ letters or other documents that support the candidate's performance in service to the University
- _____ a list of academic groups that the candidate has sponsored (with dates)
- _____ a description of participation in extracurricular University activities (e.g., sports, fine arts, and so forth)
- _____ evidence that the candidate has endeavored to make the University of Indianapolis known to the public-at-large
- _____ a description of participation in professional organizations at the local, state, or national levels
- _____ a list of community services, such as active participation in church, civic, and/or fraternal organizations
- _____ a description of grant proposals written to support service activities
- _____ a description of other areas of service as defined by the candidate or department

D. Supporting Administrative Documentation

Required

_____ copies of Annual Department Chair Faculty Evaluations from all available years since appointment or previous promotion.

Dossier Cover Sheet

Date: _____

Name of Candidate: _____

Dean: _____

Department: _____

Appointment (School/College, Center, or other Unit): _____

Current Rank: _____

Years in Current Rank: _____

Year Tenure Granted (if applicable): _____

Years Since Terminal Degree: _____

Month and Year of First University of Indianapolis Appointment: _____

Tenure Track? Yes ___ No ___ Date Tenure Track Begins: _____

Tenure Awarded with Initial Contract? Yes ___ No ___

Years credited toward promotion and/or tenure upon hire*: _____

Date of Promotion to Assistant _____ Date _____

Date of Promotion to Associate _____ Date _____

* At the time of hiring, if a candidate has received years credit toward rank and/or tenure, verification of this credit must be provided to the Promotion and Tenure Committee in a letter from the candidate's Dean and/or the Provost. The letter of verification is to be sent directly to the Provost's administrative assistant; it is not counted as one of the letters of support.

APPENDIX C: SEARCH AND SCREEN PROCESS FOR THE APPOINTMENT OF FACULTY

These guidelines explain the role of the Faculty in appointing full-time Faculty Members (tenure track, non-tenure track, and Visiting Faculty). Unit Faculty are typically consulted in the appointment of part-time and temporary Faculty.

1. Primary Authority of the Faculty

Authority to actively participate in the search and screen process for appointing Faculty at the University of Indianapolis comes from the University Faculty's primary authority and responsibility "to formulate and implement policies and procedures regarding the integrity and structure of academic programs and the general welfare of the Faculty" (Article III, Section A of the Faculty *Constitution*), specifically the authority over "Faculty appointment, retention, promotion, and tenure."

See *University of Indianapolis Recruitment and Selection Procedures, Office of Human Resources, August 2003* and *Steps for a Successful Search*

2. The unit Dean, Director, or Chairperson consults with the unit Faculty to update the position description as soon as a unit determines that there will be a vacancy.

This step ensures that full-time Ranked Faculty Members collaborate on the needs of the unit prior to filing the *Position Request and Authorization* form. Discussion includes key functions, minimum requirements, responsibilities, and challenges of the position qualities, skills, knowledge, and experience. The Office of Human Resources provides guidelines about position descriptions. The *Position Request and Authorization* form will include the signature spaces for at least three (3) Ranked Faculty Members who have participated in the discussions. Anticipating vacancies that could occur at a time when Faculty are typically not scheduled to be on campus (e.g., summer break), Units may identify Faculty Members who will be available for service on a Search and Screen Committee. When there is need to fill the position immediately, this guideline may be waived upon the approval of the Provost.

3. The decision is made to fill the vacancy after consultation with and approval by the appropriate Dean and Vice President/Provost.

The Dean completes the *Position Request and Authorization* form and submits it to the Office of Human Resources. This form includes the department, position title, tenure / non-tenure track / Visiting status, job description, minimum qualifications, type of position, salary, name of person being replaced, estimated starting date, and position account number. Visiting, part-time or non-tenure track Faculty positions may be filled through a local/regional search. A national search is conducted for all full-time tenure-track positions. When a national search is preferred, it will be conducted as early as possible during the regular academic year.

4. The Search and Screen Committee is established.

The Search and Screen Committee may consist of three (3) to seven (7) Faculty Members and non-Faculty. The majority of its members are full-time Ranked Faculty volunteers from the department in which the vacancy occurs. Faculty Chairs and Directors, non-Faculty Administrators, or community members may be additional members of the Search and Screen Committee. For vacancies of unit Dean, Director, or Chairperson, the Provost or the Dean may appoint a Ranked Faculty Administrator from within or outside the unit to be a member or Chair of the Search and Screen Committee. Except for this Chair appointment, the search committee typically elects its own Chairperson. The Chairperson of the Search and Screen Committee manages the appointment process. The name of the members of the search committee and its chair should be forwarded to the Office of Human Resources. The *Search and Screen Committee Members* form documents the members of the search committee and its Chair. The completed form is submitted to the Office of Human Resources. Search and Screen Committee membership should remain the same throughout the recruiting, selection, and appointment process.

The Director of Human Resources is an *ex officio* member of all search committees. This Director or a representative will advise the committee. The search committee should receive a timetable for its work from the appropriate Dean or Vice President. When no timetable is forthcoming, the committee will generate an appropriate timetable to achieve its goals.

5. The job posting is developed and posted to HR by the Search and Screen Committee.

The posting includes the beginning / appointment date (for Faculty positions), duration of the Faculty appointment (9-month, 10-month, 12-month), tenure-track / non-tenure track / Visiting status, duties and responsibilities, minimum and preferred qualifications, degree requirements, salary "commensurate with qualifications and experience" statement, the deadline for applying or "until filled" statement, and the website address for the University

6. The selection process is developed and selection criteria are specified.

Selection criteria are the basis for developing interview questions, evaluating candidates, and choosing finalists. Criteria include skills, knowledge, qualities, and experience. Everyone directly involved in a hiring decision should understand the list of selection criteria and use them consistently through candidate assessment.

The Chair of the Search and Screen Committee serves as a facilitator and guide for the process, making sure that committee members know that their role is to advise the University about whom to hire, what they are expected to do, the position description, deadlines for recommendations, diversity goals, and what support resources (e.g., clerical) are available to them. Applicants who do not meet minimum qualifications may not move on in the search process. A representative of the Office of Human Resources will meet with the Search and Screen Committee or its Chairperson to review the process and fair hiring practices.

7. The Search and Screen Committee conducts initial screening/evaluation of applicants.

The Search and Screen Committee Chair sends a letter acknowledging receipt of materials from all applicants. Initial screening is based on the minimum qualifications described in the

selection criteria: required degree, desired expertise, desired academic or clinical/practice experience, etc.

Application materials for academic appointments are compiled. Candidates are recommended for interviews. Typically, two (2) to three (3) candidates are recommended for campus interviews. The search committee may include a phone interview during the screening of candidates to assist in determining which finalists to invite for campus interviews.

The applicant pool must be certified by the Director of Human Resources prior to extending to any candidate an invitation for interview. The *Certification of the Applicant Pool* form is completed and sent to Office of Human Resources. Approval of the applicant pool by the supervising administrator (Director, Dean, Provost) is received.

Applicant finalists are contacted by the Search and Screen Committee Chair. Interviews are scheduled by the Search and Screen Committee.

8. The applicant's references are contacted prior to the scheduled interview.

The *University of Indianapolis Recruitment and Selection Procedures* form from the Office of Human Resources contains suggested questions and language for interviewing references and applicants.

9. Interviewing the finalist

The interview room and building must be accessible to candidates with disabilities. Use standardized written rating sheets as suggested in the *Recruitment and Selection Procedures* guidelines from the Office of Human Resources (2003, pp. 9, 23). The search process and rating sheets are consistent for all candidates. Failure to follow fair hiring processes and Affirmative Action guidelines may result in a decision to cancel a search.

10. Selecting the finalist(s)

The Search and Screen Committee evaluates the strengths and weaknesses of the candidates. A written summary documents the fitness for the job requirements, interview, reference checks, presentations and any other selection method utilized for all final candidates. Candidates are ranked only if it requested to do so.

11. The search committee Chair recommends one of the finalists to the Dean/Provost for employment.

The Search and Screen Committee meets within three (3) days after the final interview. The Search and Screen Committee determines which applicant(s) to recommend. Only job-related information is presented to the person making the final decision. A summary of each individual's weaknesses and strengths as they pertain to the job criteria is appropriate. The President or Vice President then makes a decision about the recommendation and, if appropriate, negotiates the terms of the offer with the candidate.

12. An offer is extended.

Confidential material is returned to the Office of Human Resources or is destroyed after an offer is accepted in writing and after all candidates have been notified of the outcome of the search. The Chair of the Search and Screen Committee notifies all candidates in writing of the outcome.

13. A contract is issued.

The President's Office will process and mail a contract to the successful Faculty candidate.

APPENDIX D: PRESIDENT’S CABINET AND PLANNING COMMISSION

President Robert L. Manuel’s Cabinet:

Robert L. Manuel, President
Patrick Alles, Assistant Vice President, Institutional Planning and Research
Deborah Balogh, Executive Vice President and Provost
Michael Cartwright, Special Assistant to the President for Mission
Jeanette DeDiemar, Vice President of Communications and Marketing
Steve Herriford, Associate Vice President of Information Systems
Mike Holstein, Vice President and Chief Financial Officer
Samantha Karn, Vice President and General Counsel
Lara Mann, Special Assistant to the President and Executive Director of the Lugar Academy
Chris Molloy, Vice President of Advancement
Andrea Newsom, Director of Facility and Space Planning
Kory Vitangeli, Vice President for Student and Campus Affairs and Dean of Students
David Wantz, Associate Vice President for Community Relations and Special Assistant to the President
Mark Weigand, Executive Vice President of Campus Affairs and Enrollment Services
Sue Willey, Vice President of Intercollegiate Athletics and Athletic Director

University Planning Commission:

Patrick Alles, Assistant Vice President, Institutional Planning and Research
Judy Apple-VanAlstine, Dean, School of Adult Learning
Mary Beth Bagg, Associate Provost for Academic Systems
Deborah Balogh, Executive Vice President and Provost
Bethany Baugh, Director of Graduate Admissions
Larry Belcher, Dean, School of Business
Jim Bellew, Professor, Krannert School of Physical Therapy
Michael Cartwright, Special Assistant to the President for Mission
Jeanette DeDiemar, Vice President of Communications and Marketing
Kristine Dozier, Registrar
Jennifer Drake, Dean, College of Arts and Sciences
Jodie Ferise, Assistant Professor, School of Business
Stacie Fruth, Associate Professor, Krannert School of Physical Therapy
Christine Guyonneau, University Archivist
Scott Hall, Public Information Director
Linda Handy, Associate Vice President of Financial Aid
Stephanie Hays-Mussoni, Executive Director of Development
Steve Herriford, Associate Vice President of Information Systems
Mike Holstein, Vice President and Chief Financial Officer
Kate DeCleene Huber, Director and Associate Professor, School of Occupational Therapy
Anita Jones Thomas, Dean, School of Psychological Sciences
Samantha Karn, Vice President and General Counsel

Stephanie Kelly, Dean, College of Health Sciences
Elizabeth Kiggins, Instructional Technologist
Andy Kocher, Executive Director of Development
Phylis Lan Lin, Associate Vice President for International Partnerships
Lara Mann, Special Assistant to the President and Executive Director of the Lugar Academy
Robert Manuel, President
Ellen Miller, Interim Associate Provost for Research, Graduate Programs, and Academic Partnerships, DeHaan Endowed Chair of Gerontology, and Executive Director, Center for Aging and Community
Chris Molloy, Vice President of Advancement
Mary Moore, Associate Vice President for Accreditation
Kathy Moran, Dean, School of Education
Andrea Newsom, Director of Facility and Space Planning
Peter Noot, Director of Publications
Jodi Purtee, Controller
Chris Raisovich, Director of Human Resources
Joe Solari, Director of Marketing
Larry Sondhaus, Professor of History
Anne Thomas, Dean, School of Nursing
Kory Vitangeli, Vice President for Student and Campus Affairs and Dean of Students
David Wantz, Associate Vice President for Community Relations and Special Assistant to the President
Mark Weigand, Executive Vice President of Campus Affairs and Enrollment Services
Kevin Whiteacre, Associate Professor, Chair of Criminal Justice and Sociology
Ron Wilks, Associate Vice President for Enrollment
Sue Willey, Vice President of Intercollegiate Athletics and Athletic Director
Corey Wilson, Associate Vice President of Professional Edge Center
Douglas Woodwell, Associate Professor of History