

University of Indianapolis

Faculty Information and Guidelines

2016-2017



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 University of Indianapolis Faculty Information Guidebook is a manual containing information and guidelines other than the policies of the university stated in the Faculty Handbook. This book serves as a resource for faculty on non-contractual issues such as academic personnel guidelines, instructional information, available services, and faculty development opportunities. All relevant forms related to these matters are at the end of the Guidebook. This manual is intended to assist faculty and departments in the day-to-day aspects of university life.

Topics of concern to faculty that are not covered in this book can be found in the University of Indianapolis Faculty Handbook. Faculty should consult their academic unit for guidelines specific to that unit.

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FORMS Referenced in the Guidebook

Internal Grants: See the Grants Channel, Internal Grants

- Application Process for Internal Grants
- Vision Grant
- Zerfas International Travel Grant
- Summer Research Grant
- Innovator Grant
- InQuery Grant
- Internal Travel Grant Programs
- Undergraduate Student Travel Grant
- Graduate Student Travel Grant
- Harris Manchester Travel Grant

External Grants: Pre-Award and Post-Award: See Grants Channel, External Grants

Faculty Application Forms: See Faculty Resources, Faculty Tab

- Absence from Campus
- Application for Sabbatical Leave
- Teacher of the Year Nominating Form

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 and Purpose

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 in the Office of the Registrar.

The University comprises the College of Applied Behavioral 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 the Shaheen College of Arts and Sciences, as well as two centers of excellence, the Center for Aging and Community and the Center of Excellence in Leadership and Learning. The Richard G. Lugar Academy was launched in December, 2012.

1.5 Values

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

- an emphasis on student learning in all aspects of university life.
- faculty and student interaction that provides individual attention, engagement, and opportunities for mentoring.
- international experiences for students, faculty, and staff.
- engagement with religious traditions in an environment of hospitality, informed by the United Methodist Church and enriched by other traditions, religious and secular.
- purposeful engagement with the city of Indianapolis and the State of Indiana.
- ethical, responsible, and professional behavior with respect expressed among all members of the university community.
- individual contributions of all members of the university community toward advancing our mission.

1.6 Vision 2030 Strategic Plan

During the 2013-2013 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 International Sites

The University of Indianapolis offers baccalaureate degree programs at two accredited international sites. All degree programs offered at the international sites are closely patterned after those offered in Indianapolis and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Extension Sites in China

Ningbo Institute of Technology, part of Zhejiang University in China, offers a joint program with the University of Indianapolis. Upon satisfactory completion of the joint program, students at NIT may complete the requirements for a University of Indianapolis baccalaureate degree and a degree from NIT. Joint programs are offered for business.

Zhejiang Yuexiu University of Foreign Languages in China offers associate degrees for business and English majors.

1.8 Accreditations, Affiliations, and Articulations

The University of Indianapolis is accredited by

The Higher Learning Commission of the North Central Association of Colleges and Schools

230 South LaSalle Street, Suite 7-500

Chicago, Illinois 60604-1411

(312) 263-0456 | www.ncahlc.org

University Senate of the United Methodist Church

Selected programs of the university are accredited by

Accreditation Commission for Nurse-Midwifery Education

Accreditation Council for Business Schools and Programs

Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

4720 Montgomery Lane, Suite 200

Bethesda, MD 20814-3449

(301) 652-2682

American Psychological Association

Commission on Accreditation for Respiratory Care

Commission on Accreditation of Allied Health Education Programs

Commission on Accreditation of Athletic Training Education

Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association

Commission on Collegiate Nursing Education

Commission on Sport Management Accreditation

Council on Social Work Education

Indiana Department of Education

National Association of Schools of Art and Design

National Association of Schools of Music

National Council for Accreditation of Teacher Education

University Senate of the United Methodist Church

Membership is held by the university in the

1. American Council on Education
1. American Council on Education
2. Association of American Colleges
3. Association of Colleges for Higher Education
4. College Consortium for International Studies
5. Consortium for Urban Education
6. Council for Adult and Experiential Learning
7. Council of Independent Colleges
8. Independent Colleges and Universities of Indiana
9. Indiana Association of Graduate Schools
10. Indiana Conference on Higher Education
11. Indiana Consortium of International Programs
12. Midwest Association of Graduate Schools
13. National Association of Independent Colleges and Universities
14. National Association of Schools and Colleges of the United Methodist Church
15. Membership is held by academic units in:
16. American Association of Colleges of Nursing
17. American Association of Colleges for Teacher Education
18. American College of Nurse-Midwives
19. American Occupational Therapy Association
20. Association for Education in Journalism and Mass Communications
21. Association for Gerontology in Higher Education
22. Association of Independent Liberal Arts Colleges of Teacher Education
23. Association to Advance Collegiate Schools of Business
24. Broadcast Education Association
25. Campus Community Partnerships for Health
26. Council for Accelerated Programs
27. Council of Graduate Departments of Psychology
28. Council of Graduate Schools
29. Indiana Center for Nursing
30. Indiana Occupational Therapy Association
31. National Communication Association
32. National Council of Schools and Programs of Professional Psychology
33. National Forensics Association
34. National League for Nursing
35. Online Consortium of Independent Colleges and Universities
36. Speech Communication Association

Administrative departments also hold membership in specialized professional organizations on the state and national levels.

United Methodist Affiliation

The affiliation of the University of Indianapolis and the United Methodist Church reflects a union for mutual benefit. The University of Indianapolis depends on the support of the church. This support

includes, but is not limited to, financial support from the North and South Indiana conferences and their members.

The University of Indianapolis also depends on the church to send its youth as students and to recommend qualified church leaders to the Board of Trustees to provide leadership. In turn, the United Methodist Church may depend on the University of Indianapolis to provide students with high-quality academic experiences in an environment in which the values of the church are stressed. The church can also depend on the University to provide continuing education courses and seminars.

Athletic Affiliations

The University of Indianapolis maintains national affiliation for its 23 athletics programs through membership in the National Collegiate Athletic Association (NCAA) Division II. The institution is a fully participating member of the Great Lakes Valley Conference which conducts championships in all sports sponsored by the University, except men's and women's lacrosse. Women's lacrosse currently maintains championship competition opportunity via the Great Lakes Intercollegiate Athletic Conference and men's lacrosse via the Eastern College Athletic Conference.

Service Members Opportunity Colleges Membership

The University of Indianapolis, through its membership in a nationwide project known as Service Members Opportunity Colleges, cooperates with hundreds of other colleges and universities in providing postsecondary educational opportunities for military personnel and veterans. As a partner in SOC, the University of Indianapolis affirms its commitment to the implementation of policies and procedures that address the special conditions faced by military students seeking a college education. Information about services the University provides to military service personnel is available in the Office of the Registrar. Veterans benefit eligibility and certification is administered by the Office of the Registrar.

International Affiliations with Other Colleges and Universities

The University of Indianapolis seeks and maintains agreements with several institutions of higher education throughout the world. Established with a mutual desire to promote educational exchange and international cooperation, sister-school programs and articulation agreements facilitate exchange of faculty members, undergraduate and graduate students, visiting scholars, and administrators. These programs also support the exchange of culture, research, and educational materials.

Articulation Agreements

Intercollege, Cyprus

Intercollege is an independent, freestanding institution that was established in Cyprus in 1985. Classes are taught in English by a faculty of leading educators from the United States, the United Kingdom, and Europe. The University of Indianapolis and Intercollege hold an agreement of preapproved course equivalency to encourage and facilitate the exchange of students and faculty between institutions.

Sister Institutions in Asia

The Office of Asian Programs of the University of Indianapolis maintains relationships with highly regarded institutions of good standing throughout Asia.

- A. Anhui Normal University. Anhui Province, Wuhu, Renmin Lu 1 Hao, People's Republic of China. [www.ahnu.edu.cn] Sister school since April 1999.
- B. Chinese Culture University. 55 Hwa Kang Road, Yangmingshan, Taipei, R.O.C. [www.pccu.edu.tw] Sister school since November 1996.
- C. Ningbo Institute of Technology, Zhejiang University. District of Higher Education, Ningbo, Zhejiang 315100, PRC. Sister school since December 2002.
- D. Shanghai Normal University. Shanghai, People's Republic of China. [www.shnu.edu.cn] Sister school since October 2006.
- E. Shandong Institute of Physical Education and Sports. Shandong Providence, People's Republic of China. Wenhua Xilu 10, Jinan, Shandong, China 250063. Sister school since September 2006.
- F. Tunghai University. 181, Tai Chung Kang Road, Section 3, Taichung 407, Taiwan, R.O.C. [www.thu.edu.tw] Sister school since November 1990.
- G. Zhejiang Medical College. Zhejiang, People's Republic of China. Xiangshan, Hangzhou, Zhejiang Province, China. Sister school since October 2006.

Consortium for Urban Education

The Consortium for Urban Education is an organization of higher education institutions and the Indianapolis Museum of Art, all located in the Indianapolis metropolitan area. In addition to the University of Indianapolis, members include Butler University, Franklin College, Indiana University-Purdue University at Indianapolis, Ivy Tech College (Indianapolis), Marian University, and Martin University. Designated academic officers of the institutions meet regularly to exchange ideas and programs. A major activity sponsored by the consortium is the coordination of cross-registration for students during semesters I and II only of each year; spring term and summer courses are not included.

Cooperative Degree Programs

The University offers some degree programs in cooperation with other local institutions. A dual degree program leading to degrees in physics and electrical or mechanical engineering is offered in cooperation with Purdue University at Indianapolis, and a bachelor's degree in medical technology is offered in association with Methodist Hospital and St. Francis Hospital and Health Centers in Indianapolis. Additional information about these cooperative programs is included in the sections of the catalog devoted to academic programs.

ROTC Program

Through an affiliation with the Reserve Officer Training Corps at Indiana University-Purdue University at Indianapolis, University of Indianapolis students may take military science courses on the IUPUI campus via cross-campus registration. University of Indianapolis students are eligible for significant scholarship assistance through participation in this program. For additional information about this program, contact the Department of Military Science at Indiana University-Purdue University at Indianapolis

1.9 Administrative Structure

President

The President is the chief executive officer of the University. He/she is elected by the Board of Trustees and is responsible to the Board for the administration of all policies adopted by the Board and for the execution of all acts by the Board.

President'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

Vice President and Chief Technology Officer

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

Special Assistant to the President for Mission

Campus Administrators

Associate Provosts (2)

Registrar

Associate Registrar

College/School Deans

College of Applied and Behavior Sciences

College of Health Sciences

Shaheen College of Arts and Sciences

School for Adult Learning

School of Business

School of Education

School of Nursing

Executive Director of the Center for Aging and Community (CAC)

Executive Director of the Center of Excellence in Leadership and Learning (CELL)

Department Chairs

University Co-Chaplains

Executive Director for Student Development

Director of Bridge Scholars Program

Director of BUILD Program

Executive Director of the Honors College

Director of the Writing Laboratory

Assistant Director of the Writing Laboratory

Controller

Director of Human Resources

Executive Director of Development

Associate Vice President for Professional Edge

Associate Vice President of Financial Aid
Associate Vice President for Enrollment
Director, Library

SECTION 2: Academic Personnel Guidelines

2.1 Search and Screen Process for the Appointment of Faculty Draft April 24, 2009

These guidelines explicate the role of the faculty in appointing full-time faculty (tenure track, non-tenure track and visiting faculty). Unit faculty are typically consulted in appointment of part-time and temporary faculty.

I. 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" (University of Indianapolis, Faculty Handbook; Article III: Faculty Authority, Section A: Primary Authority) Specifically, the authority for "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 there will be a vacancy.

This insures full time ranked faculty 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. Office of Human Resources provides guidelines about position descriptions. *Position Request and Authorization Form* will include the signature spaces for at least 3 ranked faculty who have participated in the discussions. Anticipating vacancies that could occur at a time when faculty are typically not scheduled to be on campus (i.e., summer break), Units may identify faculty 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 and Executive Vice President for Academic Affairs.

3. The decision is made to fill the vacancy after consultation and approval from 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: the department, position title, tenure, non-tenure, or visiting, job description, minimum qualifications, type of position, salary, name of person being replaced, estimated starting date, position account number, etc. 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 committee is established.

The committee may consist of 3-7 faculty and non-faculty members. 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. The 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 or visiting, duties and responsibilities, minimum and preferred qualifications, degree requirement, salary "commensurate with qualifications and experience", deadline for applying or "until filled," 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. 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 2-3 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. *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. Applicants references are contacted prior to the scheduled interview.

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

9. Interviewing the finalist

Interview room and building must be accessible to candidates with disabilities. Use a standardized written rating sheets as suggested in the *Recruitment and Selection Procedures Guidelines* from the Office of Human Resources (2003). 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 requested to do so.

11. Search committee chair recommends one of the finalists for employment to the Dean/Provost.

The Search and Screen Committee meets within 3 days after final interview. S&S 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 it pertains 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. Offer is extended.

Confidential material is returned to 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. The President's Office will process and mail to the successful faculty candidate his/her contract.

Full-Time Teaching Faculty Orientation

The Faculty Facilitators representing the Faculty Learning Design Studio orient new full-time teaching faculty to the university as a whole. Department Chairs, under the direction of their School Deans, orient them to their respective departments/schools and to their specific roles therein.

Adjunct Faculty Orientation

Orientation of new adjunct faculty and the orientation of full-time faculty to teaching in extended and accelerated programs is a responsibility of the chairs of each academic unit.

Academic Personnel Definitions

Doctoral degree means a doctorate or an equivalent degree in the discipline in which course will be taught.

Master's degree means a master's or an equivalent degree in the discipline in which course will be taught.

Ranked faculty means faculty members holding the rank of instructor, assistant professor, associate professor, professor, librarian, associate librarian, assistant librarian, or affiliate librarian.

Scholarship means regular and disciplined pursuit of knowledge and development of skills in one's discipline. This may be systematic research or creative activities in the arts.

Service means the contribution of a faculty member to the effective functioning of the university as an institution and the contribution of professional expertise and/or general service to the civic community.

Tenure means the status granted after a probationary period to a ranked faculty member protecting him/her from arbitrary dismissal. Tenure gives the faculty member the contractual right to be re-employed for succeeding academic years until he or she resigns, retires, is dismissed for cause, is separated pursuant to a reduction in force, or becomes disabled or dies, but subject to the terms and conditions of employment that exist in this Faculty Handbook and in future editions of the Faculty Handbook as amended.

Teaching experience means full-time university-level teaching experience in the area of subjects to be taught.

Terminal degree means an earned doctorate in an appropriate discipline or such other degree as is identified as terminal in established policies.

2.2 Personnel Records

Office of the President

The university maintains official personnel files for each full-time faculty member in the President's Office. This record includes vitae, recommendations, official transcripts of academic work, correspondence, records dealing with terms and conditions of employment, any grievance proceedings, and achievement in teaching, scholarship and service, a roster for tracking eligibility for promotion, tenure, sabbatical leave, and other matters related to length of service. The file also includes proposals submitted for internal or external research grants and dossiers submitted by faculty applying for promotion or tenure.

School Deans and Department Chairs

Deans and Chairs maintain such personnel files as are needed for the assignment and evaluation of faculty under their supervision.

Human Resources

The Human Resources maintains files relating to faculty benefits such as health insurance, life insurance, disability insurance, and the retirement program.

Accounting Office

The Accounting Office maintains files relating to salaries paid, benefits accrued, deductions withheld, and other items of financial record.

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/Deans may examine the personnel files of faculty members in their own departments/schools only.

Faculty members may review 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 and Executive Vice President for Academic Affairs or the appropriate Dean/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.

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 President. 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 Human Resources Office.

2.3 Employee Compensation

Faculty

As a general rule salary determinations are made at the beginning of the academic year when enrollment estimates are the most reliable and these determinations are made based on annual evaluations conducted the previous spring.

Adjunct Faculty

Adjunct faculty teaching in accelerated and extended programs are paid per credit hour according to a salary schedule that recognizes academic qualifications and length of service at the University of Indianapolis. The schedule is on file with the Dean for the School for Adult Learning. Adjunct faculty teaching in the day division are paid at the maximum rate allowed for faculty with their academic qualifications. Adjunct faculty salary is paid in monthly installments during each term.

Payroll Deductions**Statutory**

Deductions for federal income tax, social security tax, state income tax, and local option tax are made in accordance with the laws of the United States and the State of Indiana. Any change in dependency status that would alter such deductions shall be reported by the employee to the Business Office.

Optional

Deductions for contributions to the university or United Way; for deposits or payments to the credit union; for premium payments to the retirement plan or insurance selections; or for other approved purposes are made only with the employee's authorization.

SECTION 3: Faculty Instructional Information

3.1 Preparation of Syllabus

Every instructor must prepare a course syllabus and, if feasible, make it available to the student. An electronic copy of this syllabus is to be sent to the Office of the Registrar and appropriate departments as requested but not later than the second week of the semester or session.

The syllabus should include:

1. University name
2. Title and course number
3. Department offering the course
4. Instructor's name
5. Description of course
6. Credit hours
7. Course learning objectives (objectives stated in terms of what the students will be able to do or demonstrate upon successful completion of the course)
8. Teaching methods (i.e. lecture, discussions, group projects, etc.) and course deliver mode (face-to-face, hybrid, fully online.)
9. Course outlines (dates when each assignment is due and when quizzes, tests, and other evaluations are due)
10. Course requirements (papers, exercises, lab write ups, etc.)
11. Reading assignment schedule (include library assignments)
12. Method of grading*
13. Statement of absenteeism and tardiness**
14. ADA and Disabilities Statement
15. Bibliography

*The instructor should indicate what percent of a student's grade will be based on each required assignment (e.g., tests, quizzes, paper) and in-class participation.

**The instructor should make a clear statement about his/her policy regarding absenteeism and about the effect of absenteeism and tardiness on student's grade.

3.2 Faculty Travel Guidelines/Absence from Campus Request

1. Plan as far in advance as possible. This will allow time for getting authorization and the least expensive possible travel arrangements.
 2. Depending upon your departmental/school budget, you may receive funding for attendance at professional meetings. Conference attendance should not cause absence from more than two (2) class sessions in any given course.
3. Faculty may also receive funding for participation in professional meetings (expenses paid up to \$900.00 annually) from the Provost and Executive Vice President for Academic Affairs' account. In no case should participation cause absence from more than two (2) class sessions in any given course.

4. With the above guidelines in mind, fill out an ABSENCE FROM CAMPUS REQUEST FORM (See Faculty Resources Channel). These are also available from the Provost and Executive Vice President for Academic Affairs. This will be the only authorization needed for reimbursement before filing the actual EXPENSE VOUCHER. (1) Give precise dates. (2) Give detailed information on the purpose of absence, indicating a) name of organization, b) location, c) role (title of paper, type of presentation, etc.). (3) Indicate class coverage provided. "Library Assignment," "Writing Assignment," or "Nothing" generally is not acceptable coverage provisions. You must have your department head's and/or dean's approval.
5. The ABSENCE FROM CAMPUS REQUEST FORM should be filled out in a timely fashion whether the faculty member is seeking funding or not or whether the faculty member needs coverage or not.
6. Upon return from your trip, if the faculty member is seeking reimbursement under the guidelines above, he or she should complete a University of Indianapolis TRAVEL EXPENSE VOUCHER listing all expenses, and submitting to your head of department and/or dean. All receipts for all expenditures must be provided for monies claimed. The university will not reimburse expenses for alcoholic beverages, personal telephone calls, pay television, nor any expenses beyond registration, transportation, lodging, and food. The university will not pay for higher transportation costs necessitated by failure to get a ticket in advance; nor for first-class carriage. Provide documentation of the conference itself (a copy of the program and an indication of your name and presentation title).
7. The Dean/Directors, or in the case of Provost and Executive Vice President for Academic Affairs Fund, the Provost and Executive Vice President for Academic Affairs, upon checking for all of the above requisites, will forward the expense voucher to the Accounting Office, which will directly forward the authorized reimbursement to you.
8. International Travel: UIndy faculty members who wish to create an opportunity for UIndy students to travel internationally in any way that is connected with the university, whether singly or as a group, are required to submit the International Travel Program Approval Form (See Faculty Resources under the Faculty Tab). Faculty members who travel internationally for university business are not required to submit the form but are requested to notify the International Division, providing an itinerary of anticipated travel and emergency contact numbers. For further information, please contact the Office of International Services in Schwitzer, Room 208, or phone 317-788-3247.

Please do not ask for exceptions to any of the above guidelines. If there are any questions about your plans or procedures, please contact your head of department and/or dean.

3.3 Courses/Classes

1. Class sizes in the Business Core and the General Education Core will normally be targeted to a minimum of 20 in 100-200 level courses. Some classes may go as high as 80 when appropriate to reduce sections.
2. Sections of lower-level classes should be combined whenever possible. A student assistant may be made available.
3. Some classes will be offered only at night and, perhaps, be taught by adjunct faculty.
4. Two sections of the same course offered in both day and evening which total fewer than 30 should be combined into one section. Classes with special enrollment limits will continue to be an exception.
5. Where academically responsible, classes which regularly have fewer than 20 should be offered every other year.
6. Courses not taught in four years should be reviewed and possibly deleted.

The current policy of requiring 10 students as the minimum enrollment for a course should be reinforced for both undergraduate day and undergraduate extended programs. In cases when a course is a repeat offering (that is offered again within the same academic year) or a multiple offering (more than one section offered during the same semester), then the minimum of 10 students should be rigidly observed. Courses between 6 to 9 students may be offered at the discretion of the unit director and/or dean. Factors which may influence the approval of a small class include the total number of students taught within the academic year by the faculty member and the total number of students advised by the respective faculty member.

Independent study opportunities are viewed as a valuable learning experience. Compensation for independent studies will be proportionate to the teaching of 6 students within the smallest allowable course. The following rate for compensation is recommended:

$$\# \text{ of credit hours} \times \text{the number of students} \times .1666$$

(Each credit hour is worth 1/6 or (.1666) of an hour of compensation.)

No distinction in compensation is being made between small classes and independent studies, nor between required and elective independent studies. Independent studies, directed readings, and research projects all will be compensated the same.

3.4 Faculty Compensation for Extra-Scheduled Academic Activity Practicum

A practicum is a course designed to relate theory and practical experience with both aspects being carried on sequentially or simultaneously. Each practicum includes the following:

- Group classroom instruction for a minimum of 7 ½ hours for each one hour credit practicum;
- Student preparation outside of class
- Placement arrangements for an on-site supervision of the student activity by the university instructor, and a minimum of 7 ½ clock hours per credit hour of designated activities at the on-site location, and;
- Evaluation of student classroom and on-site activity by the university instructor.

The combination of academic study, on-site activity and evaluation procedures culminates in the instructor assigning a letter grade for each student.

Compensation

Compensation for a practicum will be $1/8$ credit hour x total number of student credit hours. The maximum number of students for a practicum is ten for one faculty. This formula is meant to serve as a guide for faculty who have small numbers (fewer than ten students) in a practicum. Department chairs are encouraged to work with their deans when the numbers exceed ten.

Internship/Co-op

An internship/co-op is a course designed to expose the student to a full time work experience in a practical environment. The length of time is commensurate with the number of credit hours. Supervision of the student ordinarily is the responsibility of the work experience supervisor. The university instructor is responsible for replacement arrangements and the design of an appropriate report system to be used by the work experience supervisor. The university instructor assigns a grade of “S” (satisfactory) or “U” (unsatisfactory) considering both the student’s performance and the recommendation of the cooperating teacher. All requests for these activities must be filed on the appropriate form and must be approved by the supervising instructor and the head of department or school/college dean.

Compensation: A ratio of six students for one academic hour up to a maximum of four hours credit for any one internship.

Student Teaching Supervision

Student teaching is designed to provide observation of and participation in teaching experiences under the guidance of a university supervisor and a cooperating teacher. It entails the prescribed activities related to the course and includes expected out-of-class preparation. The university supervisor consults with the cooperating teacher, on-site, a number of times as prescribed by School of Education policy. The university supervisor assigns a grade of “S” (satisfactory) or “U” (unsatisfactory) considering both the student’s performance and the recommendation of the cooperating teacher.

Compensation: 1.0 academic hour credit for each fifteen-week student teaching experience. No maximum applied.

Field/Clinical Experience

A field/clinical experience is an adjunct segment of a regular academic course which provides the student with some practical and/or observational experience in the area of learning. The field/clinical experience segment constitutes no more than fifty percent of the class responsibilities and is considered a class assignment. On-site supervision is conducted by either the instructor or the field/clinical professional to whom the student is assigned. The experience is evaluated as a portion of the academic course.

Compensation: None, as this is an integral part of the course for which compensation/credit has been given.

Independent Study/Directed Readings/Research Project

A course in which the student engages in individual or small-group projects. The project may be of the nature of research or study in a selected area of interest. Prerequisite: Approval of

supervising faculty member, head of department, school dean, and Provost and Executive Vice President for Academic Affairs.

These activities are categorized as either required (RIS) or elective (EIS). NOTE: Faculty generally should not supervise more than four students engaged in these activities per semester. All requests for these activities must be filed on the appropriate forms and must be approved by the supervising instructor, the head of department, school dean and the Provost and Executive Vice President for Academic Affairs. See Independent Study Guidelines.

Compensation: Compensation for independent studies will be proportionate to the teaching of students within the smallest allowable course. The following rate for compensation is recommended: # of credit hours x the number of students x .1666 (Each credit hour is worth 1/6 or (.1666) or an hour of compensation.)

Private Applied Music

Private instruction for students in an instrument or voice. One of credit represents one 30-minute private lesson per week and one-hour of practice daily; two hours or more of credit represent a one-hour private lesson per week and two or more hours of practice daily.

Compensation: One hour = 2/3 hour of teaching credit; three one-half hours – 1 hour of teaching credit.

Small Classes

The current policy of requiring 10 students as the minimum enrollment for a course should be reinforced for both undergraduate day and the undergraduate extended programs. In cases when a course is a repeat offering (that is offered again within the same academic year) or a multiple offering (more than one section offered during the same semester), then the minimum of 20 students should be rigidly observed. Courses between 6 to 9 students may be offered at the discretion of the unit director and/or dean. Factors which may influence the approval of a small class include the total number of students taught within the academic year by the faculty member and the total number of students advised by the respective faculty member.

Compensation: No distinction in compensation is being made between small classes and independent studies, nor between required and elective independent studies. Small classes, independent studies, directed reading, and research projects will be compensated the same.

Honors Projects Supervision

Faculty supervision is required of all honors projects. Although honors projects receive final approval by the Honors College Faculty Committee, it is the faculty supervisor's responsibility to guide the project from the proposal stage to an acceptable final product worthy in style and content to qualify the student to graduate "with distinction." The supervisor ensures that the written component conforms to the appropriate publication style format and is free of spelling, punctuation, typing, and grammatical errors. The faculty supervisor determines and submits the final grade(s) for the Honors Project course, with the understanding that grades of B or higher are reserved exclusively for projects that earned approval by the Honors College Committee.

Compensation is one hour teaching credit.

Spring Term

A course that is approved as a “designated Spring Term course” is to be creative, innovative or interdisciplinary in nature and suitable for intensive time format.

Compensation: A Spring Term course may be taught as part of faculty load or for separate contract as summer teaching for hours over 25 credit per year or cumulative @ 75 credit hours over three years.

Graduate Teaching Credit

Faculty members who teach graduate courses may be issued a separate contract for graduate hours when teaching load is satisfied by undergraduate or in some cases graduate hours. A separate contract will only be issued for hours over 25 in any one year.

Compensation: Teaching credit will be computed at the same credit hour as undergraduate classes. There will be no additional compensation for graduate students enrolled in undergraduate classes for graduate credit.

Extra-Class Activities

Compensation may be given for selected academic activities performed outside the classroom.

Compensation: Non-classroom academic activities may be compensated by a separate contract as approved by the Provost and Executive Vice President for Academic Affairs.

Head of Department Administration

Head of Departments are responsible for the supervision of full-time and adjunct faculty in the administration of the department.

Compensation: Full-time faculty: One hour teaching credit per year for each full-time faculty member whose primary teaching responsibilities lie in that department.

Adjunct faculty: One eighth (1/8) hour teaching credit per semester, spring term and summer sessions for each adjunct faculty member regardless of how many teaching hours.

Sabbaticals

A program of study, research and/or travel which may be granted to the full-time faculty after six years of continuous service at the University. Proposals must be approved by the school dean, Sabbaticals and Grants Committee, the Provost and Executive Vice President for Academic Affairs, and the President. A faculty member must give a minimum of two years of service to the University after a sabbatical leave; otherwise, a proportionate amount of the sabbatical salary must be refunded for the service not rendered.

Compensation: One semester = 12 hours of teaching credit; two semesters = 23 teaching hours of teaching credit.

Fractional Teaching Credit in Determining Computation of Faculty Load

In computing various extra-scheduled academic activities, head of departments/school deans should maintain fractions of teaching credit and round up or down at the end of the year. Where there is a need caused by the distribution of courses, faculty members may satisfy contract for the three-year period with 74 hours.

3.5 Associate Faculty Guidelines

- A. The request for an associate faculty line should be made in November when faculty staff needs are reviewed as part of the annual budgeting process. Approved associate faculty requests should be noted and included in the annual budget preparation.
- B. Associate appointments are made on the basis of an academic year calendar -- August to May. The load requirement should be met in the regular semesters (fall and winter). Upon request, spring term may be included in the contract period.
- C. A letter of appointment from the Provost and Executive Vice President for Academic Affairs will serve to confirm the associate status. The appointment should be renewed annually. The letter will be copied to the Vice President for Business and Finance and to the unit supervisor. The Business Office will contact the individual associate faculty members to provide information about available benefits. The unit supervisor is responsible for filing individual contract requests as a part of the adjunct faculty appointment process. The form provides a place to note the associate status and the appropriate rate for compensation. It is the responsibility of the unit supervisor to ensure that load is met. In the unexpected case that load cannot be provided (e.g., due to cancelled classes), the associate rate will be extended for the hours below 15 that are taught in the specified time period noted in the letter of appointment. It is unlikely that a request for renewal of an associate line will be approved when load is shown to be problematic.
- D. Associate faculty may be asked to fulfill other responsibilities required of full-time faculty. These other responsibilities will be set by the unit supervisor with requests involving load requiring approval by the school dean or program director, and Provost and Executive Vice President for Academic Affairs.
- E. Associate faculty members will be invited, but not required, to participate in Faculty Staff Institute, school and department meetings, faculty development activities, and other University-wide events. Associate faculty are not voting members in faculty, college, and department meetings. Associate faculty are not reviewed in the annual evaluation of full-time faculty, although their courses are reviewed regularly in the university-wide course evaluation system. The supervision of associate faculty counts in the unit supervisor's load according to the adjunct formula.
- F. Associate faculty are not eligible to receive faculty development funds. They are eligible for reimbursement for expenses relating to services or travel that are requested and performed on behalf of their departments or program. Such expenses should be anticipated and identified in the annual budgeting process.
- G. While every effort will be made to provide associate faculty with office space, there may be a need for associate faculty to share offices. Associate faculty may be provided with office computers and telephones as unit resources permit. All associate faculty will be eligible to receive e-mail accounts and library privileges for the duration of their

appointments. All associate faculty are eligible for all employee benefits mentioned with the exception of disability insurance, life insurance and tuition exchange.

3.6 Textbook Orders

Textbook orders for Semester II are due in the bookstore in early October; orders for spring terms and summer sessions are due in mid-February; those for Semester I are due early March. Chairs/Deans will receive order forms and exact dates from the Bookstore Manager at least two weeks before the orders are due. They are responsible for distributing the order forms to their faculty and for returning them to the Bookstore Manager.

Faculty members should work closely with bookstore personnel to ensure that textbooks are ordered in sufficient quantity, that supplemental orders are placed if needed, and that proper books have been delivered.

The University has a contract with Follett Bookstores. Under that contract the University receives a commission on sales of textbooks, course materials and merchandise. The revenue to the University is used to reduce our operating expenses. This helps to keep the cost of tuition down for all students. Under the contract the University granted to Follett Bookstores the exclusive right to sell text books and e-books on campus. This means it is a violation of the contract for any member of the University, including faculty, to support or endorse any alternative supplier of text books and course materials. Therefore, it is important that faculty do not provide students with information on where to purchase text books and course materials from a source other Follett Bookstores.

1. 3.7 Scheduling Blocks

General Guidelines

1. **Enrollment Limits:** Realistic enrollment limits are expected.
 1. Lecture classes: Limit of 30-35 or fewer. Of course, there are departments that set lower limits due to instructional constraints and those should be maintained (in consultation with the dean or program director).
 2. Larger classes (50+): Multiple large classes should not be scheduled at the same time within a department. (As limited as space is regularly, large classrooms number fewer than 10.)
2. **Scheduling Blocks:**
 1. Three hour courses: Unless offered in the evenings, three hour courses should be offered using these scheduling options –
 1. 50-minute increments on MWF on the hour (e.g. 8-8:50, 12-12:50)
 2. 1 hour and 20-minute increments on TR as follows:
 - 8 a.m. – 9:20 a.m.
 - 9:30 a.m. – 10:50 a.m.
 - 11 a.m. – 12:20 p.m.
 - 12:30 p.m. – 1:50 p.m.
 - 2 p.m. – 3:20 p.m.
 - 4 p.m. – 5:20 p.m. (these may also be offered MW)
 3. One evening per week from 6 p.m. – 8:50 p.m. (No undergraduate courses will be scheduled with a 5:30 or 5:45 start time).

4. Graduate courses: Program directors who schedule courses during the day that require larger blocks of time should do so with the goal of maximum room usage. (For example: two 3-hour courses might be offered one on Tuesday from 8-10:50 and one on Thursday from 8-10:50 so that the same classroom could be scheduled for both.)
 5. Accelerated courses follow a slightly different schedule and are coordinated by the School for Adult Learning. (For example: Five-week accelerated courses are generally offered one evening per week from 6 p.m. – 9:45 p.m.)
2. Four-hour courses:
1. 50-minute increments four days a week at the same hour.
 2. Two evenings per week from 5:45 p.m. – 7:40 p.m. or 6 p.m. – 7:55 p.m.
 3. The three o'clock hour: Undergraduate courses may not be offered at the three o'clock hour unless a second section of the course is offered at a different time during the day. In this way, student athletes are usually able to meet their practice obligations.

3. Classroom Assignments

Special facilities needs for particular classes were communicated to the Registrars Office during the collection of optimization information. Any additional requests should be put in writing and as much information as possible regarding needs/requests (e.g. tables, distance learning equipment, science labs, etc) should be included. We do our best to honor these requests, please be patient when/if we need to review such requests and look for alternatives. Department chairs and/or deans at times may need to negotiate classroom space when conflicting requests are presented. All classroom scheduling requests should be directed to Tracy Van Welde (vanweldet@uindy.edu, 3392). **Keep in mind, once room assignments are finalized for a semester**, changes should only be requested on a basis of necessity or if the change does not affect other courses outside your department. This will help avoid confusion for both faculty and students.

4. Computer Labs:

1. Courses requiring regular/semester-long lab use: If the course requires specific software/hardware that is not currently in place, such issues need to be worked out IN ADVANCE with Kelly Smelser (ksmelser@uindy.edu, 3364) in Technology Planning and Acquisitions (Information Systems)
2. Hardware/Software Requirements: It is the responsibility of department chairs and deans to communicate hardware and software needs to Kelly Smelser in Technology Planning and Acquisitions (Information Systems) well in advance of the semester they are necessary, so that the lab(s) can be outfitted accordingly. Requests and updates can be sent to help@uindy.edu to be logged into the ticketing system to facilitate planning for future semesters. Further, it is up to the faculty teaching in each lab to inspect the labs and to test the software to be used (especially if it is discipline specific) to be certain that the lab is in readiness for the course.
3. Capacity in computer labs is fixed. Most are 24 or fewer. Computer class capacity is based upon the lab capacity, where needed software is located.

iClassrooms:

4. With very few exceptions, all classrooms on campus are either iClassrooms or LTR (Laptop Ready) iClassrooms. The technology for both is the same, but LTR iClassrooms do not have a podium, thus the instructor is required to bring a laptop. An HDMI cable for connecting is provided in the classroom.
 5. iClassroom requests will be granted fairly and evenly across all University departments and schools. In the event an iClassroom request cannot be fulfilled, faculty will need to use their own laptop or work with their department and Technology Support Services directly to obtain equipment.
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5. **Faculty:** Provide the names of all faculty (including adjuncts) for each class offering should be submitted to the Registrar via the regular scheduling process. This is extremely important for compensation issues, faculty load, links to Self-Service, ACE etc. We cannot provide faculty with the tools they need to dispatch their teaching responsibilities in a timely fashion, if they are not appropriately assigned in the system.
 6. Hindrances to Efficient Use of Classroom Facilities
 1. **Not following the standard time blocks:** Expanding course offerings across non-standard time blocks (i.e., putting a class at TR 10 a.m. – 11:20 a.m. instead of 9:30 a.m. – 10:50 a.m. or 11 a.m. – 12:20 p.m.).
 2. **Adding or modifying sections late in the game:** Adding or modifying sections just prior to the start of the semester, after rooms have already been booked and finalized AND not checking with the Registrar’s Office about times/days when rooms are still available makes room scheduling more difficult. Chairs are asked to work closely with the Registrar for smooth operations.
 3. **Cloning sections:** Departments sometimes “clone” a section due to a large waitlist. This refers to the practice of creating a second section of a course at exactly the same day and time to accommodate the waitlisted students, which demands another room be reserved at the same time. In some cases, this is simply not possible, especially at times of peak classroom usage. The Registrar must be involved in the decision to ensure the availability of another room

3.8 FERPA (Family Educational Rights and Privacy Act) FREQUENTLY ASKED QUESTIONS

Q: What is the Family Educational Rights and Privacy Act (FERPA)?

A: 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. In the context of FERPA, education records are those records, files, documents or other materials which 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. Additional information about the family Educational Rights and Privacy Act is available in the office of the Registrar and at www.ed.gov/offices/om/fpco/ferpa/

Q: What are official records, files, and data?

A: Material on students pertaining to their status as students held by any unit or department and which is intended for University use, or use by third parties outside the university

system. If the records involve or affect the status of the student, the records are official and the student shall have access to them.

Q: How does UIndy comply with FERPA with regard to directory information:

A: At the University of Indianapolis, we strictly maintain confidentiality of student records. All student academic information is considered confidential. Only directory information (such as the student name, address, phone number, e-mail, et al.) is available to the public. Directory information is only released to government agencies and other organizations such as student loan guarantors. Beyond these limited organizations, student authorization is required to obtain any information, including directory information. (for a complete list of directory information, see *2007-2009 Academic Catalog Confidentiality of Student Records* section.)

The University of Indianapolis also allows freshman students to fill out a FERPA authorization form stating that they are dependent students. If a student signs the document and indicates that s/he is a dependent, we will mail the student's freshman-year grades ONLY to the parents/guardians. After the freshman year, grades are no longer released to parents, and only the student has access to his or her grades.

Q: Can a student request that his/her directory information be kept confidential?

A: Yes. Students wanting to restrict release of their information may do so by completing the *Request for Nondisclosure of Directory Information* form found in the Student Handbook. (Obviously the restriction is effective from that date forward.) The e-mail address would continue to be available to administrators on campus who have a need-to-know – such as an instructor who needs to communicate with students.

Q: Can I post grades of my students using their SSN or other ID number?

A: No. You should never post grades of students under any circumstances. This is confidential information and it is your responsibility as an instructor to protect that confidentiality. UIndy students have access to midterm (undergraduate, full-term courses) and final grades via UIndy Self-Service.

Q: What about papers, tests and other documents with grades?

A: Papers: The majority of student academic information is confidential. It should be handled with care. Graded papers or tests should not be left unattended on a desk in plain view in a public area nor should students sort through them in order to retrieve their own work.

Grade Sheets: These and other reports should be handled in a confidential manner and the information contained on them must not be shared with third parties.

Q: Can an academic advisor keep an anecdotal record on an advisee to help advise the student?

A: Yes. Records that are kept in the advisor's sole possession, are used only as a personal memory aid, and are not accessible or revealed to any other person, are not considered education records under FERPA.

Advisement Meetings: An advisement meeting of a group of students in academic difficulty would be a violation of FERPA, since it would invade the privacy of all of the students to each other.

Q: What about electronically stored information that an advisor has about a student?

A: Again, if the information is in the advisor's sole possession, is used as a personal memory aid, and is not accessible or revealed to any other person, it is not an education record and is not covered by FERPA.

Q: What if a parent, spouse or other party calls a faculty member to inquire about grades, classroom performance, etc.? Can that faculty member discuss specifics?

A: No. Unless a faculty member has written permission from the student to do so, s/he must not discuss specific grade or evaluation issues with anyone but the student. A faculty member may, in general terms relate the requirements of the course, performance standards of the class, and other syllabus information.

Q: What confidential information can be disclosed to a student?

A: With proper identification, a current or former student has the right to inspect and review official records, files, and data pertaining to him/her as a student. The university keeps files for undergraduate students for 10 years after the student's last year of attendance.

For more information on FERPA, see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

SECTION 4: Services For Faculty

4.1 University of Indianapolis Technology Loan Program

The Technology loan program was started at the University to allow employees to purchase equipment or software that would allow them to increase their skills in the technology arena. The institution benefits from this increase in skills by the gain in efficiency and productivity of the employee. The following outlines the technology loan program policies and procedures. You must be a full time employee with at least four months of service to be eligible.

- A. The loan is a no interest loan paid over 24 months through payroll deduction.
- B. The maximum amount of the loan is \$2,500.00.
- C. You may not have more than one loan outstanding at any time.
- D. The university does not recommend any vendor or equipment type for purchase.
- E. Equipment that is not eligible for purchase is that which is purely entertainment in nature. Examples would be games, game consoles and MP3 players/recorders. Digital cameras and camcorders do not have enough business application to be considered for the loan program.
- F. Games that happen to come bundled in a package purchase are acceptable.
- G. Furniture is not considered technology equipment.
- H. The check is written to the employee, and a promissory note is signed when the check is disbursed. Copies of receipts must be provided within 60 days of the loan.
- I. If you leave the employ of the University, the loan is immediately due and payable in full and may be withheld from your final paycheck as outlined in the promissory note.

There is no formal application process. The only paperwork required is the promissory note. You may email or campus mail your request for funds to the Controller's office. The request should include the amount you want to borrow. The amount you request should be equal to or less than the cost of the purchase. Please do your shopping research before you apply for the funds.

4.2 Miscellaneous Supplies and Other Information Offices and Equipment

Each full-time faculty member has an office; most have private offices. Offices are equipped with a desk, two chairs, a computer (either desktop or laptop), a filing cabinet, bookshelves, and a telephone. Additional equipment appropriate to the faculty member's discipline, or alternate equipment may be provided by the Department/School. Although adjunct faculty do not have offices, they have access to areas where they can meet students for conferences.

Supplies

Each Department/School should include estimates of its need for Supplies and equipment in its annual budget proposal. Requisitions within the limits of the Department/School's approved budget will be accepted by the Business Office. Requisition forms are available online through the Business Office. Supplies usually are delivered within three (3) days.

Off-campus purchases of supplies and equipment are limited to items not stocked in central stores. Such purchases require purchase orders and approval by the Business Manager. Expenditures by Departments/Schools for temporary personnel, services provided by the Dining Hall Staff, and equipment not stocked in central stores are subject to approval by the Provost and Executive Vice President for Academic Affairs.

Contracts with external persons, organizations, or agents require the signature of an officer of the corporation. Departments/Schools should seek such approval from the Treasurer of the University.

Stationery

Department/school/University letterheads and stamped envelopes are provided to faculty by their Chairs/Deans for business use. Letterheads are obtained by work order from Printing Office.

Keys

Each faculty member is provided keys to his/her office, lockable equipment in the office, and the building in which the office is located. Keys for laboratories, storage rooms, etc. are provided as needed. A record of the keys issued to each faculty member is maintained in Human Resources and each faculty member is issued a key authorization card.

Mail

Faculty who teach in extended programs also have mailboxes in the School for Adult Learning. Outgoing mail or parcels will be delivered to the post office by the University's courier or picked up at the University Bookstore by United Parcel Service. For personal shipments, there is a service charge.

The Business Mail Office is located in the lower level of Esch Hall, while the actual Campus Mailroom is located on the first floor in Schwitzer Center:

- First class mail will be collected and/or delivered by 11 a.m. and mailed before 2 p.m.
- Mail that is hand carried to the Business Mail Office following the morning drop will be collected before 8 a.m. the following morning and taken to the Southport Branch Post Office.
- Departments are responsible for delivering large volumes and/or bulk mailings. Bulk mail will not be collected by mail services.

Please contact the Business Mail Office at 788-3278 and/or the Campus Mailroom at 788-3478 for additional information.

Computer Usage

Disk Usage and Backup Policies (Revision 0.2 January, 2014)

Information Systems makes server-based disk space available to all students, faculty and staff through a number of methods including Google Apps, My UIndy, ACE, virtual “lockers” and shared folders (“shares”) on server systems. The disk storage systems on these servers are high-speed, redundant systems and therefore, an expensive and limited shared resource. The following policies have been implemented to make the best utilization of that space while allowing our users flexibility.

Those with a valid UIndy account are allocated disk space on these systems based on factors such as employee/student status, system availability, use case and contractual obligations. A standard disk allocation (“quota”) is allocated on these systems either by individual or organization use. Recognized university organizations, such as departments, committees and student organizations which need to grant multiple users access to a set of files may request a “share” by emailing the Help Desk at help@uindy.edu. The Help Desk will work with the organization to determine the shared resource, which is the best fit.

All lockers and shares are automatically copied to a read-only backup server for use in case of catastrophic failure. These backups are optimized for recovery from disasters and hardware failures and are not built for efficient restoration of individual files. Users are strongly urged to maintain their own scheduled backups of all data. Students should not expect faculty to grant extensions or exceptions due to issues with files or backups stored on a server. Any request to restore data for an employee will require a Vice-President’s approval. Restoration of individual files may or may not be possible depending upon the particular situation and, in some cases, may incur a potential charge to the relevant department.

While Information Systems respects the privacy of all users, data stored on university systems may be viewed by system administrators in the course of system maintenance, may be turned over to applicable employees with the approval of an Executive Vice President and UIndy General Counsel or may be turned over to the appropriate authorities in the case of legal proceedings or the discovery of illegal content.

Media Services

Media Services offers instruction in the use of audio-visual equipment, assists in the development of audio-visual software, and provides a variety of audio-visual hardware and software for faculty to use in teaching classes and presenting programs.

The equipment may be used on campus or off campus, but the function should be related to the University and the scheduling faculty member should be present. Equipment is scheduled on a first-come, first-served basis and should be reserved as far in advance as practicable. A reservation request must include type of equipment, date, time, and also the room number if delivery and/or pick-up service is desired.

Video decks and monitors are not to be taken across campus. Instead, video equipment may be used in classrooms near Media Services that may be reserved on a first-come, first-served basis. The Center also schedules the distant learning classroom.

Other Computing Facilities

The university maintains open computer labs in Krannert Memorial Library and Lilly Hall that all faculty may use. Many Departments/Schools have computer equipment and related software for academic purposes. The faculty at large has access to these resources at the discretion of the respective Chairs/Deans. An inventory of such resources is available from any Chair/Dean. A faculty multimedia Development Lab is available in the Media Services area of the Krannert Memorial Library. Additional information on the computer labs available can be found in the Guide to Campus Computing Resources.

Duplicating Services

The university is equipped to meet most of the faculty's duplicating and printing needs. For small quantities (20 or fewer copies), copy machines are available in each building. Course syllabi, tests, etc. for classes of more than 20 students should be sent to the Copy Center. Larger items such as laboratory manuals and lengthy outlines also will be processed by the Copy Center, but arrangements should be made through the Business Office for the bookstore to sell them to students.

Clerical Services

Limited secretarial services are provided by professional secretaries who usually work with several faculty members and who may have other university responsibilities. Student assistants may be provided for supervision of laboratories, keeping instructional records, and performing other duties as appropriate if budgeted for by the Department/School. They are obtained, with the approval of the Chair/Dean, through the Career Counseling and Placement Office.

Care of Buildings

In the interest of safety, economy, and good housekeeping, faculty members are expected to turn out lights and close windows when they leave their classrooms, laboratories, or offices. They may present minor suggestions, criticisms, or complaints to the custodian on the job. They would report to the Executive Director of Physical Plant such matters as faulty lights, rooms that are too hot or too cold, fire hazards, and other conditions that are inconvenient or dangerous. Complex problems should be reported in writing.

Telephones

The university telephone system provides direct dialing for campus, community, and long distance calls. Long distance calls require the use of a departmental code to obtain proper billing. Only university-related long distance calls should be charged to the University.

Business Travel

Faculty members who travel in their own vehicles on behalf of the university are reimbursed for mileage at the quoted IRS rate. The university has a vehicle use policy that covers personal and rental use which is located on MyUIndy Tab under Employee Resources, and then Purchasing.

4.3 External Relations Guidelines

University Communications & Marketing

All university information for the media shall be channeled through the Office of Communications and Marketing. The office will obtain media exposure for university events and individuals, and will identify and contact appropriate media through which a faculty member may comment publicly on current issues in his/her area of specialization. Faculty may not initiate stories, but are free to respond to direct queries from journalists that fall within their areas of expertise; however, they shall report such contacts to Communications and Marketing immediately afterward.

Promotion

All marketing and promotion is to be coordinated by Communications and Marketing. Only approved logos may be used, and vendors of hats, T-shirts and other promotional materials must be licensed to reproduce university logos. Detailed information on the university licensing program (including a list of licensed vendors) is available in My UIndy in the Communications and Marketing channel or through the Marketing Director.

Publications

All publications intended for public dissemination shall be produced in consultation with the Office of Communications and Marketing to produce consistency in style and usage, logo use, and design. The office has a collection of photographs and can arrange for photographs to be taken. The publications team is available to assist in writing copy, proofreading, editing, typesetting, desktop publishing, and working with Central Printing or outside printers if necessary. The office has the right of approval of all publications intended for off-campus dissemination.

Fund Raising

Fund raising by any component of the university, for whatever purpose, shall be done in consultation with the Vice President for Institutional Planning and Advancement. Anyone wishing to solicit funds should use the External Grants Interest Form.

SECTION 5: Faculty Development Guidelines

5.1 New Faculty Orientation

The Faculty Development Facilitators orient new full-time teaching faculty to the university as a whole. The orientation program consists of two full days before classes begin in August as well as monthly meetings throughout the academic year.

5.2 Faculty Learning Design Studio (FLDS)

The Faculty Learning Design Studio enhances the quality of learning, teaching, scholarship and service by facilitating faculty growth and by being an institutional change agent supporting the transformation of the University of Indianapolis into a cohesive, collaborative community focused on learning. The center sponsors a variety of programs, offers confidential consultations, and provides a resource center for faculty. Housed within the Faculty Learning Design Studio are the Faculty Development Coordinator, a Learning Technologist, and two Faculty Development Facilitators.

5.3 Guidelines for Grants, Leaves and Awards

5.3.1 Faculty Scholarship Grant (*See Internal Grants on MyUIndy*)

Summary Statement: The Faculty Scholarship Grant guidelines are designed to support faculty in their engagement in scholarship. Applicants should address how proposed activities meet the standards of scholarship within their field in the application. A maximum of six Faculty Scholarship 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 Faculty Scholarship Grant is awarded by the Provost's Office, at the recommendation of the Sabbaticals and Grants Committee.

Purpose: To promote faculty research and scholarship opportunities.

Eligibility: All full-time faculty members who have completed at least one year of employment at the University of Indianapolis are eligible.

Amount: The maximum amount which can be requested is \$4000.

Application deadline: Submit the application materials to the Grants Office by the fourth Monday of October.

Outcome Requirement: Awardees agree to submit a written report to the Provost and Vice President for Academic Affairs at the conclusion of the study.

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

5.3.2 Inquiry Grants (*See Internal Grants, Grants Channel on MyUIndy*)

The purpose of the InQuery Support Grants is to provide funding for intellectual capital projects that involve faculty, staff and students in collaborative undertakings. A call for proposals will be issued in January with a submission deadline of March 1. Following a review of the proposals, the IQ Grant Committee will communicate the funding decisions sometime in April.

5.3.3 Zervas Grants (*See Internal Grants on MyUIndy*)

Summary Statement: The Zervas Travel grant is designed to encourage faculty to travel to destinations outside the 50 United States and English-speaking Canada as deemed appropriate. The faculty member may travel as a self-guided tourist, as part of a group, or as a student

enrolled in a course of study. The experience should have some educational value, either personal or professional, but should **NOT** be directly related to the faculty member's teaching or scholarship. The travel should also take place within a cross-cultural context. A Zerfas Grant may be used to supplement another subsidy such as a sabbatical leave, a Faculty Scholarship Grant, or a graduate faculty study/travel grant; however, the applicant must demonstrate how the Zerfas grant uniquely contributes to the experience in a way that is distinct from the educational one. For example, if an individual is attending an international conference, the Zerfas grant is not intended to support the conference itself, but could support the applicant staying extra time to travel as a tourist. Zerfas grants are not for use in conjunction with Mentor or Co-Leader grants for spring term travel. Zerfas applicants and award recipients are reminded of the University's travel policy that prohibits officially--sponsored travel to any destination where the U.S. State Department has in place a travel advisory. 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 Provost's Office at the recommendation of the Sabbaticals and Grants Committee.

Purpose: The intention of the donor was to encourage and support University of Indianapolis faculty members' international cross-cultural travel for their intellectual enrichment or personal satisfaction beyond their pedagogical and scholarly interests.

Eligibility: All full-time University personnel with faculty status, up to and including the administrative rank of dean, are eligible to apply. Those in non-teaching roles, such as fellows, researchers, vice presidents, the Provost, and the President are ineligible. Faculty members are not eligible to apply in their first year of employment. Faculty members cannot receive or travel on Zerfas Grants in consecutive years, even if they have deferred a previous grant. The awarding of a Zerfas travel grant assumes at least one year of continued full-time employment with the University following conferral of the award.

Amount: Maximum is \$2,000.00 The amount and number of grants is based on funds available, and may vary from year to year.

Application deadline: Submit the application materials to the Grants Office by the fourth Monday in January.

Outcome Requirement: Awardees agree to submit a written report to the Provost and Vice President for Academic Affairs at the conclusion of the travel.

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

5.3.4 Sabbatical Leaves (See Faculty Resources and/or Internal Grants in MyUIndy)

Summary Statement: 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 program are available on the Internal Grants and Faculty Resources channels on MyUIndy or from the Office of the President or the Office of the Provost and Vice President for Academic Affairs. The Sabbaticals and Grants Committee will evaluate applications and provide the Provost with a list of applications recommended for approval.

Purpose: The intent of sabbatical leave is to enable faculty members to pursue research, undertake preparation of new courses, and to gain additional expertise in fresh areas of academic activity. A sabbatical leave rewards faculty with professional leave for the purpose of professional and personal development as well as the enhancement of the faculty member's ability to contribute to our University. Sabbatical leave may be used for travel in connection with the purposes for which it has been granted. However, the purposes of a sabbatical leave do not normally include accepting a teaching engagement in term-time at another university, or to engage in other remunerative employment.

Eligibility: In order to be eligible for Sabbatical Leave the following requirements must be satisfied:

1. The applicant must have served as a full-time Faculty Member continuously at the University of Indianapolis.
2. Salary or other remuneration, other than fellowships or scholarships, shall not be accepted by a Faculty Member on sabbatical leave.
3. 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.

Amount: There is no monetary award associated with this grant; rather sabbatical is approved for either one (1) semester at current full salary or two (2) semesters at half salary.

Application deadline: Submit the application materials to the Grants Office by the fourth Monday of October of the year prior to the proposed Sabbatical.

Outcome Requirement: Following the leave, the faculty member is required to submit a written report to the President outlining the activities and accomplishments of the period of time away from the campus. Instructions and report requirements will be provided.

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

5.3.5 Guidelines for Vision Grant (See Internal Grants in MyUIndy)

Summary Statement: Vision Grants are designed to support faculty in their engagement of activities that promote or contribute to current University Priorities, consistent with the current strategic plan. The Sabbaticals and Grants Committee may highlight high priority topics for the current academic year in the call for applications; however, applications are not restricted to the topics identified. Applicants should address how proposed activities are consistent with current university priorities. Recipients of the award will receive release for one course. A maximum of two Vision Grants are available each year. Proposals are reviewed by the Department Chairs, School Deans, Provost and Executive Vice President for Academic Affairs, and the Sabbaticals and Grants Committee. The Vision Grant is awarded by the Provost's Office, at the recommendation of the Sabbaticals and Grants Committee.

Purpose: To promote faculty involvement in activities consistent with University priorities.

Eligibility: All full-time faculty members who have completed at least one year of employment at the University of Indianapolis are eligible. Faculty members cannot receive Vision Grants in consecutive years.

Amount: There is no monetary award associated with this grant, but awardees will be given course release for one course.

Application deadline: Submit the application materials to the Grants Office by the fourth Monday of October.

Outcome Requirement: The faculty members are expected to complete the project by the end of the subsequent academic year.

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

5.3.6 Teacher of the Year Award (See Faculty Resources on the Faculty Tab on MyUindy)

1. The Teacher of the Year Committee is composed of at least three faculty members and two student members. Two of the faculty members are the two most recent winners of the Teacher of the Year award. The remaining committee members are appointed by the Faculty Senate. The two student members are (1) the current president of the University of 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. The committee selects its own chair from among the faculty members on the committee.
2. During Semester I of each academic year, the Provost and Executive Vice President for Academic Affairs issues invitations to the heads of the teaching units of the University to make nominations for the University Teacher of the Year. The Provost and Executive Vice President for Academic Affairs is not a member of the Teacher of the Year committee.
3. The deans of the schools and colleges are the nominating officers for their units.
4. All full-time faculty members teaching at either undergraduate or graduate levels are eligible.
5. Each school or college may make at least one nomination each year. For larger units, the following formula is used to determine the number of additional nominations to which the unit is entitled: one nomination is permitted for the first 25 full-time faculty within the unit; for each additional 25 faculty members the unit may make one additional nomination.
6. All teaching faculty are eligible for nomination with the following exceptions:
 - a. faculty who have won the award within the past 10 years,
 - b. faculty on sabbatical during the semester following the nomination deadline,
 - Nominations are due in December; therefore, faculty on sabbatical the following semester (January through April) are not eligible
 - c. faculty under review by the Promotion & Tenure Committee during the fall semester in which nominations are due.
7. The faculty of each unit determines its own method for selecting its nominee(s). Unit heads are responsible for initiating the nominating process and communicating the nominations to the university committee, but faculty retain the prerogative of designing the nomination process within their unit.
8. Nominations are to be submitted on a standard nomination form which is sent via email to deans of schools and colleges when nominations are requested. The form includes areas for brief descriptions of the nominee's teaching and professional development activities. It also provides space for a narrative statement about the nominee's qualifications. In lieu of this narrative statement, a formal letter of recommendation may be attached. This nomination form will be added to the nominee's electronic portfolio (described below) by the committee.

9. Once nominations are received by the committee, an email will be sent to each candidate. This email will include information about items that may be included in the required electronic portfolio, such as letters of support from faculty, students, and recent alumni; a summary of recent student evaluation forms; a statement of the candidate's teaching philosophy; evidence of creation of unique teaching materials; or classroom teaching evaluations from peers. Nominees are not required or expected to prepare new material when submitting portfolio items. Nominees will also be asked to provide original IDEA forms from the most recent two semesters in a 3-ring binder.
10. The principal criterion for the award is demonstrated excellence in the classroom teaching. An additional criterion is superior performance in individual as well as group interaction with students. Achievement in these areas should be documented primarily by peer and/or student comments in letters or in already existing evaluation documents.
11. The units submit their nominations to the Teacher of the Year committee by December 1 of each year. The committee reaches a decision by March 1, and the award is presented to the winner at the spring All-Faculty Meeting. Unit nominees who do not receive the award are also announced at this meeting.
12. The winner receives a cash award. The winner's name is placed on a plaque permanently displayed in the library. The winner is also presented with a medallion that may be worn with his or her academic regalia.

5.4 Office of Grants and Sponsored Programs

Guidelines for the Use of External Grants Interest Form (*See the Grants Channel on MyUindy for procedures to be followed when applying for external grant funding*)

Please refer to the procedures, policies, and requirements for external funding applications.

SECTION 6: Services for Students

6.1 Undergraduate and Graduate Catalogs – Available in the Registrar's Office.

6.2 Writing Lab

At the Writing Laboratory, located in Krannert Memorial Library, students in all disciplines can receive individualized assistance to improve writing skills. By taking advantage of this opportunity, students can continue to improve or maintain their writing skills after completing the required courses in English composition. Faculty is expected to take note of writing deficiencies and refer students to the laboratory as appropriate. Referral forms are available from the laboratory.

6.3 Tutorial Services

Tutoring for University of Indianapolis Students is provided by some Department/Schools and by the Academic Success Center. Although no formal referral procedure exists, faculty members should encourage students who are experiencing difficulty in their classes to seek tutorial assistance. Tutors obtained through the Academic Success Center collect fees from their students.

6.4 Student Handbook

The Student Handbook is available on the MyUIndy site. Faculty should be familiar with the university regulations and expectations for students stated in the handbook.

6.5 Undergraduate/Graduate Student Research (See Faculty Resources under the Faculty Tab in MyUindy)

Undergraduate student research support money is available on a \$1 for \$1 basis up to a maximum of \$250.00 per student per presentation event. Applications will be handled on a first come, first served basis with academic unit head approval and administrative approval.

Graduate Student Matching Travel Funds

Applications for graduate student matching travel funds must include the following items.

- A. Submit completed Graduate Student Research Travel Funds Request Form which indicates the purpose of the research and notes that the research findings have been accepted for presentation at a conference or professional meeting.
- B. The graduate student's requested amount from the Dean of the Graduate School will need to be matched by the student's Department or School. Only departmental funds will be matched (Grants, outside funding, etc., do not qualify.) There is a maximum of \$500 total combined funds - Program and Graduate School - available per person depending on the availability of funds.
- C. A number of factors will be included in the decision to fund student travel, including: whether the student has previously received money, whether the conference is national or local, whether there are multiple authors who are requesting funds, and whether it is the annual conference for a major organization in the profession.
- D. A completed Miscellaneous Disbursement Voucher which shows costs that the student has incurred as part of travel while presenting the research findings. The form should show that half of the requested funds are coming from his/her program and half of the requested funds are coming from Graduate School's account.
- E. Receipts must be attached which show the expenditures for which the student is being reimbursed.
- F. Official verification (showing the student as author or co-author) that the research has been accepted for presentation at a professional meeting or conference.

SECTION 7: Additional Guidelines

7.1 Intellectual Property

(1) Preamble

With the increased development of creative works on campus, it is recognized that there is a need to outline policies for intellectual property created within the university. This document 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 sets forth the rights and responsibilities for both the creator and the University.

(2) Definitions

- a. **Copyright** – The exclusive right granted by federal statute to reproduce, prepare derivative works, sell, or display publicly an original work.
- b. **Creator** – Individual who invented, authored, or was otherwise responsible for the discovery of applicable intellectual property
- c. **Institutional Works** – Works created at the instigation of the University or that are supported by the specific allocation of University of Indianapolis funds by a person acting within the scope of his or her employment.
- d. **Intellectual Property** – Any invention, discovery, improvement, copyrightable work, trademark, trade secret, licensable know-how, tangible research, integrated circuit mask and related rights. This includes, but is not limited to, the physical embodiments of intellectual effort and that which is protectable by statute or legislation.
- e. **Invention** – A process, machine, method, discovery, device, plant, compound, composition of matter, apparatus, or other creation that is created or conceived by the creator, whether or not patented at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.
- f. **Substantial Use** – Creator of the materials received staff, salary, or material support not typically available to employees for the development of the project at issue
- g. **Trademark** – Any word, name, or graphic symbol used to identify and distinguish the distributor of goods or services
- h. **Work For Hire** – Work created by an employee while employed by the university or while under contract to develop such works
- i. **University** –The University of Indianapolis

(3) Applicability

This policy, as amended from time to time, shall be deemed to be a part of the conditions of employment for every university employee and of the conditions of enrollment and attendance for every student of the university. It applies to all inventions, whether patentable or not, and all copyrightable work conceived through the use of University facilities, equipment, funds, or other resources. Failure to comply with the provisions of this policy may result in disciplinary action in accordance with applicable university policies and procedures.

(4) Disclosure

As soon as reasonably possible, persons to whom this policy applies have a duty to report to the Vice President for Research, Planning & International Partnerships in writing any creations of intellectual property covered by this policy. This report should constitute a full and complete disclosure of all aspects of the creation and content of the intellectual property. If more than one individual participated in the discovery, creation, or development, the report shall be signed by all such participants. They also are required to cooperate fully in steps

necessary to protect the University's legal rights. The failure to confirm these obligations in no way diminishes or extinguishes the rights of the university.

(5) Sponsored Research

If the research is financed partly or in whole by a third party, the ownership will be governed by terms of the sponsor's agreement with the university. If a pre-existing agreement does not exist and intellectual property issues arise, all parties with claims to the intellectual property will meet with the Vice President for Research, Planning & International Partnerships to develop an agreement.

(6) Patents for Inventions

a. Ownership of Inventions

Inventions created in the course of university employment are owned by the University. Inventions are considered to have been created in the course of employment when conception and/or development was through activities attached to the creator's employment position or bearing a reasonable relationship to it. If an employee is uncertain about this definition, he or she must consult with the Vice President for Research, Planning & International Partnerships in advance or starting work on the project. The university may, in certain cases, decide to release the invention to the creator and forego any further claims to ownership or control.

b. Cost of Patents

The university will determine whether to obtain protection for the Invention or to release the invention to the creator. If the University decides to pursue a patent, it will be at no cost to the creator and revenue will be shared as outlined in Section XIV. If it is released to the creator, the creator is free to pursue a patent at his or her own expense and would keep all revenue resulting from the invention.

c. Negotiation and Execution of License Agreements for Inventions

The University has sole authority to negotiate license agreements with third parties for the usage, development, or commercialization of university-owned inventions. Any agreement to license or transfer university-owned inventions must be approved in writing by the President of the university.

(7) Ownership of Copyright

a. Intellectual Property Created Outside University Employment

Any intellectual property created outside university employment is the property of the creator, and the University exercises no ownership or control claims upon such property.

b. Intellectual Property Created as a Part of University Employment

• Traditional Works of Scholarship

Traditional works of scholarship are considered evidence of professional accomplishment and ownership resides with the creator (along with any and all revenues from said work),

notwithstanding substantial use of institutional resources or those commissioned or sponsored by the university. Traditional works of scholarship typically include books, articles, maps, charts, plays, poems, music compositions, and other works of art; this definition extends to works in all media. The creators are responsible for compliance with copyright law and any other relevant regulations.

- **Course Materials and Other Intellectual Property**

Any course materials, regardless of course delivery format (such as “traditional” classroom, fully online, enhanced, or hybrid courses), or other types of intellectual property created as part of employment at the university are considered to be institutional works or works for hire and are owned by the university. The university has the right to use or revise them at its discretion. When the production of such a work constitutes a self-contained, multi-media product with market value outside the University, a written agreement must be negotiated with the Executive Vice President and Provost in advance of beginning work on the project in order to address any potential sharing of revenue, compensation for production of the materials, and any other relevant issues. The university will assist in securing any necessary copyright permissions related to the content and will manage these permissions. The university is responsible for responding to any legal actions resulting from the use of the material.

- **Ownership of Intellectual Property Following University Employment**

Following the termination of a creator’s employment at the university, the creator may take with him or her intellectual property (except inventions) created under university employment and owned by the university, and the university’s ownership is considered to become a non-exclusive, royalty-free educational license in perpetuity to use or modify the work without the consent of the creator. However, the university assigns to the creator the continuing right to use or modify the work following employment termination under the following two conditions: the creator may not sell, lease, or rent it to third parties; and, the creator may not use the university’s name with it (e.g. “a University of Indianapolis course”).

(8) Software

Because software can be copyrighted, it is considered to be intellectual property and is covered under this policy. Any software or part thereof that could be patented should be treated as a patent under the terms of Section VI above. Any other software that is considered a copyrightable work will be covered by section VII above.

(9) Trademarks

All trademarks resulting from activities at the university are the exclusive property of the university. As such, the university will not share revenue from commercialization of the trademark with the individual creator unless a prior written agreement exists.

(10) Other Intellectual Property

Any intellectual property that exists in a form not mentioned above and arises from university research shall be considered the property of the University and treated under the provisions of Section VII of this policy.

(11) Ownership of Joint Projects

Ownership of intellectual property shall be formally established at the initiation of any joint work. Joint Ownership agreements shall comply with Section VII above.

(12) Assignment to Creator

In cases where the university has ownership of intellectual property according to the provisions of this policy, the creator can submit a request to the Vice President for Research, Planning & International Partnerships to have ownership assigned back to the creator. Such a request can be granted with the approval of the President of the university in his/her absolute discretion, subject to a perpetual royalty free license to the university to use the work for its own purposes.

(13) Transfer of Ownership for Outside Creation to the University

All intellectual property created on personal time is addressed in Section VII.1. If a questionable case should arise, it is the creator's responsibility to demonstrate that the intellectual property was created outside university employment and without substantial use of University resources. If the University agrees with the creator, the Vice President for Research, Planning & International Partnerships shall respond in writing with a statement that the intellectual property belongs exclusively to the creator and that the University has no further interest in it. If the university does not agree with the creator's position, the grievance process established in Section XVI of this policy statement shall apply.

A creator of intellectual property may assign a work to the university, subject to the university's approval. The work would be treated as being made by University personnel on university time and would be subject to the procedures outlined in this policy.

(14) Revenue Distribution

Unless otherwise agreed in writing by the university and the creator, when royalty income is received by the university from intellectual property covered under this policy, income will be divided as follows:

- The university recoups its direct costs in patenting the invention
- After deduction of direct costs:
 - 1/2 to the University
 - 1/2 to the Creator

(15) Students' Academic Creations

Students' academic creations completed for class assignments and produced outside any university employment are considered the original work of the student. They hold all rights in ownership. In cases where this intellectual property was developed as part of a University employee's scholarly work, policies for employee creation apply.

(16) Resolution of Disputes

Any creator challenging a decision arising over the application of this policy and the ownership of patents and/or copyrightable works may appeal to the President of the university. The appeal must be in writing within six months from the appearance of such

grievance. The President shall give a decision in no more than ninety calendar days from the lodging of the appeal or the university will relinquish rights to ownership of the disputed intellectual property. The President of the university's decision on the appeal will be final and will be explained in writing to the creator.

(17)Implementation

This policy shall take effective immediately upon approval by the President. It shall not apply to any existing written agreement concerning intellectual property between the university and/or creator(s) and any external entity that was entered into prior to the implementation of this policy.

(18)Amendments

The university reserves the right to amend or rescind this policy in part or in whole at any time. All revisions must be approved by the President or the Board of Trustees. All persons subject to this policy will be notified promptly of any revisions. Any royalty distributions due employees are established by the policy in effect when the university formally decides to pursue the cost of the patent.

7.2 Hazards on the Job

Potential for fire, release of hazardous material, bomb threat, or natural disaster is ever present. To handle these situations, please reference the University of Indianapolis Emergency Management Plan, located at [MyUIndy/Employees Tab/Employee Handbooks, Policies, and Forms Channel/Handbooks and Policies tab](#).

Some university employees may have exposure to bloodborne pathogens. Information on bloodborne pathogens education and exposure is available through the School of Nursing.

7.3 Hazardous Materials Safety Program

Container Labeling

The Vice President for Student & Campus Affairs and Dean of Students designee and/or Physical Plant designee will check that all containers in use and received for use will:

- Be clearly labeled as to the contents.

- Have the right hazard warning

- List of the name and address of the manufacturer.

The Vice President for Student & Campus Affairs designee and Dean of Students and/or Physical Plant designee will consult with the Department Chair of each department in which chemicals are used and, in cooperation with the appropriate individual(s), prepare and post lists of hazardous chemicals stored and/or used in each area of the university. Each list shall reference by number the MSDS for each chemical.

The department chair of each department in which chemicals are used and Physical Plant designee will check that all secondary containers used in their areas of responsibility are labeled with the identity and the hazard warning of the chemicals involved.

The Vice President for Student & Campus Affairs and Dean of Students designee and/or Physical Plan designee will review the labeling system annually and update it as needed.

Material Safety Data Sheets (MSDS)

All employees shall have access to the Material Safety Data Sheets (MSDS) within the school or department of use. The Material Safety Data Sheets shall be kept in loose-leaf binders marked “Material Safety Data Sheets” and is the responsibility of each department to keep these on file. Please note – retention of “obsolete” MSDS sheets is at least 10 years after the last time used.

It is the responsibility of the school or department to pass new incoming sheets to affected employees. Should an employee be unable to find the MSDS for a particular chemical, he/she should immediately inform the school’s or department’s Department Chair, a designee, or his/her immediate supervisor.

Employee Education and Information

The Department Chair of each school or department is responsible for providing health and safety information to new employees. Each new employee of the University of Indianapolis will receive information on the following:

- A. An overview of the requirements contained in the Hazard Communication Standard
- B. Chemicals present in the workplace operations
- C. Location and availability of written hazard program
- D. Physical and health effects of hazardous chemicals
- E. Methods and observation techniques used to determine the presence of release of hazardous chemicals in the work areas
- F. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and person protective equipment
- G. Emergency procedures to follow if they are exposed to these chemicals
- H. How to read labels and review MSDS’s to obtain appropriate hazard information
- I. Location of MSDS file and location of hazardous chemical list

After receiving this information, each employee will sign a form to verify that they received the written materials and understand the University of Indianapolis’s position on Hazard Communication.

Prior to the introduction or use of a new chemical hazard, each affected employee will be given information by the Vice President for Business and Finance.

The Vice President for Student & Campus Affairs designee and/or Physical Plan designee will be responsible for the MSDS of new chemicals that become available.

Fire Prevention Plan

Potential for fire, release of hazardous material, bomb threat, or natural disaster is ever present. To handle these situations, please reference the University of Indianapolis Emergency Management Plan, located at [MyUindy/Employees Tab/Employee Handbooks, Policies, and Forms Channel/Handbooks and Policies Tab](#).

Identification of Potential Fire Hazards

Potential fire hazards found in the workplace:

1. Flammable and combustible liquids including solvents and fuels.
2. Reactive and unstable materials including oxidizable organic chemicals.
3. Combustible rubbish including oily rags and wastepaper.

Handling and Storage of Combustible Materials

The Vice President for Student & Campus Affairs designee and/or Physical Plan designee will consult with the department chair in which materials that are potential fire hazards are used or stored and with the Director of Physical Plant and will, in cooperation with the appropriate individual(s) make sure that

1. Where published standards exist, handling and storage of combustible materials, control and use of potential ignition sources, and maintenance and use of fire protection equipment shall conform to those standards.
2. Where published standards do not exist, employees follow nationally recognized standards of good practice to attain a reasonable level of safety from fire hazards.

The following rules apply to the storage and use of potential fire hazards:

1. All materials shall be properly labeled and stored in approved containers.
2. Solvents shall be stored in only approved cabinets that meet fire code requirements.
3. All employees shall be made aware of the provisions of the University's Hazardous Materials Safety Program (HCP1.1), and shall have access to MSDS for chemicals stored and used in the workplace.
4. Oily rags and other materials subject to spontaneous oxidation shall be stored only in approved closed containers.
5. No flammable or combustible material shall be stored in any boiler room or mechanical room.
6. Wastepaper shall be removed from the workplace at least once per day.
7. Prior to disposal, chemical waste containing flammable or reactive material shall be kept only in approved, properly labeled containers, and only with compatible materials. Disposal of waste containing such materials shall be made in a manner permitted by law.

The Vice President for Student & Campus Affairs designee and/or Physical Plan designee has overall authority for control of fuel source hazards in the workplace. He/she will consult with the Department Chair in which materials are used or stored that are potential fire hazards and will, in cooperation with the appropriate individual(s), insure that fuel source hazards in the workplace are controlled.

Identifying and Controlling Potential Ignition Sources

Potential sources of ignition found in the workplace:

1. Open flame from laboratory burners or torches used for welding or cutting.
2. Arcing from electrical equipment including switches and arc welding equipment.
3. Hot metal parts of burners, internal combustion engines on vehicles and other power equipment, soldering irons, and other heated metal surfaces.

4. Static electricity.
5. Chemical oxidizers.
6. Smoking.

The following rules apply to the use and control of potential sources of ignition:

1. Smoking is forbidden in all work areas.
2. Open flames are permitted in areas where flammable materials are in use only if required for such use and then only when fire extinguishers of proper type and size are immediately available.
3. Welding is not permitted in areas used for storage of combustible materials. Fire extinguishers must be immediately available at the site of all welding operations or other operations involving use of torches such as brazing and soldering.
4. Electrical equipment used for handling and or storage of flammable materials including pumps, motors, and refrigerator shall be listed as explosion proof. Repairs to electrical equipment shall be made only by qualified service personnel.
5. Fuel handling equipment will have approved protection from static electricity. During refueling operations, motor vehicle engines will be shut off.
6. Chemical oxidizers shall be stored only in approved containers and shall be stored separate from combustible or flammable materials. Waste containing chemical oxidizer shall be kept separate from flammable or combustible materials. Disposal of waste containing oxidizers shall be made in a manner permitted by law.

The Vice President for Student & Campus Affairs designee and/or Physical Plan designee has overall authority for control of potential ignition sources in the workplace. He/she will consult with the department chair in which materials that are potential fire hazards are used or stored and will, in cooperation with the appropriate individual(s), insure that fire protection equipment is available in the workplace.

Maintenance and Use of Fire Protection Systems

The Vice President for Student & Campus Affairs designee and/or Physical Plan designee has overall authority for installation and maintenance of fire protection equipment in the workplace. He/she will consult with the Department Chair of each department in which materials that are potential fire hazards are used or stored and will, in cooperation with the appropriate individual(s) insure that fire protection equipment is available in the workplace.

Fire Protection Equipment

1. Each office and classroom building and dormitory provides, in marked receptacles in each hallway, fire hoses connected to building standpipes. These may be used in case of fire due to wastepaper or other combustible solid material (Class A), but not for chemical or electrical fires. (Classes B or C). Manually operated carbon dioxide extinguishers are located in receptacles with fire hoses and are for use in all three classes of fires. The library and the computer center, and cooking units in the cafeteria are equipped with automatic halon dispensing equipment. The maintenance building, shops and service bays are equipped with carbon dioxide extinguishers. Each science laboratory is equipped with a minimum of one carbon dioxide extinguisher.

2. All fire protection equipment shall be inspected annually by qualified personnel.
3. In the case of discharge of carbon dioxide extinguishers, the Physical Plant, upon notification, shall provide a charged extinguisher. Accidental or intentional discharge of extinguishers shall be reported to the Vice President for Student & Campus Affairs designee and/or Physical Plant designee.
4. Any incident involving use of fire protection equipment to extinguish or prevent fire shall be reported to the Vice President for Student & Campus Affairs designee and/or Physical Plant designee.

7.4 Emergency Action Procedures

Fire/Disaster Evacuation Plan

Potential for fire, release of hazardous material, bomb threat, or natural disaster is ever present. To handle these situations, please reference the University of Indianapolis Emergency Management Plan, located at [MyUIndy/Employees Tab/Employee Handbooks, Policies, and Forms Channel/Handbooks and Policies Tab](#).

Evacuation is appropriate action when there is a fire, release of hazardous material, bomb threat, or natural disaster such as tornado or earthquake. This procedure addresses four key elements of our response plan:

- A. Identifying the type of emergency
- B. The evacuation procedures you should follow
- C. The evacuation routes you should use
- D. The procedure by which we will account for all persons who evacuate the area.

Emergency Notification: Identifying the Emergency

Fire Emergencies. You may become aware of a fire emergency in one or more of the following three ways:

- If the fire is in your vicinity you may see flames or smoke or you may smell burning material or smoke. If you see flame or smoke or smell burning material, prepare to evacuate.
- If the fire is elsewhere in the building, your notice will be the sound of the local (building) fire alarm. This has a very loud pulsating horn or buzzer-like sound that repeats. When you hear the alarm, prepare to evacuate.
- Another employee or student may identify a fire emergency and notify you and or others. If this happens, prepare to evacuate.

Release of Hazardous Material. You may become aware of release of toxic material in one of four ways:

- If the release is in your vicinity you may see the released material, or you may smell the released material. If so, prepare to evacuate.
- You may notice the effects of the released material on yourself or your coworkers. The sign of contact with released material may include irritation, difficult breathing, headache, dizziness, nausea, or other

symptoms. If you feel these symptoms yourself or observe them in a coworker, prepare to evacuate. Note that different hazardous materials may produce different symptoms. Always check the label information and the Material Safety Data Sheet (MSDS) for each of the hazardous chemicals used in your workplace. (Refer to publication HCP 1.1, Hazardous Materials Safety Program for more information on labeling and MSDS).

- If the release occurs elsewhere in the building, your notice will be the local (building) fire alarm sounding. This has a very loud pulsating horn or buzzer-like sound that repeats. When you hear the alarm, prepare to evacuate.
- Another employee or student may identify a toxic release emergency and notify you and/or others. If this happens, prepare to evacuate.

3. **Bomb Threat.** You may become aware of a bomb threat emergency in one of three ways:

- Notification by security personnel that a threat has been received. If this happens, prepare to evacuate.
- You or another worker may receive the threat by phone or in writing. If this happens, notify security and prepare to evacuate.
- You or another worker may observe a suspicious package or device in the workplace. If this happens, notify security and prepare to evacuate.

4. **Tornado Emergency.** You may become aware of a tornado emergency in one of three ways:

- Notification by your building weather emergency coordinator. Each building has a weather radio with alarm in a designated office. Should a severe storm watch be issued, you will be notified and should be prepared to take shelter. Should a severe storm warning be received, you will be alerted and should take shelter immediately.
- Notification by sirens of the county-wide emergency preparedness program. This network of sirens is sounded when severe weather warnings are received. Should these sirens sound, take shelter immediately.
- You or another employee or student may observe severe weather such as a funnel cloud. Take shelter immediately.

5. **Earthquake.** You may become aware of an earthquake in one of three ways:

1. By sensing movement of the building. If so, prepare to evacuate.
2. By hearing the fire alarm. If so, prepare to evacuate.
3. By having another employee or student alert you. If so, prepare to evacuate.

Evacuation Procedures

1. **Fire, Bomb Threat, Earthquake, or Release of Hazardous Material.**

3. **Preparing to Evacuate.** Following notification that an emergency condition exists, proceed to the appropriate emergency exit for your location. Each room has the location of the emergency exit route posted near the door. If it is not possible to use the assigned exit, use the exit nearest your location. If time permits, close windows, shut off equipment, and

extinguish laboratory burners or welding torches. The last person to exit the room should close the door to that room.

- 4 Evacuation. Leave the building by the appropriate emergency exit route. Use the stairways. Do not use elevators.
- 5 Assemble Outside the Building. Upon exiting the building, report to the assembly area assigned to your location. Office supervisors at each assembly area will verify that all personnel have evacuated a building. Supervisors will notify University Security if any personnel are missing. University Security will in turn notify appropriate Fire Department or other Emergency Response Agency personnel.

2. Severe Storms, Tornado Emergency.

- Preparing to Evacuate. Following notification that an emergency condition exists, proceed to the appropriate emergency exit for your location. Each room has the location of the emergency exit route posted near the door. If it is not possible to use the assigned exit, use the exit nearest your location.
- Evacuation. Leave the room by the appropriate emergency exit route. If time permits, move to an interior hallway in the lowest level of the building; otherwise, move to an interior hallway; that is, one that does not have windows opening to the outside. Use the stairways. Do not use elevators.
- Assemble Outside Building. If the building sustains such severe damage that continued occupancy is hazardous, evacuate the building. Otherwise, wait until the all clear signal is received, then exit the building by the nearest safe route. Upon exiting the building, report to the assembly area assigned to your location. Office supervisors at each assembly area will verify that all personnel have evacuated the building. Supervisors will notify university security if any personnel are missing. University Security Officer will in turn notify appropriate Fire Department or other Emergency Response Agency personnel.

Return to Workplace

Once the building has been evacuated, University Security will notify supervisors when the building may be reentered after receiving clearance from appropriate Fire Department or other Emergency Response Agency personnel.

Remain in a safe location or your assigned assembly location until you are notified by your supervisor that it is safe to return to the workplace. Should it be necessary for you to leave prior to returning to the building, notify your supervisor.

7.5 Employee On-The-Job Injury Procedures

When an employee is injured on the job:

- Notify the supervisor (*Call 911 first if this is a life or limb-threatening injury.*)
- Supervisor contacts Human Resources prior to employee seeking medical attention (in non-emergent situations) (phone 791-5912 or 788-3998).
- A drug/alcohol test may be requested if it is suspected that impairment may have caused or contributed to the accident.

- If medical treatment is needed during weekday work hours contact:

U.S. Health Works Medical Group
1101 Southeastern Avenue, Indianapolis, IN
(317) 955-2020

8 am to 5 pm, Monday – Friday

This facility is located near Southeastern and Washington Street, East of 65.

- If medical treatment is needed between 4:30 pm and 8:00 am or during weekends the supervisor must call U.S. Health Works on Raymond St. and send employee to:

U. S. Health Works Medical Group
5603 W. Raymond St., Indianapolis, IN
(317) 241-8266

Open 24 hours daily

Human Resources should be notified of an after-hours injury on the next business day.

- The employee must inform the health care provider they are a UIndy employee and this is a Worker’s Compensation claim.
- Prescriptions relating to this injury are reimbursable. The employee must submit to Human Resources the sales receipt and the prescription description/receipt stating the name of the drug and the amount paid in order to be reimbursed.
- Employees must bring all medical documents relating to this injury to the Human Resources office (located in Esch Hall and **speak with a member of the HR staff who will submit your claim to the University’s insurance company.**

7.6 Pets on Campus Policy

Policy Statement

The University of Indianapolis is committed to providing an attractive, clean and safe campus for its employees, students, and visitors. To assist in the achievement of these objectives, the University will regulate the presence of pets on campus. For the purpose of this policy, a pet is defined as any domestic animal except fish. Service dogs for persons with disabilities, as well as certified police dogs are exempt from this policy. Special classroom experiences or service projects involving pets can be approved through the appropriate vice president’s office. Residence Hall Directors have their own policy administered by Student Affairs.

Purpose

Members of the campus community and visitors to the campus may bring their dogs or other pet animals to the campus from time to time. While this practice is not prohibited, some regulation of the presence of pets on campus is necessary to ensure that one's pet does not become a threat, nuisance, or significant distraction to others or to activities occurring on the campus.

Effective Date

This policy became effective April 1, 2010 and is applicable to all individuals bringing pets on campus. The policy is in effect 24 hours per day and 7 days a week throughout the year.

Buildings

Pets are not permitted in any campus building, including all academic, athletic and administrative buildings, as well as residence halls. The exceptions to this policy include certified police dogs; and guide, signal and service dogs used by persons with disabilities.

Grounds

Pets are not allowed in athletic playing venues. Pets in other areas on the campus grounds must be leashed and under the control of their owner at all times. All animal excrement must be picked up by the owner and may only be discarded on campus if it is placed in waste containers. No pets may be tied up outside buildings or left unattended on campus. Stray animals or those left unattended will result in removal by the City of Indianapolis Animal Control Service. Any costs incurred in the removal or retrieval of a pet shall be the owner's responsibility.

Confinement in Vehicles

Pets may be confined in vehicles parked on campus for a reasonable period of time, as long as the animal is not endangered and does not endanger others or create a public nuisance, e.g. excessive barking. In the event of endangerment to the animal or others, the City of Indianapolis Animal Control Service will be contacted for appropriate action.

Enforcement

All members of the campus community are expected to comply with this policy. The Campus Police Department is responsible for the enforcement of these regulations. Any questions regarding the implementation of this policy should be directed to the Chief, Campus Police Department.

Employees and students who fail to comply with this policy and its regulations will be subject to appropriate disciplinary action.

7.7 Charity Project Requests

All solicitations for charitable or university-sponsored activities must have the approval of the Charity Solicitation Committee. No raffles or drawings from paid tickets are allowed. The application form is available in Human Resources and online.