

University of Indianapolis
Faculty Handbook



Revised December 2022

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INTRODUCTION

This *Faculty Handbook* (referred to herein as the “*Handbook*”) presents the policies of the University of Indianapolis that commonly apply to Faculty members, in effect as of the date of publication and as updated by subsequent revisions. Formerly a part of the *Handbook*, the *Constitution, Bylaws, and Rules of the Faculty* (referred to herein as the “*Constitution*”) and the *Charters of the Faculty Committees* may be found on the “Faculty Leadership” tab on *MyUIndy* (my.uindy.edu/faculty-leadership). All Faculty members should familiarize themselves with these documents and refer to them on a regular basis.

The *Handbook* is the source for issues involving Faculty rights and authority, the relationship between the Faculty and the Administration, committees, promotion and tenure guidelines, Faculty rank, personnel policies, and grievance procedures. *MyUIndy* is the source for employee resources, non-contractual issues, and specific procedures for navigating the University. These resources may be found on, but are not limited to, the “Faculty Resources” tab (my.uindy.edu/faculty), the “Grants and Sponsored Programs” tab (uindy.edu/grants-and-sponsored-programs), and the “University Policies” tab (uindy.edu/policies).

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

In 2022, the former *Faculty Guidebook*, a companion volume to the *Handbook*, was retired and all relevant portions were incorporated into the *Handbook* or into appropriate web pages on *MyUIndy*. Faculty should no longer turn to the *Faculty Guidebook* for employment or organizational information.

The *Handbook* is maintained, edited, and produced by the Faculty Handbook Committee, which reports to the Provost (see Section 5). This committee regularly incorporates policy changes made by the Administration and the Faculty Senate; feedback and suggestions from individual Faculty members are welcome. Inquiries and recommendations regarding the *Handbook* or other important information on *MyUIndy* should be forwarded to the Provost or designee or to the Executive Committee of the Faculty Senate. Changes to the *Constitution* and Committee Charters must come from the Faculty Senate and must be ratified by the Faculty.

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

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SECTION 1: THE UNIVERSITY

1.1 Vision

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

1.2 Motto

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

1.3 Identity

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

1.4 Mission

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

To achieve its mission, the University:

- A. complements academic majors and professional programs with a general education curriculum that includes courses focusing upon:
 - inquiry
 - abstract logical thinking and critical analysis
 - writing, reading, speaking, and listening
 - values and their impact upon judgment
 - international and multicultural experiences
 - understanding numerical data
 - developing historical consciousness
 - comprehending science and its methods
 - experiencing and appreciating the arts;
- B. provides high-quality programs and services that are reviewed regularly and maintained,

- developed, or redirected as needed;
- C. offers learning opportunities and programs of study that respond in innovative ways to the needs of both traditional and non-traditional students;
- D. fosters a campus culture that embraces and celebrates human diversity;
- E. maintains a Faculty of qualified professionals who are sensitive to developments in their disciplines and who demonstrate a commitment to teaching;
- F. seeks strategic partnerships with campus, city, state, national, and global communities;
- G. establishes international relationships and programs that promote intercultural understanding, awareness, and appreciation;
- H. capitalizes on opportunities created by changing circumstances, pursuing initiatives consistent with its mission.

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

1.5 Values

The University imparts much more to its students than knowledge or practical skills. As an institution of higher learning, the University values:

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

1.6 Vision 2030 Strategic Plan

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

1.7 University History

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

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

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

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

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

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

The University is comprised of the College of Applied Behavioral Sciences, College of Health Sciences (which includes the School of Occupational Therapy and Krannert School of Physical Therapy), School of Business, School of Education, School of Nursing, and Shaheen College of Arts and Sciences (which includes the R. B. Annis School of Engineering), as well as two centers of excellence, the Center for Aging and Community and the Center of Excellence in Leadership of Learning. The Richard B. Lugar Academy was launched in December, 2012.

The University awards the following degrees: Associate in Arts, Associate in Science, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Liberal Studies, Bachelor of Music, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Social Work, Master of Arts, Master of Arts in Teaching, Master of Business Administration, Master of Occupational Therapy, Master of Professional Studies, Master of Public Health, Master of Science, Master of

Science in Athletic Training, Master of Science in Management, Master of Science in Nursing, Master of Social Work, Doctor of Health Science, Doctor of Nursing Practice, Doctor of Occupational Therapy, Doctor of Physical Therapy, and Doctor of Psychology.

Robert L. Manuel, who was inaugurated in March 2013, became the University's ninth President in July 2012. The University's eight previous Presidents were J. T. Roberts (1905–08), L. D. Bonebrake (1909–15), I. J. Good (1915–44), I. Lynd Esch (1945–70), Gene E. Sease (1970–88), G. Benjamin Lantz Jr. (1988–98), Jerry Israel (1998–2005), Beverley J. Pitts (2005–12), and Robert L. Manuel (2012-2022).

1.8 The Board of Trustees

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

1.9 Administrative Structure

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

1.9.1 President of the University. The President is the chief executive officer of the University. The President 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.

1.9.2 President's Cabinet. The President assembles a Cabinet that consists of the Provost, Vice Presidents, and other individuals in key roles at the University as determined by the President.

1.9.2 Provost's Council. The Provost assembles a Council that consists of the Associate Provosts and the Deans of the Schools and Colleges.

1.10 Faculty Governance

The University Faculty is comprised of all ranked Faculty members as defined in the *Constitution* of the Faculty. Subject to the approval of the Board of Trustees as exercised through the President, the Faculty has primary authority over the integrity and structure of all academic programs and educational policies at the University. An elected Faculty Senate, which

meets monthly in Semesters I and II, exercises the legislative and policy-making powers assigned to the Faculty and serves as the primary governing body of the Faculty. The Faculty meets as a whole at least once each semester. Meetings of the Faculty are presided over by the President of the Senate.

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

Adjuncts are unranked employees of the University who teach on a part-time basis (no more than 14 hours per calendar year) in any University program or unit. They are appointed on a semester or term basis and may not be subject to all the policies outlined in this *Handbook*. Questions of interpretation should be directed to the Provost or to the President of the Faculty Senate.

1.11 Committees

Faculty members, Administrators, Staff, and students serve on various committees that deal with the administrative and academic concerns of the University. The positions may be appointed or elected and either voting or *ex officio*. These committees include the following:

- A. Committees of the University are convened, populated, and supervised by the Administration (usually the President or the Provost or their designees). The Executive Committee of the Senate also contributes to populating some of these committees. These committees deal with institutional issues that fall outside of the primary authority of the Faculty;
- B. Committees of the Faculty are convened, populated, and supervised by the Faculty Senate via the Executive Committee and fall into two categories: legislative and judicial. These committees deal with issues that fall within the primary or advisory authority of the Faculty as defined in the *Constitution* of the Faculty and as detailed in the *Charters of the Faculty Committees*. Members of legislative committees are appointed by the Executive Committee of the Senate following recommendations from unit representatives. Membership in judicial committees is determined through election;
- C. Unit-level Committees are convened, populated, and supervised by either Faculty members or Administrators. These committees are created within colleges and schools, programs, and departments to address local issues. The authority of committees of the University and Faculty supersedes that of unit-level committees.

Additional committees exist or may be convened from time to time. These include various standing, special, ad hoc, or advisory committees, councils, and boards that deal with administrative and academic concerns of the University.

1.12 Committees of the University

1.12.1 Faculty Handbook Committee. This committee reviews the *Handbook* on a regular basis and makes recommendations for changes and additions. It reports to the Provost and is Chaired by the Provost or the Provost's designee. Members include three Faculty representatives appointed by the Faculty Senate and three Administrators appointed by the Provost.

1.12.2 Faculty-Staff Benefits Committee. This committee reviews and makes recommendations regarding the University's benefits plans. It reports to the Director of Human Resources and is co-Chaired by the HR Benefits Manager. Members include Faculty representatives appointed by the Faculty Senate and three Staff members appointed by the President's Cabinet.

1.12.3 Health and Wellness Committee. This committee advises on the development and delivery of health and wellness activities at the University. It reports to the President of the University and is co-Chaired by the Director for Wellness Engagement and the Campus Wellness coordinator. The Faculty Senate appoints several Faculty members, and additional members are employees representing a balance of the University community.

1.12.4 Honorary Degrees Committee. This committee receives nominations for honorary degrees and gathers data regarding nominees' backgrounds, achievements, and services that merit such a degree. It recommends candidates to the Faculty Senate and the Board of Trustees, which makes the final decision. It reports to and is Chaired by the President of the University. Members include Faculty representatives appointed by the Faculty Senate and other individuals appointed by the President.

1.12.5 Inclusion & Equity Council (IEC). The IEC consists of Faculty and Staff who are interested in assisting with the advancement of campus-wide diversity, inclusion, and equity initiatives. Following UIndy's Model for Inclusive Excellence, members of the IEC serve on the following working groups: Access & Equity, Diversity in the Curriculum/Co-Curriculum, Climate, Learning & Development, and Intercultural Engagement. The IEC is co-Chaired by the Vice President for Inclusion and Equity and the Vice President for Campus and Student Affairs.

1.12.6 Institutional Review Board (HRPP/IRB). This committee develops and implements policies and procedures consistent with the United States Department of Health and Human Services, Office for Human Research Protections, for the purpose of protecting the rights and welfare of human subjects recruited to participate in research activities conducted under the auspices of the University of Indianapolis. The IRB has the ultimate authority to approve, require modifications of, or deny requests to conduct such research, and it may suspend or revoke its approval once given. The IRB functions as part of the overall Human Research Protections Program and reports to the Provost or the Provost's designee, who serves as the University's IRB Officer and appoints the Chair and members in a fashion that is consistent with Department of Health and Human Services regulations.

1.12.7 Intercollegiate Athletics Committee. This committee advises on the administration of all the intercollegiate athletic programs at the University. It reports to and is Chaired by the Vice President for Intercollegiate Athletics. The Faculty Senate appoints two members, and the President appoints up to six (6) members from the Faculty or Administration. The Faculty

Athletic Representative is also a standing member.

1.12.8 Interdisciplinary Committee. This committee provides support, direction and advocacy for Interdisciplinary majors, minors, concentrations, programs, and special events on campus. It reports to the Associate Provost of Accreditation, Assessment, & Educational Innovations.

1.12.9 International Travel Oversight Committee. This committee reports to the Associate Provost for International Engagement and Chief International Officer.

1.12.10 Policy Advisory Council. This committee advises the University community on policy development, reviews and approves proposals for new policies, ensures that policies are properly approved, and generally supports the policy development process. It reports to and is Chaired by the Vice President and Secretary to the University.

1.12.11 Quality Committee. This committee provides annual feedback on UIndy's reporting to the Higher Learning Commission through the assurance system and required quality project, promotes awareness and education on the Criteria for Accreditation and areas identified by HLC reports for improvement, and co-sponsors annual accreditation activities. It reports to the Associate Provost of Accreditation, Assessment, & Educational Innovations. Its members include representatives from Academic Affairs, the University Planning Commission, the Quality Project Team, the campus manager for the Assurance System, Faculty members appointed by the Faculty Senate, and a Staff member.

1.12.12 Scholars Showcase Committee. This committee is responsible for planning and hosting the annual Scholar's Day showcase that occurs in spring each year. Members include at least 1 or 2 members from each unit on campus, representing Faculty who teach graduate, undergraduate, adult accelerated, and on-line (distance) courses.

1.12.13 Sease Institute Executive Committee. This committee advises on the growth and advancement of the Sease Institute. It reports to the Vice President for the Sease Institute.

1.12.14 Service-Learning Council. This committee reports to the Associate Provost of Accreditation, Assessment, & Educational Innovations.

1.12.15 Sustainability Committee. This committee coordinates campus sustainability efforts and encourages more mindful operations and practices, with an emphasis on waste reduction, recycling, green practices, and educational programs. It reports to the President of the University, who appoints the Chair. Members include the Executive Director of Graduate & Adult Learning Enrollment, the Executive Director of Facilities, and Faculty representatives appointed by the Faculty Senate.

1.12.16 University Assessment Committee. The University Assessment Committee provides a University-wide perspective on assessment as it is carried out in undergraduate and graduate programs. It also serves as an advisory committee to the Office of Accreditation. It reports to the Provost or designee, who appoints the Chair. Members include representatives of the Senate Curriculum Committees and representatives of curricular and co-curricular areas.

1.12.17 University Direction and Planning Group. This committee meets regularly to discuss general trends in higher education and advises on strategies, opportunities, and approaches to inform the direction of the University's future. It reports to the Vice President and Chief Operating Officer.

1.12.18 University Handbooks Committee. This committee reviews and provides feedback on the various handbooks from across the University, to assist in alignment related to relevant policies and procedures. (It should not be confused with the Faculty Handbook Committee, which edits this *Handbook*.)

1.12.19 University Mission Advisory Council. This committee advises the Vice President for University Mission regarding the ongoing development of mission, stewardship, and reflective activities for University employees. Members are appointed in consultation with the President's Cabinet. It reports to the Vice President for University Mission.

1.12.20 University Operations Committee. This committee serves to advise and review the use of University resources (facilities, technology, internal communications) in order to maximize impact and efficiencies. It reports to the Vice President and Chief Operating Officer.

1.12.21 University Retention Committee. This committee helps to shape the structure, organization, and implementation of campus-wide retention efforts. It reports to and is co-Chaired by the Provost and the Vice President for Enrollment Services. Members include representatives from Enrollment Services, Student Affairs, Academic Affairs, and any other areas engaged in retention initiatives. In addition, the Faculty Senate appoints several Faculty representatives.

1.12.22 University Risk and Compliance Committee. This committee advises on the management of all risk and compliance activities at the University. It reports to and is Chaired by the Vice President and Secretary to the University. The Faculty Senate appoints several Faculty representatives, and the President or designee appoints additional members from the Faculty or Administration.

1.12.23 University Series Committee. This committee plans the annual lectures and public series for the University, including but not limited to the Showers Lecture, the Penrod Lecture, and the Sutphin Lecture. It is co-Chaired by a Faculty member and the Vice President for Mission. Members include four (4) Faculty appointed by the Faculty Senate and four Administrators appointed by the President. The annual theme of the University Series is based on one or more of the University-wide learning goals: social responsibility, critical thinking, creativity, and performance.

1.12.24 University Teacher of the Year Committee. This committee selects the recipient of the University Teacher of the Year Award from a pool of nominees supplied to it by the Deans. It reports to the Provost and is co-Chaired by the two most recent winners of the award; the Provost shall not be a member of the committee. Membership includes at least one Faculty member from each academic unit as appointed by the Faculty Senate, and two students including (1) the current President of the Student Leadership and Activities Board, 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.

See Appendix E for information on this committee's process.

1.13 Committees of the Faculty

The membership and functions of the Committees of the Faculty are detailed in the *Constitution*. They are divided into legislative and judicial committees, as follows:

A. Legislative Committees of the Faculty:

- Academic Petitions Committee
- Admissions Committee
- Faculty Affairs Committee:
 - Faculty Development Subcommittee
 - Promotion & Tenure Subcommittee
- General Education Core Committee:
 - Lecture & Performance Subcommittee
- Graduate Curriculum Committee
- International Sites Academic Oversight Committee
- Learning Resources Committee
- Undergraduate Curriculum Committee

B. Judicial Committees of the Faculty:

- Faculty Promotion and Tenure Committee
- Sabbaticals and Grants Committee

1.14 Academic Freedom

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

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

The University affirms and follows the ideal that all members of the Faculty, whether

tenured or not, are entitled to academic freedom as defined in the 1940 “Statement of Principles on Academic Freedom and Tenure,” AAUP Policy Documents Reports, 2015 edition, jointly formulated by the American Association of University Professors and the Association of American Colleges.

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

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

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

SECTION 2: GENERAL PERSONNEL POLICIES (additional University policies are available at uindy.edu/policies)

2.1 The Immigration Reform Act of 1986

All new employees are required to report to the Office of Human Resources within the first three (3) days of work to provide verification of employment eligibility, as required by the Immigration Reform Act of 1986. New employees must complete an I-9 form and provide acceptable identification as listed on the I-9 form. New employees who have not provided proof of employment eligibility within the specific time period will not be allowed to work until this requirement is fulfilled.

2.2 Equal Employment Opportunity

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

2.2.2 Nondiscrimination Policy. The University of Indianapolis does not discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation (or gender identity or expression), or age in its programs and activities. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The following person has been designated to handle inquiries regarding the non-discrimination policies: Erin Farrell at 317-788-6132 or farrelle@uindy.edu. For further information on notice of non-discrimination, contact the U.S. Department of Education Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

2.2.3 Reasonable Accommodation. The University of Indianapolis will take appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. If one needs disability accommodation, one can submit the "ADA Reasonable Accommodation Request Form" found on the "Employee" tab of *MyUIndy* (my.uindy.edu/human-resources/health-safety).

The University also will take appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with institutional policies, practices, or procedures so long as doing so does not cause an undue hardship.

2.3 Anti-Harassment

The University of Indianapolis is committed to providing a workplace free of inappropriate treatment of any employee because of the employee's race, color, sex, religion, age, national origin, ancestry, disability, military status, marital status, or any other category protected under Federal, State, or local law. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work. The University does not, however, condone or tolerate any inappropriate conduct based on an employee's race, sex, age, religion, national origin, ancestry or disability, military status, marital status, or any other category protected under Federal, State, or local law. Further, irrespective of whether sexual orientation is a legally protected status, the University does not tolerate harassment on the basis of an employee's sexual orientation or gender identity or expression. The University is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as visitors, vendors, suppliers, clients, guests, customers, contractors, or members of the public. The University is committed to providing a workplace free of inappropriate conduct of a sexual nature. Such conduct may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.

2.3.1 Examples of Inappropriate Conduct. Inappropriate conduct may include:

- A. epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry, disability, military status, marital status, or sexual orientation or gender identity or expression;
- B. written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry, disability, military status, marital status, or sexual orientation or gender identity or expression;
- C. unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects that interfere with a reasonable person's work);
- D. unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;
- E. an explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity; and
- F. the use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

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

2.3.2 Internal Reporting Procedure. If an employee believes that they or a student are being subjected to behavior that is not consistent with these policies, this person is encouraged to and

has a responsibility to immediately report these matters. Faculty members should report these matters to the Provost. Staff should report these matters to their supervisor or to the Director of Human Resources. If for any reason the employee does not feel comfortable reporting their concerns to the Director of Human Resources, one may report concerns to the Vice President of their area. If the concern relates to the behavior of the Vice President and an employee does not feel comfortable reporting their concerns to the Director of Human Resources, they may report their concerns to the President. Additionally, any student or employee who believes a student's behavior violates this policy should promptly report the student's conduct to the Dean of Students through this policy, and any student who believes that they are being harassed should report the matter to the Dean of Students.

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

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

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

2.4 Faculty-Student Relationship Policy [This section was approved by the Faculty on 12-2-2010.]

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

Consensual romantic and/or sexual relationships between a Faculty member (including but not limited to all ranked instructional, Adjunct, Research, and Clinical Faculty and other individuals with supervisory responsibility for students in an educational setting) and a student (undergraduate, adult learning, or graduate) have the potential to pose risks to the Faculty member, the student, and third parties. In such relationships, voluntary consent is suspect because of the inherently unequal nature of the parties. Even where the Faculty member or Administrator is not in a position to exercise direct power or authority over the student, the relationship can be inappropriate because of a perception of power or influence. A consensual romantic and/or sexual relationship between a Faculty member and a student can lead to a complaint of unlawful sexual harassment when the student feels they have been exploited. In

addition, other Faculty members, Staff members, or students may have concerns about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. Their concerns are damaging whether the favoritism is real or perceived. They can arise in cases where the consensual relationship between the Faculty member and the student remains amicable as well as in cases that lead to accusations of exploitation.

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

The University of Indianapolis realizes that, notwithstanding the general standard of conduct, unusual circumstances may arise where a personal relationship does not pose a risk of exploitation. An example could be a relationship that existed prior to either person becoming a Faculty member or student. Another exceptional circumstance is the enrollment of a Faculty member's spouse or dependent child in a course taught by the Faculty member. In such cases, the onus is upon the Faculty member to disclose to their supervisor the relationship so that proper arrangements can be worked out beforehand. "Proper arrangement(s)" means that under no circumstances should a Faculty member be acting in a decision-making role (e.g., making an admissions decision or assigning grades) involving a student with whom they have a family relationship.

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

2.5 Faculty Complaint and Grievance Policy and Procedure

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

2.6 Access to Educational Records (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," is a federal law that gives protection to student educational records. One can read this policy on *MyUIndy* at uindy.edu/policies/faculty-staff-and-students.

2.7 Drug-Free Workplace Policy

The University of Indianapolis is committed to providing a workplace which is free from the unlawful manufacture, distribution, dispensation, possession, sale, or use of controlled substances. One can read our policy at uindy.edu/policies/human-resources.

2.8 Security

The Campus Police provide 24-hour safety and protection service for Faculty, employees, and students and protects University property. Officers are charged with enforcing city-county ordinances, Indiana statutes, and University rules and regulations on campus.

The record for personal safety on our campus is excellent and has been so for many years. An injury to even one person is too many and, as in every setting, could happen anywhere, anytime, to anyone. Thus, we must assume responsibility for our own safety.

Stealing, vandalism, and other misuse of University facilities and property from both on- and off-campus sources are costly. The University insurance does not cover personal losses due to theft, vandalism, etc. Each member of the University community is obligated to protect the campus by keeping offices, rooms, and laboratories locked when not occupied, keeping windows closed and secured, and maintaining awareness of potential security problems. This responsibility is related to being assigned University keys. Also, each employee has an obligation to refrain from entering locked rooms, offices, desks, and files of other persons and departments. Without exception, unauthorized persons are not allowed in University vehicles or non-public areas of the campus. This includes employees not on duty and family members of employees on duty.

For assistance or to report problems, contact the Campus Police Office at 317-788-3386.

2.9 Clery Act

In Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the campus police provide information on crime statistics, crime prevention, law enforcement, crime reporting, and other related issues. The UIndy Clery report is available on the “Public Safety” tab at my.uindy.edu/safety.

2.10 Firearms and Dangerous Weapons Policy

Unauthorized firearms, weapons, ammunition, explosives, and other items that the University Police consider to be dangerous are prohibited on University property. This policy includes activities such as introducing, possessing, using, buying, or selling firearms. Employees who have a valid state permit to carry firearms are not permitted to carry firearms while on University property. Possession of any firearm or other weapon on University property, including in an employee’s automobile, is cause for corrective action up to and including termination. Employees who are required to carry a weapon as part of their job with the University are exempt from this policy.

2.11 Search Policy

To manage the University’s resources and prevent loss, the University reserves the right to search, inspect, or examine all University property, including, but not limited to, desks, file cabinets, tool boxes, University vehicles, and electronic information, including e-mail. Additionally, the University reserves the right to search, inspect, or examine all personal property (including vehicles) employees bring onto or take away from University property (including parking lots) if the University suspects theft or other illegal activity. An employee’s personal property will not be searched without first obtaining the employee’s consent. Refusal by an employee to consent to a search, inspection, or examination may result in discipline up to

and including discharge.

2.12 Whistleblower Policy

A whistleblower, as defined by this policy, is an employee who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of an illegal or fraudulent activity, the employee is to contact their immediate supervisor or the Director of Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas—confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The University of Indianapolis will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

2.13 Key Policy

Keys are ordered from Human Resources via a Key Request form. All key requests must be approved by the appropriate Vice President, Dean, or Chair. All requests for more than one of the same keys and/or the replacement of a lost or stolen key are subject to a \$25.00 fee. If any request is of a questionable nature, the Director of Human Resources, in conjunction with the Director of Physical Plant and the University Police Chief, will contact the approving authority to determine the need and justification of the request.

For the protection and safety of employees and of the University, all keys must be safeguarded. When picking up a key, the key holder will sign a form acknowledging receipt of the key and accepting responsibility for it. Keys should not be loaned to anyone else. Employees will be held accountable for all keys assigned to them and must return them to Human Resources when requested or in the event of separation from the University. Lost keys must be reported immediately to the supervisor. Any employee who, without authorization, reproduces keys to any University building, office, or equipment, or who has such keys in their possession shall be subject to disciplinary action up to and including termination.

2.14 Solicitation

Solicitations by outside parties are not permitted unless requested as part of a University-

sponsored program or service. Individuals or companies may not leave advertisements or propaganda on vehicles, in or on buildings, on light poles, etc. Door-to-door solicitations are strictly prohibited. Companies wishing to do business with the University should be directed to the Business Office. Individuals or businesses promoting products for the health and welfare of employees should be directed to Human Resources. All others should be referred to Campus Police. Campus Police have the authority to remove all individuals or groups who are in violation of this policy.

2.15 Charity Solicitation Policy

In order to assure that recognized charities and appropriate charitable requests are the focus of charitable giving and charitable projects on campus and in order to assure that our employees and students are not inundated with too many charitable requests, a review process is in place to approve solicitation projects on campus. It is the responsibility of a review committee to assure that appropriate handling of funds is in place, that appropriate oversight is in place, that charitable project is appropriate for the University, and that the University Solicitation Policy is followed for each project. Approval from the Charity Solicitation Committee is required before any solicitation information/request can be distributed on campus. The “Charity Project Request Form” is available on the “Employee” tab on *MyUIndy* (my.uindy.edu/employee).

2.16 Leaves with Pay

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

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

2.16.3 Civil Duty Leave. Any full-time Faculty member who is validly subpoenaed or summoned to appear or serve involuntarily as a juror in a judicial forum or compelled to appear before a judicial, legislative, or administrative body with civil power to compel attendance during regularly scheduled work hours shall be entitled to receive leave with pay for a period of time necessary for such appearance. If an employee is subpoenaed as a witness in a legal proceeding, the employee is expected to return to work as soon as possible after testifying. A copy of the subpoena must be provided to the supervisor upon request.

The University pays regular salary wages while an employee serves on jury duty or while subpoenaed in a legal proceeding. This payment will continue for as many weeks as are required to serve on the jury. If the court excuses the employee from jury duty during working hours, the employee should report to work immediately. The University will not require an employee to sign over any checks received for jury duty. Notice of leave should be given in advance in writing to the Department Chair and the Dean.

2.16.4 Sabbatical Leave. Provisions relating to Sabbatical Leave are outlined in Section 3.20.

2.17 Family and Medical Leave

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

2.17.1 Military Family Leave Entitlements Under FMLA. The University of Indianapolis recognizes the importance of the military service and makes provision for eligible employees to attend short-term military duty by providing paid leave benefit. All regular full-time and regular part-time employees who are members of the United States Armed Forces, National Guard units, or who are reserve members will be granted a paid leave of absence for military service, training, or other obligations. The University will pay the difference between the employee's military pay and base pay if the employee's military pay is less.

Employees who are ordered to active duty for Reserve or National Guard training are eligible for up to two (2) weeks of paid leave annually. In addition, employees who are called to active duty beyond the annual training period for the purpose of providing assistance during a national emergency, natural disaster, etc. are eligible for a maximum of six (6) months of paid leave. Any additional military leave time off will be recorded as unpaid leave. At the conclusion of the leave, employees will have the right to return to the same position held prior to the leave or to positions with equivalent pay and benefits.

Employees who are called to active duty must notify Human Resources and their supervisor immediately of their scheduled departure date and provide a copy of the official military orders. Employees on military leave may elect to continue their current health insurance coverage at the normal contribution rates for up to six (6) months. Following this period, employees on military leave may continue health insurance coverage by paying the full (University and employee) cost. Payment arrangements may be made with Human Resources.

2.18 Leaves without Pay

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

- A. Has the Faculty member contributed to the Department and the University in such a positive way

that the Department/Dean wants to encourage their return as a Faculty member?

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

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

2.19 Administrative Leaves

Administrative leaves are available to Administrators. An administrative leave proposal will be reviewed by the applicant's immediate supervisor and/or the President. For more information about these leave programs, contact the Provost's Office.

2.20 On-the-Job Injuries

- a. Reporting On-the-Job Injuries. All work-related injuries or illnesses must be reported to Human Resources immediately to complete a "Workers Compensation Injury Report" (available on the "Health and Safety" tab on *MyUIndy* (my.uindy.edu/human-resources/health-safety)). Additionally, any hazardous working conditions that may have contributed to the accident must be reported immediately to Facilities Management so that an investigation and correction can be completed.
- b. Treatment of On-the-Job Injuries. Employees who experience a work-related injury should follow the steps outlined in the "Work-related Injury Processes" document found on the "Health and Safety" tab on *MyUIndy* (my.uindy.edu/human-resources/health-safety).

2.21 Social Security

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

2.22 Unemployment Compensation

The University provides unemployment insurance coverage for employees in accordance with the laws of the state of primary work activity.

2.23 Health Insurance Continuation (COBRA)

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

2.24 Benefits Carried by the University

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

- Health Insurance
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Long-term Disability Benefits
- Flexible Benefit Program
- Unemployment Compensation
- Dental Insurance
- Vision Insurance
- Critical Illness Plan
- Long-term Care Insurance
- Emeriti Retirement Health Plan
- Defined Contribution Retirement Plan (403b)

2.25 Other Benefits

2.25.1 Tuition Discount. Full tuition is provided for full-time employees, their spouses and natural or adoptive children or step-children who enroll at the University of Indianapolis for undergraduate courses. The discount is available to dependent children only for the first baccalaureate degree. Dependent children must meet all of the criteria below:

- age requirement for dependency on the FAFSA (under age 23)
- has never been married
- is not a veteran of the U.S. Armed Forces
- has not received their first baccalaureate degree
- does not have children of their own for whom they provide more than half support

Full tuition is provided for full-time employees and one-half tuition is provided for their spouses who enroll in master's degree courses. The policy does not apply to doctoral programs. No tuition remission is granted to employees' children who are matriculated into graduate programs and charged tuition at the graduate level.

A 25% tuition discount is available to part-time employees, their spouses and natural or adoptive children or step-children who meet all of the criteria above who enroll in undergraduate courses. A one year waiting period is required before this benefit is available.

Hourly employees must work at least twenty (20) hours per week, ten months a year to be eligible. Adjunct Faculty members must have taught six (6) credit hours during the preceding academic year and be currently teaching (academic year) to be eligible. A 12.5% tuition discount is available for part-time employees and their spouses who enroll in master's degree courses.

Employees, their spouses, and their children pursuing an *initial* undergraduate degree are encouraged to apply annually for the Federal Pell Grant by completing the Free Application for

Federal Student Aid (FAFSA) and the University of Indianapolis Financial Aid Application.

Employees may enroll in any class that does not interfere with the work schedule. Employees who work the regular 8:00 a.m. to 4:30 p.m. schedule may use only the 11:00 a.m., 12:00 noon, or 1:00 p.m. class periods to attend a class. Attendance at one of these hours will substitute for the employee's lunch break. The opportunity to attend classes during the scheduled work hours is a privilege and not a right. The work requirements of the department, the employee's job performance, etc. may affect the decision for approval.

An employee who separates from employment with the University prior to the last day of the semester will receive a prorated tuition discount benefit for themselves and all eligible dependents enrolled for the semester. The former employee will be responsible for paying any unpaid balance in full. In the event of the death or long-term disability of the employee while working at UIndy, the dependent child and spouse would continue to be eligible for the benefit under the policies stated here until achieving the first baccalaureate degree.

2.25.2 Tuition Exchange. The University of Indianapolis currently participates in two programs that provide opportunities for dependent, undergraduate children of full-time Faculty and Staff to attend various institutions across the country and receive, in most cases, full tuition benefits for up to four (4) years. More information on these programs is available on *MyUIndy* at my.uindy.edu/human-resources/benefits/tuition.

- A. The University participates in the **Council of Independent Colleges Tuition Exchange Program (CIC-TEP)**. More than 300 colleges participate in this program. The University is not limited to a specific number of students that we may export; however, each host college is limited to enrolling only three (3) new exchange students in any one year.
- B. The University is a member of **The Tuition Exchange Program** that includes more than 400 member institutions. Under this program, UIndy may not export significantly more students than are imported from other colleges, therefore, the number to be exported is reevaluated each year. Employees hired after January 1, 1999, may not utilize this program until they have completed at least two (2) years of full-time service. Furthermore, in a year when there are more applicants than the University is permitted to export, cumulative seniority as a full-time employee at the University will be used to determine eligibility for this program. If an employee's dependent is not exported due to limitations, the employee may reapply for the tuition exchange benefit in the following year and be considered on the basis of seniority amongst the new applicants. Decisions about the University's eligibility to export new students are generally made in November of the year preceding enrollment.

2.25.3 Campus Parking. All employees of the University of Indianapolis must register their vehicles and display a valid permit on the passenger side, bottom corner of the front windshield on each motor vehicle driven on campus. Registration is free of charge to employees. The registration decal allows employees to park in designated parking lots on campus. All employees may obtain their parking decals from the Campus Police Department or the Student Business Center. Current license plate number, vehicle registration information (make, model, registration expiration date), and University of Indianapolis identification card are required for registration. All employees are subject to campus motor vehicle regulations and procedures. The University is not responsible for theft or damage to vehicles while in the parking lots.

2.25.4 Watchdog Alert System. When UIndy is threatened by severe weather or other dangers, the University alerts the campus community with its electronic notification system, Watchdog. Named for the school's greyhound mascot, Watchdog sends warning and instructions to identified phone numbers and e-mail addresses.

UIndy encourages employees to register multiple points of contact for messages, including work, home, and cell phone numbers, and e-mail addresses. The more options Watchdog has for contacting employees, the more likely they will receive an alert. More information is available on *MyUIndy* at my.uindy.edu/watchdog. Employees should register for Watchdog at getrave.com/login/uindy. Phone messages originate from 317-788-3559.

2.26 Discounts and Services

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

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

2.26.3 Technology Loan Program. The Technology Loan Program offers full-time employees the opportunity to purchase a new computer system for their personal use with an interest-free loan. More information is available on the "Policies" tab of *MyUIndy* (uindy.edu/policies/files/tech_loan_policy.pdf).

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

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

2.27 Personnel Records

The President's Office maintains official personnel files for each full-time Faculty member. This record includes: vitae; letters of recommendation; official transcripts of academic work; official correspondence; records dealing with terms and conditions of employment, grievance proceedings, and achievement in teaching, scholarship and service; and a roster for tracking eligibility for promotion, tenure, sabbatical leave, and other items 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 and/or tenure.

Other personnel files may be located in other offices. Department Chairs and Deans maintain personnel files with information needed for the assignment of job tasks and the evaluation of Faculty under their supervision. Human Resources maintains files relating to Faculty insurance and retirement benefits. The Accounting Office maintains files relating to salaries paid, benefits accrued, deductions withheld, and other items of financial record.

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

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

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

A Faculty member may submit and have inserted into the personnel file a statement that clarifies any material in the file they believe is inaccurate. Such clarification shall be maintained so long as the disputed material is maintained.

2.27.2 Maintenance of Personnel Records. It is the responsibility of each Faculty member who completes a degree while employed at the University of Indianapolis to have an official transcript, which includes the date on which the degree was conferred, sent to the Provost's Office. It is also required that Faculty members update address changes or any other changes related to personnel records through the "Self-Service Employee Dashboard" tab on *MyUIndy* (banner.uindy.edu/EmployeeSelfService) so that such information may be kept current. Changes of status that affect employee benefits shall be reported to the Office of Human Resources.

2.28 Payroll Policies

2.28.1 Salary Pay Distribution. Except as otherwise provided in this Salary Pay Arrangement Policy ("Policy"), Faculty members (other than adjunct Faculty members) shall receive their pay in twelve (12) equal installments over the period beginning with the first payroll in September and ending twelve (12) months thereafter. Pay statements are available on the "Self-Service Employee Dashboard" tab on *MyUIndy* (banner.uindy.edu/EmployeeSelfService). Faculty members are paid on the 25th of each month for the current month's work. However, when the

25th falls on a weekend or a holiday, pay day is usually the day before. The University does not provide pay advances or cash advances.

2.28.2 Direct Deposit. The University of Indianapolis is required by law to make certain deductions from an employee's paycheck. These include FICA (Social Security and Medicare) and withholding for Federal, State, and County taxes. Deductions for charitable contributions, for premium payments to the retirement plan or insurance selections, or for other approved purposes are made only with the employee's authorization. Any change in dependency status or other information that would alter payroll deductions should be reported by the employee to the Payroll Office.

Direct payroll deposit is mandatory for all new Indiana employees hired on or after February 1, 2004 and is a free service. It allows an employee to deposit their paycheck directly into banks and credit unions on payday. Forms for direct deposit are available from the Payroll Office and the Office of Human Resources and on the "Human Resources" tab on *MyUIndy* (my.uindy.edu/human-resources).

2.28.3 Pay Following Separation. A Faculty member who has a separation from service from the University (including voluntary or involuntary termination of employment for any reason, retirement, or death) shall be paid according to (A) or (B) as follows:

- A. If the Faculty member's separation from service occurs at or following the end of the contract employment dates, but prior to the expiration of the twelve (12) month period described above, the Faculty member shall continue to receive their pay in equal installments through the remainder of the twelve (12) month period. Participation in the University of Indianapolis Group Medical Plan and the University of Indianapolis Defined Contribution Retirement Plan shall likewise continue through the remainder of the twelve (12) month period, as provided in the applicable plan documents;
- B. If the Faculty member's separation from service occurs prior to the end of the contract employment dates, all amounts earned but unpaid as of the date of separation from service shall be paid in a single lump sum on the next pay date following separation from service. Participation in any University benefit plans shall terminate upon separation from service as provided in the applicable plan documents.

2.28.4 Garnishments. Upon receipt of a wage garnishment, the University will forward a copy of the notice to the employee. In accordance with the garnishment notice, Payroll will begin to withhold the specific amount from the employee's check. All garnishments are calculated in accordance with state and federal regulations.

2.29 Faculty Orientation

The Faculty Academy conducts a two-semester orientation program each year for new full-time Faculty, providing general information for navigating the University system. Department Chairs orient their new Faculty to their respective programs and to their specific roles therein.

Orientation of new Adjunct Faculty and the orientation of full-time Faculty who are teaching in extended and accelerated programs is the responsibility of the Department Chairs.

SECTION 3: ACADEMIC PERSONNEL POLICIES (additional University policies are available at uindy.edu/policies)

3.1 Introduction

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

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

3.2 The University's Expectations of Its Faculty

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

3.2.1 Unit-based Guidelines for Scholarship and Service [This section was approved by the Faculty on 4-22-2010 and updated on 12-2-2010 and 4-26-2022.] The University's change to a standard tenure probationary period policy requires that tenure-track Faculty are clear about the requirements for tenure and promotion. Since the University Faculty have agreed that the promotion and tenure system continue at the University (rather than unit) level, it is necessary to provide the Promotion and Tenure Committee with clear guidelines, based on the Boyer Model (1990)¹, as to what constitutes Teaching, Scholarship, and Service in order for it to review dossiers submitted. There being considerable variation in the meaning, understanding, and documentation of scholarship and service across disciplines, every academic unit will define and describe what constitutes both categories within the constituent disciplines of that unit. These descriptive guidelines will provide a disciplinary context and guide deliberations for the Promotion and Tenure Committee to undertake dossier review. These guidelines will also provide Faculty with expectations for tenure and promotion. Above all, they will ensure transparency in the assessment of Teaching, Scholarship and Service.

Specifically, units will include the following points within their unit guidelines:

- They will provide clear definitions of what effective, excellent, and outstanding Teaching

¹ Ernest L Boyer (1990). *Scholarship Reconsidered: Priorities of the Professoriate*. Carnegie Foundation for the Advancement of Teaching.

constitutes.

- They will provide a definition and description of what activities count as Scholarship.
- They will provide a definition and description of what constitutes Service.
- They will clarify under what conditions overlap between Teaching, Scholarship, and Service is acceptable (if at all) and when one category may be counted towards the other.
- Each unit will provide an informational document that clarifies quality through some form of measurement or categorization to those within and outside of the unit's discipline.

The smallest/lowest academic constituent of the University that conducts an internal assessment annually of its members will be considered a unit. The unit may be a program, department, and/or a school. Unit-based descriptions of scholarship and service are available in the President's Office. In the interests of updating and revising Teaching, Scholarship, and Service criteria to reflect current disciplinary trends, it is recommended that units revisit their definitions of Teaching, Scholarship, and Service every three (3) years.

3.2.2 Unit-based Guidelines for Teaching [This subsection was approved by the Faculty on 8-21-2014 and updated on 4-26-2022.] Each unit should develop criteria for Excellence in Teaching. Units should use the definition in the *Handbook* as a starting point in defining criteria, as articulated by Boyer (1990). These criteria will complement those developed for Scholarship and Service in each unit. Updated versions of all three documents should be made available annually to Faculty by the first week of March.

3.3 Teaching [This section was updated by the Faculty on 4-26-2022]

Quality teaching is characterized by a number of common attributes. The following sections outline areas on which Faculty members shall be evaluated and list criteria that may be used to assess competency in those areas.

The University values high-quality teaching and instruction. One pedagogical method that yields high-impact results is incorporating teaching practices informed by scholarship via the Boyer Model (1990). While not practical in all aspects of teaching, implementation of the Scholarship of Teaching and Learning is fully supported and valued by the University.

3.3.1 The Evaluation of Teaching [This subsection was approved by the Faculty on 4-24-2008 and updated on 4-21-2020.] Academic units should use broad measures of Faculty effectiveness that add to the data collected by using standardized in-class student evaluations and assessment of student learning outcomes. These measures should include:

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

Evaluation tools may include, but are not limited to:

- C. peer evaluation of the syllabus, classroom materials, and classroom presentation;
- D. unit evaluation of the syllabus, classroom materials, and classroom presentation to ensure that the course meets the needs of students within the program;

- E. examples of student work and feedback for student improvement;
- F. evidence of introduction of new materials, pedagogies, and/or methods;
- G. reflective self-evaluation of goals and progress.

Faculty within units should use processes that incorporate broad methods of evaluation of teaching and which incorporate multiple measures of teaching effectiveness. These processes should be developed in collaboration with the Dean and approved by the Faculty within the school.

3.3.2 Areas of Proficiency. Faculty members should demonstrate:

- A. scholarly competence in one's discipline, including familiarity with current developments. Evaluation criteria include: publications, conference presentations, attendance at conferences, books and articles read within one's discipline, course materials/modifications that reflect current advances, concerts/performances/exhibits given/attended, consulting/practice, continuing education, grants written/received in discipline;
- B. knowledge of teaching methods that are appropriate for the presentation of subject matter in one's course. Evaluation criteria include: attendance at conferences or tracks of conferences that emphasize teaching, particularly teaching within the discipline, articles and books read on teaching, development and implementation of teaching methods/materials that reflect teaching methods, evaluation of such methods, Faculty Development Seminars, grants written/received for teaching/curriculum development.

3.3.3 Teaching Process: Course Preparation. Faculty members should demonstrate:

- A. clear formulation of course objectives and expectations. Evaluation criteria include: syllabi, student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, in-class Dean/Chair/peer/expert evaluations, tests and assignments that match syllabi;
- B. thorough course planning, including attention to individual classroom, laboratory, and studio sessions. Evaluation criteria include: syllabi, student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, in-class Dean/Chair/peer/expert evaluations, lecture notes, teaching materials, instructions for assignments, laboratory setup/preparation, teaching portfolio;
- C. thorough preparation for individual classroom, laboratory, and studio sessions. Evaluation criteria include: in-class Dean/Chair/peer/expert evaluations, lecture notes, teaching materials, instructions for assignments, laboratory setup/preparation, lab/clinical/practicum evaluations, teaching portfolios.

3.3.4 Teaching Process: Course Implementation. Faculty members should:

- A. explain course objectives, what is expected of students, and how they are to be evaluated. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, in-class Dean/Chair/peer/expert evaluations, lecture notes, teaching materials, instructions for assignments, laboratory setup/preparation, tests;
- B. demonstrate effective lecture presentation, discussion leadership, and tutorial guidance.

Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, in-class Dean/Chair/peer/expert evaluations, teaching portfolio;

- C. foster an environment inside and outside the classroom which stimulates students' pursuit of learning. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, in-class Dean/Chair/peer/expert evaluations, student papers and projects;
- D. respect students and encourages them to initiate consultation. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations;
- E. encourage students to become active learners and problem solvers. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, student papers, projects, tests, scores on exit exams, State boards;
- F. use a variety of instructional methods, media, and materials as appropriate. Evaluation criteria include: in-class Dean/Chair/peer/expert evaluations, teaching materials, teaching portfolios;
- G. provide alternate experiences for students desiring to pursue special interests. Evaluation criteria include: student papers and projects, teaching portfolios;
- H. cooperate with colleagues to enrich instruction. Evaluation criteria include: self-evaluation, peer evaluation, team teaching.

3.3.5 Teaching Process: Evaluating Student Performance. Faculty members should:

- A. provide timely review and fair evaluation of students' work. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations;
- B. discuss with students their strengths and weaknesses in a constructive manner. Evaluation criteria include: student evaluations (University standard, self-generated, or unit-generated), formative evaluations, lab/clinical/practicum evaluations, academic advising.

3.3.6 The Faculty Evaluation Process. The Faculty Evaluation Process serves a number of purposes. First, it provides the Faculty member an opportunity to reflect on and receive feedback about performance and to establish goals for the future. Second, it provides information that the Administration uses to make annual personnel decisions regarding retention and salary increases. Third, it provides longitudinal data that the Faculty Promotion and Tenure Committee uses to make recommendations regarding professional advancement in rank within the academy. Finally, it provides departments and programs with information regarding the appropriateness and effectiveness of courses and academic initiatives. Effective evaluation requires the cooperation of the Faculty and the Administration, including department Directors/Chairs, Deans, the Provost, and the President.

The Faculty Evaluation Process is designed to obtain data regarding the Faculty member's strengths as a teacher, scholar, a person in service to the University and the community, and, if applicable, an Administrator. The data is also used to identify areas in which performance needs to be improved. Because the evaluation process necessarily contains an element of subjectivity, it may incorporate the testimony of several observers with various perspectives. These may include, but are not limited to students, Department Chairs, Deans, colleagues at the University

of Indianapolis and elsewhere, and alumni. Faculty members are expected to participate in the process through self-evaluation and by taking the initiative in documenting their progress in meeting the University's expectations.

The process of evaluation occurs as follows:

- A. Each Faculty member may obtain an electronic version of the self-evaluation form from the University's electronic website;
- B. Each Faculty member shall complete the self-evaluation form, electronically sign and date the form, and submit it electronically to their Director/Chair or Dean;
- C. The Director/Chair or Dean shall complete the sections of the form designated for evaluator ratings and comments, and provide recommendations regarding retention, merit rating, promotion, and tenure. The Director/Chair or Dean shall electronically sign and date the form;
- D. An in-person meeting should be scheduled between the Faculty member and the Director/Chair or Dean to discuss the Faculty member's strengths, achievements, areas needing improvement, progress toward previous goals, new goals, progress toward promotion and tenure, and plans for continued development. Modifications may be made on the form based on discussions in these meetings;
- E. At the conclusion of this meeting, the Faculty member shall electronically sign and date the completed evaluation form and indicate whether they concur with the details or summary of the evaluation. If the Faculty member disagrees with components of the evaluation, they may submit a separate document explaining why they disagree with the evaluation;
- F. If the evaluation was performed by the Faculty member's Director/Chair, the document is then forwarded to the Dean for review, recommendations, and signature. The form, electronically signed by the Director/Chair or Dean, should be routed back to the Faculty member for their records.

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

3.3.8 Responsiveness to Student Needs. Faculty members should provide:

- A. course counseling. Evaluation criteria include: self-evaluation;
- B. career counseling. Evaluation criteria include: self-evaluation;
- C. referral to other resource persons when appropriate. Evaluation criteria include: self-evaluation.

3.3.9 The University Student Course Feedback Process [This subsection was revised by the Faculty on 4-21-2020 and 11-24-2020.] UIndy gathers student feedback data each semester regarding their experiences in their course(s). Feedback from a minimum of two courses per academic year must be collected for ranked Faculty members, unless the unit requires more than two. Ranked Faculty members may choose these two courses in consultation with their supervisor (Chair, Program Director, or Dean) prior to the release of the course feedback data. If

a ranked Faculty member is teaching only one course in an academic year due to load reallocation, student feedback from that course must be collected.

Unranked Faculty and those with special appointments must collect feedback for every course each semester. The results of the course feedback should be returned to the instructor in a timely manner. Due to accreditation requirements, some units may have additional guidelines that Faculty must follow.

3.4 Scholarship

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

A. regular and disciplined pursuit of knowledge and the development of skills in one's discipline.

Evaluation criteria include:

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

B. creative expression. Evaluation criteria include:

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

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

3.5 Service

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

Each Faculty member is expected to serve the University by:

- A. contributing to the effectiveness, and to the assessment of the effectiveness, of their department and unit;
- B. contributing to the work of the Faculty through standing committees, and, on occasion, through special committees;
- C. participating in Faculty meetings of their unit and in University Faculty meetings;
- D. cooperating with the Office of the Registrar to attain the University's academic goals;
- E. cooperating with the Treasurer's Office to enhance the efficiency and economy of the University's operation;
- F. interacting with students outside the classroom.

Additional forms of service to the University include:

- G. providing leadership in various aspects of University governance, such as serving on the Faculty Senate;
- H. assisting in such matters as student recruiting, finance development, or alumni affairs;
- I. encouraging interdisciplinary activities or academic colloquium;
- J. engaging in programmatic or policy initiatives that will benefit the University at a broad level.

Each Faculty member is encouraged to serve the community outside of the University. Possible activities include:

- K. providing professional expertise;
- L. membership or service on civic committees, school boards, or community organizations;
- M. providing external guest lectures or workshops; and/or
- N. organizing community projects or initiatives.

3.6 Qualifications for Faculty Rank

“Promotion” is defined as ‘the sequential ascent of a Faculty member to higher Faculty Ranks across their academic careers’. Throughout the promotion process, the University strives to (1) facilitate this advancement by providing support for development activities, where possible, and (2) identify productive and self-motivated Faculty members to whom the University should make the commitment of tenure. Candidates for promotion should exhibit a commitment to the mission of the University, contribute to the teaching and learning environment of the University, participate in the scholarship to maintain the intellectual vitality of the University, and serve the needs of the University, community, and/or world. This section describes the minimum qualifications for each Faculty rank with respect to these broad qualities. Faculty members also must meet the standards and guidelines for Faculty performance established by the Faculty of the candidate's unit or units.

“Terminal degree” as used below is defined as ‘the highest academic degree that can be awarded in a particular field, as deemed acceptable by established policies in that field and as appropriate for the individual's instructional duties.’

3.6.1 Professor

- A. Education. A Professor must have an earned doctorate degree or other terminal degree as
- B. established by one's department and as approved by the Faculty and Provost or must have demonstrated extraordinarily superior performance.
- C. Experience. A candidate for the rank of Professor must have completed at least eleven (11) years in a full-time University appointment as ranked Faculty in one's academic discipline; at least three (3) years at the University of Indianapolis; at least three (3) years of evidence in teaching as Associate Professor in a degree-granting unit before applying for promotion to Professor.
- D. Teaching. A Professor must possess the qualifications of an Associate Professor and must also have demonstrated outstanding achievement as a teacher who challenges the abilities and evokes the interests of students and who maintains up-to-date competency in their teaching areas.
- E. Scholarship. A Professor must possess the qualifications of an Associate Professor and must also have demonstrated original or significant contributions to their field as recognized by peers both within and outside the University and as evidenced by the quality and quantity of their professional activities.
- F. Service. A Professor must possess the qualifications of an Associate Professor and must have demonstrated campus leadership and continuous and diverse service to the University.

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

3.6.2 Associate Professor

- A. Education. An Associate Professor must have an earned doctorate degree or other terminal
- B. degree as established by one's department and as approved by the Faculty and by the Provost or must have demonstrated exceptional achievement in their field.
- C. Experience. A candidate for the rank of Associate Professor must have completed at least five (5) years of successful, full-time University teaching in one's discipline (at least two years at the University of Indianapolis) before applying for promotion to Associate Professor.
- D. Teaching. An Associate Professor must possess the qualifications of an Assistant Professor and must also have demonstrated excellence in teaching.
- E. Scholarship. An Associate Professor must possess the qualifications of an Assistant Professor and must also have demonstrated an ability to make contributions to their discipline and to develop new expertise.
- F. Service. An Associate Professor must possess the qualifications of an Assistant Professor and must have demonstrated active commitment to the progress and welfare of the University and its students.

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

3.6.3 Assistant Professor

- A. Education. An Assistant Professor must have at least a master's degree in the field as established by their department and as approved by the Faculty and by the Provost. Consideration may be

given to equivalent experience and/or training in the field of appointment.

- B. Experience. A candidate for the rank of Assistant Professor must have completed at least two (2) years of successful, full-time University teaching (at least one year at the University of Indianapolis) before applying for promotion to Assistant Professor. Four (4) years of successful, substantial part-time teaching may be considered for the exceptional Faculty member. The experience requirement may be waived for persons who hold an earned doctorate degree or other terminal degree.
- C. Teaching. An Assistant Professor must have demonstrated a promise of excellence in teaching and the potential to meet the qualifications established for Associate Professor.
- D. Scholarship. An Assistant Professor must have demonstrated an ability to make a contribution to their discipline and the potential to meet the qualifications established for Associate Professor.
- E. Service. An Assistant Professor must have indicated a commitment to the progress and welfare of the University and its students and the potential to meet the qualifications established for Associate Professor.

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

3.6.4 Instructor

- A. Education. An Instructor shall have at least a master's degree in the field of appointment as established by their department and as approved by the Faculty and by the Provost. A Bachelor's Degree may be considered provided that there are additional qualifications based upon experience and/or training in the field of appointment.
- B. Experience. Two (2) years of successful University teaching is preferred for the rank of Instructor.
- C. Teaching. An Instructor shall provide evidence of ability to be an effective teacher.
- D. Scholarship. An Instructor must demonstrate an understanding of scholarly work in the field of their appointment as well as general intellectual activity.
- E. Service. An Instructor shall provide acceptable service to the University and its students.

3.7 Qualifications for Professor of Practice Faculty [This section was approved by the Faculty on 2-5-2020.]

Percentages for Teaching, Scholarship, and Service must be deliberately considered when a Professor of Practice Faculty member applies for promotion. It is expected that 65-80% of a Professor of Practice Faculty member's effort is focused on Teaching. The remaining effort should be distributed with 5-30% effort focused on Scholarship, including maintaining professional practice, and 5-30% effort focused on Service, with the sum of the effort expended totaling 100%.

3.7.1 Expectations for the Rank of Professor of Practice

- A. Education. A Professor of Practice must have an earned doctorate or other terminal degree as defined by their unit(s).
- B. Experience. A candidate for the rank of Professor of Practice must have completed at least

eleven (11) years in a full-time University appointment as ranked Faculty in one's academic discipline; at least three (3) years at the University of Indianapolis; at least three (3) years of evidence as Associate Professor of Practice in a degree-granting unit before applying for promotion to Professor of Practice. In addition, a Professor of Practice should have documentation of a developed and recognized area of expertise in their discipline as defined by their unit(s).

- C. Teaching. A Professor of Practice must meet all of the qualifications of Associate Professor of Practice and have demonstrated outstanding achievement as an educator who challenges the abilities and evokes the interests of students. This individual also maintains up-to-date competency in their teaching areas.
- D. Scholarship. A Professor of Practice must possess the qualifications of an Associate Professor of Practice and be recognized by peers both within and outside the University for their contributions to enhance the application of scholarly work in their field.
- E. Service. A Professor of Practice must possess the qualifications of an Associate Professor of Practice and must have demonstrated continuous and diverse leadership both on campus and within their discipline.

The normal expectation for promotion to Professor of Practice is superior performance in Teaching and professional practice. (Professional practice must be a combination of Scholarship and Service.)

3.7.2 Expectations for the Rank of Associate Professor of Practice

- A. Education. An Associate Professor of Practice must meet one of the following: (1) an earned doctorate, (2) other terminal degree as defined by one's unit(s), or (3) a master's degree with an advanced certification or identified expertise as defined by their unit(s).
- B. Experience. A candidate for the rank of Associate Professor of Practice must have completed at least five years of successful, full-time University employment in one's discipline (at least two years at the University of Indianapolis) before applying for promotion to Associate Professor of Practice. In addition, an Associate Professor of Practice should have documentation of a developed area of expertise in their discipline as defined by their unit(s).
- C. Teaching. An Associate Professor of Practice must possess the qualifications of an Assistant Professor of Practice and must have demonstrated continuous excellence in teaching and ongoing development in their discipline. This individual also maintains up-to-date competency in their teaching areas.
- D. Scholarship. An Associate Professor of Practice must possess qualifications of an Assistant Professor of Practice and must have demonstrated an ability to make contributions towards their area of expertise to enhance the application of scholarly work in their field. In addition, an Associate Professor of Practice should have documentation of a developed area of specialty in their discipline.
- E. Service. An Associate Professor of Practice must possess the qualifications of an Assistant Professor of Practice and must have demonstrated an active commitment to the progress and the welfare of the University and its students.

The normal expectation for promotion to Associate Professor of Practice is excellence in Teaching and professional practice. (Professional practice must be a combination of scholarship and service.)

3.7.3 Expectations for the Rank of Assistant Professor of Practice

- A. Education. An Assistant Professor of Practice must have: (1) a degree beyond the level at which they teach, OR identified expertise as defined by their unit(s) AND (2) have at a minimum a master's degree.
- B. Experience. A candidate for the rank of Assistant Professor of Practice must have completed at least two (2) years of successful, full-time University employment (at least one year at the University of Indianapolis) before applying for promotion to Assistant Professor of Practice. Four (4) years of successful, substantial part-time employment may be considered for the exceptional Faculty member. The experience requirement may be waived for persons who hold an earned doctorate degree, other terminal degree, master's degree with advanced certification, or have documentation of developing an area of expertise in their discipline as defined by their unit(s).
- C. Teaching. An Assistant Professor of Practice must have demonstrated a promise of excellence in Teaching and continued advancement.
- D. Scholarship. An Assistant Professor of Practice must have demonstrated an ability to make a contribution to their discipline to enhance the application of scholarly work in their field.
- E. Service. An Assistant Professor of Practice must have indicated a commitment to the progress and the welfare of the University and its students.

The normal expectation for promotion to Assistant Professor of Practice is the potential ability and promise of competent performance in Teaching and professional practice. (Professional practice must be a combination of Scholarship and Service.)

3.7.4 Expectations for the Rank of Instructor of Practice

- A. Education. An Instructor of Practice shall have: (1) at a minimum a degree above the level at which they will teach, OR (2) advanced certification beyond the level at which they will instruct, OR (3) identified expertise as defined by their unit(s).
- B. Experience. An Instructor of Practice should have documented successful experience in their discipline, as defined by their unit(s).
- C. Teaching. An Instructor of Practice shall provide evidence of ability to be an effective teacher.
- D. Scholarship. An Instructor of Practice must demonstrate an understanding of scholarly work and its application in the field of their appointment as well as general intellectual activity.
- E. Service. An Instructor of Practice must provide acceptable service to the University and its students.

3.8 Visiting Status

The term "Visiting" refers to an outside scholar who is temporarily assigned to the University of Indianapolis and who is expected to return to their home institution, agency, or organization after a specified time period (usually one (1) or two (2) semesters or for a period

specified by a grant). Visiting status may be part- or full-time and may include a Faculty rank designation (Instructor, Assistant Professor, Associate Professor, or Professor). Visiting scholars are not able to participate in all aspects of Faculty governance.

3.9 Qualifications for Librarian Rank [This section was approved by the Faculty on 5-13-1999.]

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

3.9.1 Librarian

- A. Education. A Librarian must have a master's degree in Library or Information Science from a program accredited by the American Library Association. A master's degree in a subject field as well is strongly encouraged.
- B. Experience. A candidate for the rank of Librarian must have completed at least twelve (12) years of successful, full-time professional librarianship (at least three (3) years at the University of Indianapolis) before applying for promotion to Librarian.
- C. Librarianship. A Librarian must have demonstrated outstanding achievement as a librarian who excels at professional duties in the assigned library unit and who maintain up-to-date competency in one's field.
- D. Scholarship. A Librarian must have demonstrated original or significant contributions to their field as recognized by peers both within and outside of the University and as evidenced by the quality and quantity of their professional activities.
- E. Service. A Librarian must have demonstrated campus leadership and continuous and diverse service to the University.

3.9.2 Associate Librarian

- A. Education. An Associate Librarian must have a master's degree in Library or Information Science from a program accredited by the American Library Association. A master's degree in a subject field is strongly encouraged.
- B. Experience. A candidate for the rank of Associate Librarian must have completed at least five (5) years of successful, full-time professional librarianship (at least two years at the University of Indianapolis) before applying for promotion to Associate Librarian.
- C. Librarianship. An Associate Librarian must possess the qualifications of an Assistant Librarian and must also have demonstrated excellence in librarianship.
- D. Scholarship. An Associate Librarian must possess the qualifications of an Assistant Librarian and must also have demonstrated the ability to make contributions to Librarianship.
- E. Service. An Associate Librarian must possess the qualifications of an Assistant Librarian and

must also have demonstrated an active commitment to the progress and welfare of the University and its students.

The normal expectation for promotion to Associate Librarian is excellence in Librarianship and competent performance in Scholarship and Service.

3.9.3 Assistant Librarian

- A. Education. An Assistant Librarian must have a master's degree in Library or Information Science from a program accredited by the American Library Association.
- B. Experience. A candidate for the rank of Assistant Librarian must have completed at least two (2) years of successful full-time professional librarianship (at least one year at the University of Indianapolis) before applying for promotion to Assistant Librarianship.
- C. Librarianship. An Assistant Librarian must have demonstrated a promise of excellence in Librarianship and the potential to meet the qualifications established for Associate Librarian.
- D. Scholarship. An Assistant Librarian must have demonstrated an ability to make a contribution to their discipline and the potential to meet the qualifications established for Associate Librarian.
- E. Service. An Assistant Librarian must have indicated a commitment to the progress and welfare of the University and its students and the potential to meet the qualifications established for Associate Librarian.

The normal expectation for promotion to Assistant Librarian is the potential ability and promise of competent performance in Librarianship, Scholarship, and Service.

3.9.4 Affiliate Librarian

- A. Education. An Affiliate Librarian must have a master's degree in Library or Information Science from a program accredited by the American Library Association.
- B. Experience. One (1) or more years of successful experience in a professional library position is preferred for the rank of Affiliate Librarian.
- C. Librarianship. An Affiliate Librarian shall provide evidence of ability to be an effective librarian.
- D. Scholarship. An affiliate Librarian must demonstrate an understanding of scholarly work in the field of library and information science as well as general intellectual activity.
- E. Service. An Affiliate Librarian shall provide acceptable service to the progress and welfare of the University and its students.

3.10 Promotion and Tenure Guidelines

To be promoted or granted tenure, a Faculty member (including a Chair) or Librarian must meet the minimum qualifications stated above, fulfill any promotion or tenure criteria approved by their department or unit, and have a cumulative record of excellence in performance as described above. The needs of the University also shall be considered. Competent employees may reasonably aspire to the rank of Associate Professor or Associate Librarian; only exceptional employees may realistically aspire to the rank of Professor or Librarian.

Applications for promotion and tenure may occur simultaneously. Employees may negotiate time toward promotion and in exceptional circumstances may negotiate time toward

tenure. Candidates for promotion and tenure are notified of the Board of Trustees' decision about their candidacy and may receive information about the recommendations that were made at each level of the process.

Faculty members seeking promotion who were originally employed under a different set of time guidelines shall be eligible for promotion according to the time guidelines that were in effect at the time of their employment. The time guidelines that were published in the 1986 *Handbook* mean that the "number of years" of required service designates years of service that are completed at the University of Indianapolis prior to application for promotion to the next rank.

Candidates for promotion and/or tenure should be evaluated against and promoted based on the University and unit/department standards prevailing at the time of the appointment to their present position. If the standards are changed, a candidate may choose to use the newer standards if they feel it is to their advantage. An archive of versions of the University of Indianapolis *Handbook* is maintained by the University, but it is suggested that candidates keep a copy of the *Handbook* in effect upon their appointment for future reference. An archive of unit/department standards also will be created, but it is suggested that candidates keep a copy of the unit/department standards in effect upon their appointment. If a candidate chooses to use newer standards against which to compare their dossier, a copy of those standards, University or unit/department, should be kept for future reference. Upon submission of the dossier, a clear statement of standards should be included in the introductory material of the dossier. [This paragraph was approved by the Faculty on 4-27-2017.]

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

Academic units will have processes for review of progress toward tenure for Faculty members at or near the midpoint of their pre-tenure probationary period. This mid-tenure review is to review a candidate's preliminary dossier materials and meet with the candidate to provide formative feedback on strengths and weaknesses in the areas of teaching, scholarship and service. This feedback is provided to assist a candidate's decision-making during the second half of the probationary period, but the feedback is confidential and non-binding to any party. The mid-tenure review committee will be comprised of Faculty, and the standards for establishing the committee will be negotiated by the Faculty of the unit and the Dean overseeing that unit. The Committee provides verbal and confidential feedback to the candidate on the candidate's strengths and weaknesses and may make formative suggestions to assist the candidate in making decisions and setting priorities with regard to teaching, scholarship, and service. The report will not be shared with the candidate's Dean or other supervising Administrator. Each member of the Committee will sign a statement indicating that a full mid-tenure review was completed. The candidate will keep a copy of the statement to include with the tenure dossier. The feedback from the mid-tenure review process does not indicate whether a candidate will be successful in gaining tenure; the process recognizes that tenure recommendations are made by the University Promotion and Tenure Committee and sent forth to the Provost, President, and Board of Trustees.

Faculty members who negotiate times to tenure review of less than four (4) years (and who do not extend the time to tenure review to four years or longer due to change in life status relief) will not be required to submit documentation of review of mid-tenure progress. They will replace tenure review documentation with a copy of the letter of appointment or other

documentation of agreed upon timeline to tenure. Faculty members in units that established mid-tenure review of tenure progress with fewer than three (3) years remaining in their timeline to tenure review may submit a letter from the Dean or other supervising Administrative official documenting why they are unable to provide documentation on mid-tenure review of progress toward tenure. [This and the preceding paragraph were approved by the Faculty on 4-21-2015.]

A Dossier must contain the following items:

- A. a statement by the candidate's Chair or Dean;
- B. a current Curriculum Vitae;
- C. annual evaluations for each of the past five (5) years or for each year the candidate has been at the University of Indianapolis, if fewer than five (5) years.

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

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

3.10.1 Tenure. "Tenure" is defined as 'the status granted to a ranked Faculty member after a probationary period, protecting them from arbitrary dismissal'. Tenure gives the Faculty member the contractual right to be re-employed for succeeding academic years until they resign, retire, are dismissed for cause, are separated pursuant to a reduction in workforce, or become disabled or die, subject to the terms and conditions of employment that exist in this *Handbook*.

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

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

In April 2008, the Faculty of the University of Indianapolis approved the concept of a six-year standard tenure probationary period. This period may include years of "credited service" that includes any years of full-time employment as a Faculty member that was credited toward the six-year tenure probationary period as stipulated in the initial contract at the University of Indianapolis.

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

The University shall not be required to continue employment of a tenured Faculty member or Librarian if reduction in student enrollment or changes in curricular offerings alter institutional requirements so much that the need for teaching in the area of the Faculty member's competence, or the need for equivalent lines in the Library, no longer exists. Should this

situation occur, the Administration shall give one academic year's notice to the Faculty member or Librarian affected.

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

3.10.2 Hiring with Tenure [This subsection was approved by the Faculty on 4-27-2021.] Awarding tenure to incoming external hires benefits both the University's ability to recruit and hire viable candidates and improves the hired candidate's ability to do the required job. Any external candidate must have:

- A. earned a terminal degree in a field appropriate to the position;
- B. previously received tenure at a regionally-accredited institution; and
- C. provided evidence of a record of teaching, scholarship, and service befitting tenure and the awarded rank to be considered for the position.

In order to ensure the integrity of the promotion and tenure process and of tenure itself, the Promotion and Tenure Committee will review the candidate's application materials and provide a recommendation statement regarding awarding tenure prior to an offer being extended. For an administrative hire, the relevant department will also be consulted for a recommendation statement prior to an offer.

3.10.3 Requirements for Tenure: Faculty [Changes to this subsection were approved by the Faculty on 12-4-2018]

- A. Education. A candidate for tenure must have education equivalent to that required for the rank of Associate Professor, although, Associate Professor rank is not a prerequisite for the application for tenure.
- B. Experience. A candidate for tenure must have completed five (5) years of successful, full-time teaching at the University of Indianapolis before applying for tenure, unless an alternate number of years was negotiated at the time of hiring.
- C. Teaching, Scholarship, and Service. Faculty members who receive tenure shall possess the qualifications expected of an Associate Professor, including excellence in teaching and competence in scholarship and service.
- D. Faculty members who receive tenure shall have a cumulative record that reflects their support of the Philosophy, Mission, and Purpose of the University as expressed in Section 1 of this *Handbook*. In addition, Faculty members who receive tenure shall have skills and abilities that match the long-term needs of the University.

3.10.4 Requirements for Tenure: Librarians [Changes to this subsection were approved by the Faculty on 12-4-2018]

- A. Education. A candidate for tenure must have a master's degree in Library or Information Science from a program accredited by the American Library Association.
- B. Experience. A candidate for tenure must have completed five (5) years of successful, full-time librarianship at the University of Indianapolis, unless an alternate number of years was negotiated at the time of hiring, before applying for tenure.
- C. Librarianship, Scholarship, and Service. Librarians who receive tenure shall possess the qualifications expected of an Associate Librarian, including excellence in Librarianship and competent performance in scholarship and service.
- D. Librarians who receive tenure shall have a cumulative record that reflects their support of the Philosophy, Mission, and Purpose of the University as expressed in Section 1 of this *Handbook*. In addition, Librarians who receive tenure shall have skills and abilities that match the long-term needs of the University.

3.11 The Promotion and Tenure Process [This section was revised by the Faculty on 4-23-2009.]

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

The Promotion and Tenure process shall proceed as follows:

- A. A list of individuals who have been solicited to provide candidate letters of support must be received in the Provost's Office prior to 4 p.m. on the second Friday in August. Candidates may make changes to this list prior to 4 p.m. on the second Tuesday in September by providing the Administrative Assistant to the Provost a revised document;
- B. Candidate materials for consideration in the promotion and tenure process must be received in the Provost's Office by 4 p.m. on the second Tuesday in September. These materials include the following:
 - 1. a completed Dossier for the candidate;
 - 2. a letter of recommendation from the Department Chair or unit Administrator;
 - 3. a letter of recommendation from the Dean;
- C. The Provost will make all Dossiers, Administrator recommendation letters, and received letters of support available to the Faculty Promotion and Tenure Committee members;
- D. After completing the promotion and tenure review process, the Faculty Promotion and Tenure Committee will forward to the Provost the following documents for each candidate:

1. a summary statement describing strengths and areas of performance that need improvement; and
 2. a promotion and/or tenure recommendation statement;
- E. After reviewing the Dossiers, Administrator recommendation letters, received letters of support, Promotion and Tenure Committee summary statements, and Promotion and Tenure Committee recommendations, the Provost will make a promotion and/or tenure recommendation for each candidate. The Provost will then forward both the Provost's recommendations and the recommendations of the Faculty Promotion and Tenure Committee to the University President;
- F. After reviewing recommendations from the Faculty Promotion and Tenure Committee and the Provost, the University President will present recommendations for each candidate's promotion and tenure status to the Academic Affairs Committee of the Board of Trustees;
- G. After reviewing the President's recommendations and any Promotion and Tenure process documentation (as requested), the Academic Affairs Committee of the Board of Trustees will make a recommendation for each candidate's promotion and tenure status to the Board of Trustees;
- H. The Board of Trustees will review the Academic Affairs Committee recommendations and any additional promotion and tenure status documentation (as requested). Following this review, the Board of Trustees will determine each candidate's promotion and tenure status. The President of the Board of Trustees will communicate the promotion and tenure status decisions to the President;
- I. The President will communicate the Board of Trustees' promotion and tenure status decisions to the Provost;
- J. The Provost will communicate the Board of Trustees' promotion and tenure status decision to the appropriate department Chairs or unit Administrators, Deans, and candidates;
- K. Department Chairs or unit Administrators, Deans, and/or the Provost may review performance-related findings with individual candidates.

3.12 Personal Life Circumstances Which May Extend the Tenure Probationary Period

[This section was approved by the Faculty on 4-23-2009.]

There are circumstances under which a Faculty member may apply for an extension of the probationary period, as follows:

- A. A non-tenured Faculty member shall be eligible for an extension of the standard tenure probationary period (during which their tenure clock will be stopped) due to certain life situations that may temporarily delay the Faculty member's ability to complete the requirements for tenure within the allotted time frame. These life situations may include, but are not necessarily limited to:
1. the birth or adoption of a child;
 2. the death of a spouse or child;
 3. the necessity of the Faculty member's performance of significant responsibilities in the care of an ill parent, child, or spouse;
 4. a serious health condition on the part of the Faculty member;

5. catastrophic loss of residential property; or
 6. military service;
- B. A non-tenured Faculty member may be granted an extension of their standard tenure probationary period for up to an aggregate total of two (2) academic years on the basis of one or more of the life situations identified above. However, the Faculty member shall not be entitled to the stoppage of their tenure clock for two (2) consecutive academic years. The process by which extensions shall be granted shall be as follows:
1. Any Faculty member wishing to request an extension of the standard tenure probationary period must first prepare a formal written petition and present it to their Dean for review;
 2. Within seven (7) days of the receipt of the Faculty member's formal written petition, the Dean shall forward a written recommendation either for or against granting the request, along with the Faculty member's original written petition, to the Promotion and Tenure Committee;
 3. Within fourteen (14) days of the receipt of the Dean's recommendation and the Faculty member's written petition, the Promotion and Tenure Committee shall indicate, in writing, whether or not it accepts the recommendation of the Dean. This written notice shall be forwarded to the Provost, and a copy shall be simultaneously forwarded to the Faculty member and the Dean;
 4. The final decision as to the granting of extensions of time shall rest with the Provost. In the event that the Dean and the Promotion and Tenure Committee have reached different conclusions, the Provost shall provide notice of the decision as expeditiously as circumstances allow;
- C. The provisions of this section shall apply in the instance of unpaid leave as well as reduced loads and shall be independent of any rights that may be available under the Family and Medical Leave Act (FMLA) or any other relevant Federal or State law;
- D. In order to be eligible for an extension of the standard tenure probationary period, a Faculty member should normally be expected to show that they were making reasonable progress toward tenure prior to requesting the extension. Failure to demonstrate such reasonable progress prior to requesting the extension may be cause for a Dean's recommendation against granting the requested extension;
- E. Faculty members requesting extensions of the standard tenure probationary period under this section should provide as much detail as possible as to the circumstances causing the need for the extension. However, nothing in this section shall require the Faculty member to reveal private information in such a manner or to such a degree as to encroach upon the Faculty member's right to privacy.

3.13 The Appeals Process for Promotion and Tenure Decisions [Updates to this section were approved by the Faculty on 12-6-2016 and 4-27-2017.]

Upon notification of the Provost's recommendation, a candidate who is not recommended for Promotion and/or Tenure may appeal the recommendation. The appeals process will be the one in place in the *Handbook* when the candidate submits the dossier. The appeal document and all supporting materials must be received by the Provost no later than 21 calendar days after verified receipt of the initial notification. There are four possible bases of appeal:

- A. procedural error beyond the control of the candidate;
- B. unfair treatment (e.g., arbitrary or capricious behavior);
- C. illegal discrimination;
- D. improper application of standards, e.g., unit, school, or University.

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

The Provost shall review the appeal and any supporting documents submitted by the appellant. The Provost may choose one or more of the following:

- A. review the materials and consult, if necessary, with the P&T committee and make a recommendation to the President to support or deny the appeal;
- B. impanel an independent group of at least five (5) members, selected from the Dispute Resolution Pool, to review the appeal and the dossier and submit a recommendation to the Provost to support or deny the appeal. Members of this independent group must be tenured with at least one from the appellant's unit or if not possible a similar unit.

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

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

3.14 The Promotion and Tenure Committee

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

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

3.15 Workload [Changes to this section were approved by the Faculty on 2-4-2020.]

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

The load for Professor of Practice Faculty is 19.5 to 24 load hours for 9-month appointments, 22.1 to 27.2 load hours for 10-month appointments, and 24.7 to 32 load hours for 11- or 12-month appointments.

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

Scholarly activity appropriate to a Faculty member's or Librarian's discipline and in a quantity that will enhance rather than detract from their teaching or librarianship is expected. Faculty members and Librarians are also expected to fulfill a reasonable number of extra-course or extra-Library responsibilities to which one may be appointed by an Administrator or elected by their colleagues. These include, but are not limited to: service on committees, student advising, attendance at department functions, Faculty meetings, and participation in the annual commencement. In cases where individual units, departments, or programs have additional specific requirements, expectations will be communicated to Faculty.

After their first year, all Faculty members may serve as academic advisors to students. Faculty members are expected to be alert to students' needs, to make contact and associate with students outside the classroom, and to help initiate such contacts. Faculty members also may take note of students' personal problems. If qualified, they may help students on the basis of the personal and religious standards of the University and the individuality of the students. In many cases, referral to the University Chaplain or the University Counseling Center will be in order.

In order to be accessible to students, Faculty members are expected to be available to students at least three (3) hours each week, preferably at different times on different days. These office hours are to be posted.

3.16 Outside Employment

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

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

- A. These activities should not interfere with a strong presence on campus during the week. Therefore, outside professional activities should not ordinarily exceed eight (8) hours per week during the Faculty member's normal work week. When such activities occur during the Faculty

member's normal work week, the University class and meeting schedules take precedence over the outside professional activities of the Faculty member;

- B. University resources should not be used to accomplish these activities, unless approval has been obtained in advance from one's supervisor;
- C. Disclosure to one's supervisor of outside professional activities being contemplated should occur in two instances:
 - 1. When the time commitment required may routinely exceed eight (8) hours per week or in some other way have an adverse impact on effectiveness in the Faculty position; or
 - 2. When the activity being contemplated is similar in nature to the role one plays for the institution. For example, the Director of a program would be required to disclose in advance a potential consulting job that would help another institution develop a similar program. Discussion with the supervisor would clarify whether the location of the proposed program would have an impact on the market for the University of Indianapolis program.

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

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

3.17 Contracts

Annual contracts are issued for twelve (12) or fewer months. Most **full-time Faculty contracts** begin the week prior to Semester I and conclude with the end of Spring Term. Most **part-time teaching contracts** begin the week prior to Semester I and conclude with the end of Spring Term. Administrators, Program Directors, some Faculty, and some part-time teaching / part-time coaching contracts are issued on a 10-, 11-, or 12- month basis.

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

A returning full-time Faculty member will be issued a letter describing any changes in rank or position by March 15. Letters with final salary figures are issued after a better understanding

of Semester I student numbers and the University's financial situation can be determined.

3.18 Types of Contracts

3.18.1 Probationary / Tenure Track. Newly-appointed members of the Faculty who receive full-time teaching contracts are considered probationary and on tenure track unless a non-probationary / non-tenure track status has been negotiated with the Faculty member and documented on the Faculty member's employment contract. Contracts specify whether employment status is tenure track or non-tenure track.

3.18.2 Tenured. Following a standard tenure probationary period, the granting of tenure is documented by a letter from the President of the University to the recipient and a footnote is added on their next contract.

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

3.18.4 Adjunct Faculty. Adjunct Faculty are paid per credit hour according to a salary schedule that recognizes their academic and other qualifications. Adjunct Faculty salary is paid in monthly installments throughout each term.

3.19 Separation from the University

3.19.1 Resignation. Any member of the Faculty who intends to discontinue their employment at the University at the close of the academic year should notify the President well in advance.

3.19.2 Retirement. A Faculty member may retire as early as age 55 without the usual 10 percent Federal penalty for withdrawal of tax-deferred deposits prior to age 59½. A Faculty member who intends to retire at the end of an academic year should notify the President not later than the beginning of the second semester. Additional information about retiring is available at the Office of Human Resources.

3.19.3 Emeritus Faculty Benefits. Emeritus status is conferred to recognize the meritorious contributions of eligible employees to the mission and accomplishments of the University of Indianapolis during their careers. Additional information is available on the "Provost" tab of *MyUIndy* (uindy.edu/provost/emeritus-faculty-staff).

3.19.4 Non-Reappointment of Probationary / Tenure-Track Faculty. Because a probationary appointment, even though for a fixed term, carries an expectation of renewal, the Faculty member should be explicitly informed of a decision not to renew their appointment. The University of Indianapolis follows "Standards for Notice of Non-reappointment" as adopted by

the Council of the AAUP in 1963 and endorsed by the annual meeting in 1964 as Association policy. Notice of non-reappointment or of intention not to recommend reappointment to the Board of Trustees should be given in writing in accordance with the following standards:

- A. not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three (3) months in advance of its termination;
- B. not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six (6) months in advance of its termination;
- C. at least twelve (12) months before the expiration of an appointment after two (2) or more years in the institution.

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

3.20 Sabbatical Leaves

After five (5) years of continuous service, a full-time Faculty member is eligible to apply for a sabbatical leave to be taken following the sixth year, for one (1) semester at full salary, two (2) semesters at half salary, or another distribution as negotiated. Proposals are reviewed by the Department Chairs, School Deans, and the Sabbaticals and Grants Committee. Sabbatical Leaves recommended by the Sabbaticals and Grants Committee are formally awarded by the Provost and authorized by the Board of Trustees. Application guidelines and required forms are available on the “Grants and Sponsored Programs” tab on *MyUIndy* (uindy.edu/grants-and-sponsored-programs).

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

- A. The applicant must have served as a full-time Faculty member at the University of Indianapolis for five (5) continuous years. Leave may be taken following completion of the sixth continuous year of service;
- B. Salary or other remuneration, other than fellowships or scholarships, shall not be accepted by a Faculty member on sabbatical leave;
- C. Faculty members granted sabbaticals are required to give a minimum of two (2) years of service to the University following the sabbatical leave. If such service is not fulfilled, the member is then under obligation to return a proportionate share of the salary for the period of service not rendered;
- D. Items bearing significantly on the approval of the sabbatical requests include:
 - 1. the institution to be attended (if any) and the nature and purpose of the work to be

- undertaken;
 - 2. the nature and purpose of proposed travel, places to be visited, and the relevance of such travel to teaching assignments. In each case, it is incumbent upon the applicant satisfactorily to describe in detail the worth of the experience, personally, professionally, and to the University. General statements will not be adequate to deserve consideration;
- E. The application deadline is the fourth Monday of October of the year prior to the proposed sabbatical (i.e., when applying for a sabbatical in year 2020, the deadline for application would be in October, 2019). The Grants Office will collect and distribute all leave requests to the Sabbatical and Grants Committee;
- F. Following the leave, the Faculty member will present a written report to the Provost outlining the activities and accomplishments of the period of time away from the campus;
- G. Faculty members on sabbatical leave will participate in the retirement program and will have their Faculty benefits paid by the University as usual. Time spent on sabbatical leave will be counted in computing years of service that apply toward eligibility for promotion and tenure;
- H. A sabbatical proposal must include detailed statements of purpose and plan.

3.21 Faculty Development Opportunities

Application guidelines and required forms for the following grants are available on the “Grants and Sponsored Programs” tab on *MyUIndy* (uindy.edu/grants-and-sponsored-programs).

3.21.1 Faculty Scholarship Grant. The Faculty Scholarship Grant is 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, Deans, Provost, 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.

3.21.2 Vision Grant. A maximum of two (2) Vision Grants are available each year. Faculty members who receive the awards will receive load credit release for one course in order to support activities that are consistent with current University priorities and strategic plans. Proposals should describe the nature of the activity and how it addresses a University priority as outlined by current strategic plans. Proposals are reviewed by the Department Chairs, School Deans, Provost, and the Sabbaticals and Grants Committee. The Vision Grant is awarded by the Provost, at the recommendation of the Sabbaticals and Grants Committee.

3.21.3 Zerfas Travel Grant. Zerfas Travel Grants were endowed by the late Dr. Leon G. Zerfas to provide Faculty enrichment through cross-cultural international travel. Each year a number of grants are made in varying amounts. Only ranked Faculty members are eligible. Proposals are reviewed by the Department Chairs, School Deans, and Provost. The Zerfas Travel Grant is awarded by the Provost.

3.21.4 InQuery Collaborative Grant. InQuery Collaborative Grants provide funding for intellectual capital projects that involve Faculty, staff, and students in collaborative undertakings. Proposals are reviewed by the Internal Grants Committee and awarded by the Provost.

3.21.5 Faculty Development Funds Usage Policy [This subsection was updated by the Faculty on 4-27-21.] The University provides a Faculty development subsidy for full-time ranked Faculty members for expenses related to attendance at professional conferences and memberships in professional organizations, as departmental budgets permit. Faculty members pursuing advanced degrees may combine this subsidy with funds from the Provost's account (see below for more information) for tuition support with the approval of their Department Chair, Dean, and the Provost. Faculty members who have completed a terminal degree may combine these two subsidies to pursue post-terminal degree work where such work would promote the goals and aims of their department/school again with the approval of their Department Chair, Dean, and the Provost. Tuition assistance at the graduate level is subject to employment taxes. Reimbursement will be made through the payroll system during normal monthly payroll cycles. Procedures for obtaining reimbursement for the cost of attending professional conferences are available from the Faculty member's Dean. The procedure for payment of memberships includes having each dues notice accompanied by a miscellaneous expenses voucher being submitted to the Department Chair, then to the Dean.

Approved Faculty development activities may include: travel to and participation in international, national, regional, state, or local conferences, attendance at professional workshops, memberships to professional organizations, and professional materials (books, journal subscriptions). Note that Faculty members are responsible for expenses beyond their approved Faculty development amount. Faculty development funds may be used to purchase electronic devices and technology for use in teaching and/or scholarship. All such purchases must be made in consultation with Information Technology.

In rare cases the Provost may allow for other uses of Faculty development funds. A Faculty member seeking such an exception should write a letter of petition to the Provost stating the nature of the expenditure and present a justification for the exception. This request must be accompanied by a letter of support from the Faculty member's Chair/Director and Dean. Faculty may also receive funding for presenting at professional meetings (expenses paid up to \$900.00 annually) from the Provost's account. In no case should participation cause absence from more than two (2) class sessions in any given course. Note: Faculty members are responsible for expenses beyond their approved Faculty development amount. Procedures for obtaining reimbursement for the cost of attending professional conferences are available from the Faculty member's Dean.

3.21.6 Reimbursement of Travel Costs. Upon return from a University-approved trip, if the Faculty member is seeking reimbursement, they should complete a "Travel Expense Voucher" (found on the "Accounting" tab on *MyUIndy*: my.uindy.edu/accounting-purchasing) listing all expenses, which is then submitting to the Faculty member's Department Chair or Dean. All receipts for all expenditures must be provided for any 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. Documentation of the conference itself (a copy of the program and an indication of

your name and presentation title) should be included.

The Chair or Dean or (in the case of requests from the Provost Fund) the Provost, upon verifying that the Voucher and associated materials are in order, will forward the Voucher to the Accounting Office, which will then forward the authorized reimbursement to the Faculty member.

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, should contact Study Abroad at the Center for Global Engagement for assistance. The “International Travel Registry” form (available on *MyUIndy* at uindy.edu/center-for-global-engagement/study-abroad) must be completed prior to departure for each traveler.

3.22 The Faculty Academy

The Faculty Academy for Excellence and Innovation, located in the Krannert Memorial Library, is designed to organize communities of learning that engage and connect Faculty to each other, to their professional responsibilities, and to the University’s mission. The Academy is UIndy’s campus-wide professional development center, providing tenured, tenure-track, and non-tenure-track Faculty with the support they need to excel as teachers, scholars, and mentors. In turn, these initiatives support student engagement and retention and help to create graduates who are lifelong learners. The Academy is supported by a team of Instructional Designers, a Learning Technologist, the Senior Learning Systems Manager for the campus, and Faculty Academy Fellows. The Academy sponsors a variety of development programs and workshops for Faculty each year.

SECTION 4: ACADEMIC POLICIES

4.1 Faculty Schedules

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

4.2 Class Sessions

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

4.3 Syllabi [Changes to this section were approved by the Faculty on 4-24-2018.]

Each instructor shall prepare a syllabus for each course being taught. The exact form of the syllabus will vary with the nature of the course, but, as a rule, a syllabus must include:

- A. the University name;
- B. the course title and number;
- C. the department offering the course;
- D. the instructor's name;
- E. a description of the course;
- F. the course's credit hours;
- G. an explanation of teaching methods (e.g. lecture, discussions, group projects, etc.) and course delivery mode (face-to-face, hybrid, fully on-line);
- H. any required course materials (includes required texts/readings, on-line resources, and any other supplies, etc.);

- I. course learning outcomes (objectives stated in terms of what the students will be able to do or demonstrate upon successful completion of the course);
- J. a course outline (dates when each assignment is due and when quizzes, tests, and other evaluations are due);
- K. a listing of course assignments (papers, exercises, lab write ups, etc.);
- L. the method of grading. The instructor should indicate what percent of a student's grade will be based on each required assignment (e.g., tests, quizzes, papers) and in-class participation;
- M. a statement regarding absenteeism and tardiness. The instructor should clarify their policy regarding absences and the resulting effect on the student's grade;
- N. an ADA and disabilities statement;
- O. a statement on using web-based plagiarism detection services, if applicable (see Section 4.18).

Syllabi should be distributed to students prior to or during the first class session. The instructor shall post a digital copy of the syllabus to their course site on the University's Learning Management System prior to the first class session. This copy will be archived and used by the University for accreditation purposes.

Automatic publishing of courses in the Learning Management System will not take place prior to 8:00 am on the first day of classes. Faculty may publish their own courses earlier than 8:00 am on the first day of classes.

4.4 Faculty Attendance

Faculty members are expected to meet with their classes as scheduled. If a Faculty member unexpectedly finds it necessary to be absent or tardy, the Chair or Dean shall be notified so that the class can be covered or an appropriate notice posted. An "Absence from Campus" form (available on the "Faculty Resources" tab on *MyUIndy*: my.uindy.edu/faculty) should be filed after such unexpected absences.

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

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

misunderstandings about whether reimbursement is available. Third, it provides a record of travel undertaken as part of one's University employment and may be useful in establishing responsibility for health care or other costs related to on-the-job injuries that might occur in the course of the travel.

4.5 Student Attendance

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

4.5.1 Last Day of Attendance. Federal regulations require documentation of a student's attendance in order to be in compliance with Title IV programs. If the University of Indianapolis is unable to verify any attendance, all aid must be returned to the aid programs. In order to follow up and maintain compliance with Federal policies, instructors should be prepared to submit information concerning the last date of attendance, when a grade of F, U (unsatisfactory) NC (No Credit), FN (failing, never attended), IN (incomplete), or WN (administrative withdrawal) is submitted to the Registrar.

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

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

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

Students should report absences due to illness directly to the instructor and arrange to make up work and tests. The UIndy Health and Wellness Center does not issue "sick notes" nor does

it verify the extent of an illness or the appropriateness of a student's absences. However, the Center can provide verification of an office visit or other appointments.

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

4.5.3 Administrative Withdrawal. [This subsection was approved by the Faculty on 12-4-2018] A student may be administratively withdrawn from a course in which they are enrolled. Administrative withdrawals may affect a student's financial aid awards, residential status, NCAA eligibility, and/or visa status. A student may be administratively withdrawn for the following reasons:

- A. **Excessive absence.** A student may be administratively withdrawn from a course for excessive absences, excessive non-participation in an on-line (distance) course, or absences that exceed the expressly-stated absence policy of an instructor, department, or program.
 1. Unless otherwise defined by an instructor, department, or program, "excessive absence" is defined as missing the equivalent of 15% of the sessions of a face-to-face or hybrid course without notifying the instructor. For example, in a 14-week or 15-week course this would equate to missing approximately two (2) weeks of class.
 2. Unless otherwise defined by an instructor, a department, or a program, "excessive nonparticipation in an on-line course" is defined as failure to interact with the course materials or the instructor for the equivalent of 15% of the course length. For example, in a 7-week on-line course this would equate to failure to interact with the course materials or instructor for a period of approximately one week.
 3. Attendance policies and expectations that differ from the definitions above should be included in an instructor's syllabus so that the student might understand what may trigger an administrative withdrawal.
 4. The "Administrative Withdrawal Form" is available on the "Registrar" tab on *MyUIndy* (uindy.edu/registrar/forms). The student's last date of attendance (or "N/A" if no class sessions were attended) must be reported on this form.
- B. **Disruptive classroom behavior.** A student may be administratively withdrawn from a course when the student's behavior in that course becomes significantly disruptive to the educational process.
 1. Disruptive classroom behavior for this purpose is defined according to the

Student Handbook definition of behavioral offenses.

2. Unless a showing of immediate danger can be made, the instructor should attempt to resolve the disruptive behavior by meeting with the student prior to administratively withdrawing the student from the course.
3. Administrative withdrawals for disruptive classroom behavior require the approval of a Chair or Dean, and copies of the withdrawal form should be provided to the Provost's Office, the Dean of Students, and the Office of Registrar.
4. A student may appeal an administrative withdrawal for disruptive classroom behavior by following the same process used for grade appeals, as found in the *Student Handbook* and the *Faculty Handbook*.
5. Instances of academic misconduct are not to be considered as disruptive classroom behavior under this section and should be handled according to the separate policy specific thereto.

C. Extenuating circumstances warranting withdrawal past the mandated deadline.

In rare instances a student may experience circumstances beyond their control which warrant the administrative withdrawal of the student from one or more courses past the published deadline for withdrawal.

1. A student who seeks such a late-term withdrawal may file a petition for consideration by the Academic Petitions Committee and must produce appropriate documentation to support the claim that personal hardship has prevented both the successful completion of the course and the timely withdrawal.
2. This policy is not intended for students who failed to attend class, complete assignments, take exams, or who simply failed to withdraw prior to the published University withdrawal dates.
3. Petitions are not granted automatically; each case is considered individually based on the evidence of hardship presented by the petitioning student. Academic petitions forms, which require the signature of the instructor, department Chair, or Dean, may be obtained from the Office of the Registrar.

4.5.4 Deadlines for Administrative Withdrawal. The deadlines for withdrawal are as follows:

- A. Semester I or II. Administrative withdrawal is permitted up to and including the Friday of the tenth week of the semester. No administrative withdrawals are permitted after that date (see the academic calendar for specific dates).
- B. Spring Term. Administrative withdrawal is permitted up to and including the Monday of the second week of Spring Term (see academic calendar for specific dates).
- C. Summer sessions, workshops, accelerated terms, and accelerated classes within regular semesters. Administrative withdrawal is permitted up to and including the sixty percent point of the term:
 - 14-week summer session courses: the *Friday of the eighth week of the term*
 - 7-week summer session courses: the *Friday of the fourth week of the term*
 - 5-week accelerated courses: the *Friday of the third week of the term*
 - 10-week accelerated courses: the *Friday of the sixth week of the term*

Faculty should consult with the Office of the Registrar or their graduate program office regarding the administrative withdrawal deadline if their course falls within a different part of the term or has an unusual format.

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

4.6 Grades

The University uses a 4.0 grading system. In addition to the grades A, B, C, D, and F (including pluses and minuses), there are FN (failing—never attended class), S (satisfactory), P (passing), CR (credit), MP (math proficiency) and MN (math proficiency not met) designations. The point values of plus and minus grades are used in calculating grade point averages. A variety of other designations are used to record students' status regarding audits, withdrawals, proficiencies, and deficiencies, as follows:

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

dissertations.

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

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

4.7 Final Examinations [This section was revised by the Faculty on 12-5-2017.]

The University Registrar issues a final examination schedule for all undergraduate full-term courses. For classes meeting in the traditional semester, an instructor is expected to use the final examination time slot, if not for testing then for other instruction. Faculty may make reasonable requests of the Registrar’s Office to adjust the final exam schedule to meet the needs of the course.

4.8 Posthumous Degree Policy [This section was revised by the Faculty on 9-22-2015.]

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

- A. The deceased student was enrolled in the University of Indianapolis and in good standing at the time of the illness or event that resulted in the student’s death;
- B. The deceased student’s cause of death was not due to the student’s participation in any unlawful activity;
- C. A student working toward an associate degree must have successfully completed at least 50 credit hours;
- D. A baccalaureate student must have achieved senior status (at least 92 earned hours), declared a major, and completed at least one half of the requirements for the major that will be recorded on the permanent record;
- E. A graduate student must have been near completion of dissertation, thesis, or other capstone requirement;

- F. The student (regardless of undergraduate degree) must have completed a minimum of 30 credit hours at the University of Indianapolis.

4.8.1 Posthumous Degree Procedures

- A. University employees, family or friends of the deceased may contact a Faculty member in the student's department or the Office of the Registrar to request awarding of a posthumous degree.
- B. The Registrar reviews the student's record in consultation with the department Chair or major program Director, the student's advisor, and the student's current instructors to determine if the student met the criteria for the posthumous award.
- C. On behalf of the student, the Registrar completes the Application for Graduation.
- D. The Faculty vote to confer the degree (with the support of the Board of Trustees).
- E. The Registrar notifies the individual who made the original request.

If the posthumous degree is approved:

- F. The deceased student's name will be listed in the next commencement program, parenthetically noted "Posthumous";
- G. On the diploma and transcript, the words "Awarded Posthumously" will be printed;
- H. The diploma will be presented during commencement exercises, or if presentation is not appropriate, the diploma may be mailed from the Registrar's Office with an appropriate letter to the family.

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

4.9 Academic Calendar

The academic year consists of two 16-week semesters, a three-week Spring Term (offered during May), and two summer terms. Spring Term courses maintain an interdisciplinary,

creative, innovative focus that justifies the time-intensive format. Although the majority of courses fit within the standard semester offerings, instructors should always refer to specific course listings by term to determine the exact start and end dates for each offering.

4.10 Tutoring by Instructors

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

4.11 Research Involving Human Participants

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

To fulfill this responsibility effectively, the University maintains a registered Institutional Review Board (IRB) to review research protocols involving human participants and to evaluate both risk and protection against risk for those participants. More information can be found at uindy.edu/human-research-protection-program or by contacting the Human Research Protections Program Office.

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

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

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

4.12 Intellectual Property Policy

The Office of Grants and Sponsored Programs defines the framework for ownership of the various rights associated with inventions, copyrightable works, and other creative products of scholarship produced by University employees. While marketable intellectual property may result from University activities, the ownership of those rights is dependent upon the specific type of intellectual property involved. More information is available on the “Grants and Sponsored Programs” tab on *MyUIndy* (uindy.edu/grants-and-sponsored-programs).

4.13 Academic Misconduct

The students, Faculty, and Administrators of the University of Indianapolis commit themselves to the highest level of ethical conduct in academic affairs. The University of Indianapolis, therefore, adopts the following regulations concerning Academic Misconduct to safeguard the academic integrity of the institution.

4.13.1 Types of Academic Misconduct. Academic Misconduct includes, but is not limited to, the following circumstances:

- A. Cheating. A student must not cheat in an academic exercise. The University of Indianapolis defines “cheating” generally as obtaining or creating an unfair advantage in any assignment or examination through the use of unauthorized aid, whether given or received. Cheating includes, but is not limited to, the following examples:
1. use of external assistance on any “in-class” or “take-home” examination without the instructor’s specific authorization. This prohibition includes, but is not limited to, the unauthorized use of tutors, books, notes, calculators, databases, software, or computers;
 2. use of another person as a substitute or surrogate in the taking of an examination or quiz;
 3. theft of examinations or other course materials;
 4. use or allowance of others to conduct research or to prepare any work for a student without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons;
 5. submission of a written report or project represented explicitly or implicitly as the student’s individual work when such work was produced by or in collaboration with one or more other persons;
 6. use of any unauthorized assistance in a laboratory, at a computer terminal, or on field work;
 7. work on an examination other than during the time or at a location authorized by the examiner;
 8. submission of work for credit when the same work has been or will be used for credit in

another course, without the consent of both instructors;

9. alteration of a grade or score in any way.
- B. Fabrication. A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.
- C. Plagiarism. A student must not adopt or reproduce ideas, words, or statements of another person without giving an appropriate acknowledgment to the source. A student must give due credit to the originality of others and acknowledge an indebtedness whenever they do any of the following:
1. quotes another person's actual words, either oral or written;
 2. paraphrases another person's words, either oral or written;
 3. uses another person's ideas, opinions, or theories; or
 4. cites facts, statistics, or other illustrative material, unless the information is common knowledge.
- D. Interference. A student must not interfere with any other student's opportunity or ability to produce or submit their best work on any assignments or examinations. Examples of interference include, but are not limited to, the following:
1. theft, destruction, alteration, defacement, or mutilation of University or public resources so as to deprive others of information;
 2. giving or offering bribes, promising favors, or making threats with the intention of affecting a grade or the evaluation of academic performance.
- E. Violation of Course Rules. A student must not violate rules as contained in a course syllabus, a professional code of ethics, or other information provided to the student by the course instructor of the University.
- F. Facilitating Academic Dishonesty. A student must not intentionally or knowingly help or

attempt to help another student to commit or conceal an act of Academic Misconduct

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

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

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

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

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

4.13.5 Initiating Actions [This subsection was updated by the Faculty on 4-27-2021.] When a student is suspected or alleged to have committed an act of academic misconduct, the Faculty member or instructor who teaches the course, or, where applicable, the Dean or Director of the student's school or program (collectively, the "University representative") shall have authority to initiate academic misconduct proceedings against the student. The "Faculty Report of Academic Misconduct" form may be found in the "Faculty Resources" section of the "Faculty" tab on *MyUIndy* (my.uindy.edu/faculty) and should be completed as part of the process.

- A. The University representative who has information that a student committed an act of academic misconduct related to that course, assignment, examination, or other work that is submitted for a grade or an evaluation shall hold a conference with the student to discuss the matter:
 - 1. The University representative shall advise the student of the alleged act of misconduct and the information upon which the allegation is based;

2. The student shall be given an opportunity to respond to the allegation of misconduct.
- B. If, following the conference, the University representative concludes that the student committed the suspected or alleged act of academic misconduct, the University representative shall impose an appropriate academic sanction related to the particular course involved.
1. An appropriate academic sanction imposed by the University representative for academic misconduct shall include, but not be limited to, any one (1) or a combination of the following:
 - a) The student may be given a lower grade or score for the assignment, course work, examination, or course, including a failing grade for the course;
 - b) The student may be required to repeat or resubmit any assignment, coursework, examination, or paper involved in the act of misconduct;
 - c) The student may be required to complete additional assignments, course work, examination, or papers as a substitute for any assignment, coursework, or examination implicated in the act of misconduct;
 - d) The student may be required to withdraw from the course with an appropriate grade of W or F, at the University representative's discretion;
 - e) The student may be sanctioned in a manner other than that set forth above, if deemed appropriate by the University representative, in their reasonable discretion;
 - f) An incomplete may be given in the course in the event that a disciplinary matter cannot be resolved before the final grades are due in the Office of the Registrar;
 - g) If a student accused of academic misconduct by a University representative withdraws from the applicable course before completing the academic misconduct disciplinary process (including any appeal of decisions made with respect to the accusation, if initiated), the University will consider the issue of academic misconduct not to have been resolved, and the University representative's accusation of academic misconduct will stand unchallenged;
 2. Where an academic sanction results in the recording of a failing grade for the course, the University Registrar shall be notified that the grade was given for academic misconduct. The

University Registrar shall record the grade of “F” on the students’ permanent academic transcript without any notation concerning the reason for the grade. The Registrar shall, however, establish procedures to ensure that the grade of “F” is not thereafter removed from the transcript in accordance with other academic policies or procedures. A grade resulting from academic misconduct shall be calculated in a determination of the student’s grade point average, but the grade alone shall not prevent the student from repeating the same course for credit.

- C. After meeting with the student, imposing an academic sanction and completing the “Faculty Report of Academic Misconduct” form, the University representative will provide the student with a copy of the completed, signed form and retain a copy as well. The University representative will provide the registrar with a copy of the completed, signed form and the registrar will distribute it to the appropriate offices (program/college/school Dean, Dean of students or designee, Provost or designee). The University representative will also inform the immediate supervisor of the incident.

- D. Upon notification by the University representative, the Dean of Students may commence disciplinary procedures under the University’s Student Social Misconduct Policy if the commencement of such procedures is warranted when the student’s academic misconduct is considered in light of the student’s social behavior record at the University.

- E. When the University representative completes the “Faculty Report of Academic Misconduct” form to be distributed to individuals identified in paragraph C above, the following information will be included:
 - 1. student information (name, ID, e-mail address, phone number);

 - 2. course information (subject, number, section, semester, year);

 - 3. the terms of the academic sanction being imposed;

 - 4. a statement that the student may submit an appeal of the academic sanction, in a writing setting forth the reasons for the appeal, to the next level within five (5) business days after receiving notice of the University representative’s decision;

 - 5. a statement that the report is being distributed to the student, the Dean and/or Director of the student’s School or Program, the University Registrar, the Dean of Students, and the Provost;

 - 6. a statement that the Dean or Director of the student’s School or Program has the authority to

impose an additional disciplinary sanction if that person believes that such a sanction is warranted when the student's academic misconduct is considered in the context of the student's prior academic record at the University;

7. a statement that the Dean of Students may commence disciplinary proceedings under the University's Student Social Misconduct Policy if the commencement of such proceedings is warranted when the student's academic misconduct is considered in light of the student's prior social behavior record at the University.

This policy applies to all incidents of academic dishonesty, including those that occur before a student graduates but are not discovered until after the degree is conferred. In such cases, it is possible that the application of this policy will lead to failure to meet degree completion requirements and therefore the revocation of a student's degree.

4.13.6 Right to Appeal. A student may appeal the academic sanction of the University representative if:

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

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

- A. A student will initiate their appeal of a decision made, or sanction imposed, by submitting to the Faculty member's supervisor (Chair, Director or Dean as appropriate; referred to subsequently as the University Representative), within five (5) business days after receiving notice of the academic sanction, a written statement that sets forth all grounds for the appeal;
- B. Generally, a student may appeal (1) the decision that the student committed the act of misconduct, or (2) the sanction imposed;
- C. The University Representative will discuss the matter with the student and the Faculty member as part of the process of investigation of the incident/allegation;
- D. In addressing cases of a student's alleged academic misconduct, the University Representative, in imposing sanctions, may take into consideration (1) all past documented accusations and/or findings of academic misconduct and/or dishonesty against that student, whether or not an appeal was initiated or completed by the student, and (2) the conclusions of appeals initiated by the student, if any, of such past findings of academic misconduct and/or dishonesty;

- E. The University Representative will have the authority to sustain, amend, or reverse any decision concerning the student's act of academic misconduct;
1. If the University Representative concludes that the student did not commit the alleged act of academic misconduct, they will set aside the academic sanction(s) imposed;
 2. If the University Representative concludes that the student committed the alleged act of academic misconduct, they may confirm the academic sanction(s) or impose a lesser or greater sanction than that imposed by the University Representative;
 3. The University Representative will act in a timely manner in deciding an appeal;
 4. The University Representative will notify the student, the Faculty member and the Dean in writing of their decision with respect to the appeal;
 5. If the University Representative concludes that the student committed the alleged act of academic misconduct, the student may appeal to the next supervisory level (Dean or Provost/designee as appropriate);
 6. The final appeal level is with the Provost. The decisions of the Provost (or designee) will be final.

4.14 Grade Appeals Policy and Procedure

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

Course grades assigned by instructors are presumed to be correct. The Faculty member is accountable for any and all grades assigned to students; therefore, each Faculty member shall maintain records to support student evaluations and grades. Records on grades, examination papers not returned, etc., should be retained on file for a minimum of six (6) months. It is the responsibility of the student who appeals an assigned grade to demonstrate that an inappropriate grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or the assignment of a grade inconsistent with those assigned other students, or that a reasonable accommodation for a documented disability was requested and not appropriately provided. Otherwise, the judgment of the instructor is final. It is important to remember that the burden of proof is on the student.

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

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

Student Handbook.

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

- A. communicate with the instructor during the first three weeks following the assignment of the grade, either directly, by phone, e-mail, or fax. If a grade has been assigned in error, the instructor can quickly correct the error by submitting a change of grade form to the Registrar's Office;
- B. Should the issue not be resolved at the instructor level, the student may appeal in writing within thirty (30) calendar days of meeting with the instructor to that instructor's immediate supervisor. This will typically be a Department Chair, Director, or in some instances, the Dean of the instructor's school or college. The written statement must clearly state the basis of the appeal. The instructor's immediate supervisor will attempt to achieve a mutually satisfactory resolution. The Dean of the college in which the student is enrolled (if not the same as the immediate supervisor) shall be notified of the appeal. If the Dean is the instructor's immediate supervisor, the Dean will determine whether or not the grounds for the appeal are appropriate. If appropriate, the Dean shall conduct a thorough investigation before making a recommendation to the Provost;
- C. Should the issue not be resolved by the instructor's immediate supervisor, the student may initiate a formal written appeal to the Dean of the instructor's school or college (if not the same as the immediate supervisor) within ten (10) calendar days of the decision of the immediate supervisor. The written statement must clearly state the basis of the appeal. The Dean will determine whether or not the grounds for the appeal are appropriate. If appropriate, the Dean shall conduct a thorough investigation before making a recommendation to the Provost;
- D. The Dean will send the recommendation to the Provost, who will make the final decision.

4.15 Unreasonable, Disruptive, or Dangerous Behavior

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

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

4.16 Statement on Copyright

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

4.17 Program Reviews

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

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

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

- A. Faculty must inform their students if a web-based plagiarism detection service is going to be utilized. It is, therefore, essential that Faculty put the following statement in their syllabi under the section in which they put the plagiarism policy:

“The University of Indianapolis maintains a University license agreement for an on-line text matching service called *****. At my discretion, I will use this web-based plagiarism detection service and/or require students to submit work to this service to determine the originality of student papers.”

More details are available on the “University Policies” tab on *MyUIndy* (uindy.edu/policies/files/ferpa_policy.pdf).

4.19 Faculty Expectations for Teaching Distance Education (“On-line”) Courses [Updates to this section were approved by the Faculty Senate on 10-26-2021.]

All distance education coursework, as defined by the Higher Learning Commission (HLC), (hlcommission.org) should meet UIndy’s standard of quality and excellence. Faculty teaching distance education courses must:

- A. demonstrate competence, as defined by the Faculty member’s primary unit, in the use of the learning management system either through prior experience or completion of tutorials and/or reviewing of training materials (consistent with HLC Policy CRRT.B.10.010, 3C);
- B. ensure 40-50 hours of student work per credit hour, including any synchronous and asynchronous on-line or off-line course activities, to be consistent with the Carnegie Unit system (consistent

with HLC Policy FDCR.A.10.020);

- C. engage in regular and substantive interaction with each student, as defined by current U.S. Department of Education standards, such that students can apply feedback received to increase their knowledge and/or improve their performance throughout the course (consistent with the HLC definition of distance education);
- D. enforce current University, department, and/or program policies and comply with administrative procedures for grades and attendance documentation; and
- E. follow the current standards for distance education courses as articulated by the HLC.

4.20 Textbook Orders

Textbook orders for Semester II are due in the Bookstore in early October; orders for Spring Term and Summer Sessions are due in mid-February; those for Semester I are due in early March. 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 the proper books have been delivered. Orders for students with ADA special needs should be addressed early by the Faculty member to make sure that accommodations are in place prior to the start of the semester.

The University has an exclusive contract with Follett Bookstores to sell textbooks and e-books on campus. In return, the University receives a commission on sales of textbooks, course materials, and merchandise. This revenue is used to reduce operating expenses, which helps to keep the cost of tuition down for all students. It is a violation of the contract for any member of the University, including Faculty, to support or endorse any alternative supplier of textbooks and course materials. It is therefore important that Faculty members do not provide students with information on where to purchase textbooks and course materials from sources other than Follett Bookstores.

SECTION 5: *FACULTY HANDBOOK* REVISIONS

The *Faculty Handbook* is jointly owned by the Faculty and the Administration, containing policies that fall under the authority of the Faculty as well as those that are the sole responsibility of the Administration. The Provost shall have the final responsibility for updating and revising the *Handbook* prior to the beginning of each academic year. Major policy revisions shall consist of either administrative actions of which the Faculty has been notified previously, or Faculty actions. The structure, layout, and language conventions used in the *Handbook* are the purview of the Provost (or designee), who shall edit new content so that it blends stylistically with the volume as a whole and in such a way that it is consistent with the policies and philosophies of the entire University. Changes to the *Handbook* are subject to the final approval of the Provost, except in cases where the Primary Authority of the Faculty as defined in its *Constitution* takes precedence, in which case the Provost shall defer to the Faculty's legislative intent.

The Provost exercises editorial control over the *Handbook* through a standing Faculty Handbook Committee, composed of three (3) Faculty members appointed by the Faculty Senate and three (3) Administrators appointed by the Provost. The editor of the *University Compliance Manual* is also represented on the committee. Members serve staggered, three-year terms. The committee is Chaired by the Provost or the Provost's designee. All major policy revisions, whether emanating from the Faculty or from the Administration, shall pass through the Faculty Handbook Committee before they can be included in the *Handbook*.

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

The Faculty Handbook Committee shall ensure the inclusion of any revisions that have been necessitated by decisions of the Board of Trustees, the Administration, or members or units of the Faculty. Additionally, the committee shall conduct an annual review of the *Handbook* to consider the inclusion of all current policy, and this review will take place after the Faculty meets for their Semester II meeting. *Handbook* revisions will be completed each year and shall be made available to all ranked Faculty members. A digital version of the *Handbook* shall be posted on MyUIndy (my.uindy.edu/faculty). In addition, print or digital copies of former handbooks are available in the University Archives Office.

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

SECTION 6: FACULTY COMPLAINT AND GRIEVANCE POLICY AND PROCEDURE

6.1 Policy

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

6.2 Purpose and Scope of Coverage

- A. The University of Indianapolis Faculty Complaint and Grievance Policy and Procedure is designed to create an orderly and effective means of dealing with Complaints and Grievances in a reasonable and timely manner.
- B. The Faculty Complaint and Grievance Procedure is not a legal process but a collegial process by which peers may make a fair determination.
- C. The Faculty Complaint and Grievance Procedure does not apply to Complaints or Grievances involving harassment or intimidation, or student social or academic misconduct because these are covered under separate policies.
- D. This Faculty Complaint and Grievance Policy and Procedure supersedes all other University Complaint or Grievance procedures that cover disputes involving a ranked Faculty member.

6.3 Informal Resolution

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

6.4 Definitions

6.4.1 Grievance. A "Grievance" is a charge initiated by a ranked Faculty member who alleges an adverse action or decision by the University that is related to their employment. An individual may seek formal resolution of a Grievance that arises from a specified University

action or decision only once. A Grievance may be substantive and/or procedural in nature:

- A. Substantive Grievance: an allegation that the substance of a decision regarding matters such as working conditions, assignment/reassignment of duties, or employee rights or benefits was wrong. Allegations involving tenure or promotion, non-reappointment or non-extension of appointment, termination of tenured Faculty for cause, or termination of non-tenured Faculty for cause prior to the expiration of their term of appointment, cannot be subject of a Grievance on substantive grounds.
- B. Procedural Grievance: an allegation asserting that an action was taken or a decision was made in a manner that violated a University policy, procedure, standard, or established practice. Any alleged improper action or decision adversely affecting an individual's employment might be grieved on procedural grounds. The review of tenure, promotion, non-reappointment, non-extension or termination decisions believed to be the result of inadequate consideration should address procedural rather than substantive issues. The Grievance Review Board should not substitute its judgments on merits for that of the Promotion and Tenure Committee. However, the Grievance Review Board may request reconsideration by the Promotion and Tenure Committee if it believes adequate consideration was not given to the Faculty member's performance.
- C. Grievant: a person who seeks to resolve a Grievance through the University Grievance process.
- D. Respondent: an agent or employee of the University who, in making a decision or taking an action on behalf of the University, precipitated the Grievance.

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

- A. Complainant: a Faculty member, Staff member, student, or Administrator of the University who files a complaint.
- B. Respondent: a Faculty member, Staff member, student, or Administrator of the University against whom a complaint has been filed.

6.5 Complaint Procedure

6.5.1 Filing a Complaint

- A. If, after making reasonable efforts to resolve a conflict through normal organizational channels, an individual concludes that such efforts will not result in a successful resolution of the conflict, the individual may file a formal Complaint. The Complaint should be in writing, should state against whom the Complaint is directed, and should set forth the nature of the Complaint and information pertinent to the case. The Complaint should contain a succinct statement of the remedy sought.
- B. The Complaint must be filed with the appropriate Coordinator. If the Respondent is anyone other than the Provost, the appropriate Coordinator is the Provost. If the Respondent is the Provost, the President of the Faculty Senate is the appropriate Coordinator.
- C. If the Coordinator determines that the Complaint satisfies the definition of a Grievance as defined in Section 6.4.1 (A) above, the Grievance Procedure as described in Section 6.6 below is invoked and the matter is immediately referred to the Executive Committee of the Faculty Senate for review.

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

- A. Upon receiving a valid Complaint, the Coordinator will determine whether reasonable efforts have been made to resolve the conflict through normal organizational channels.
- B. If reasonable efforts have been made to resolve the conflict, the Coordinator shall appoint an individual (the “Hearing Officer”) who, in the opinion of the Coordinator, is best able to conduct a thorough investigation and render an objective decision with respect to the Complaint. The Hearing Officer shall be an Administrator, Faculty member, or Staff member.
- C. The Hearing Officer, in their sole discretion, shall determine the manner in which the investigation shall be conducted. The Hearing Officer may, but need not, offer the Complainant and the Respondent the opportunity to submit written position statements or to be heard in a formal hearing.
- D. The Hearing Officer shall reach a decision that resolves the Complaint and shall communicate the decision, in writing, to the Complainant, Respondent, and Coordinator simultaneously.
- E. If at any time the Hearing Officer determines that the Complaint satisfies the definition of a Grievance as defined in Section 6.4.1 (A) above, the Grievance Procedure as described in Section 6.6 below is invoked, and the matter is immediately referred to the Executive Committee of the Faculty Senate for review.

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

- A. A Complainant or Respondent who desires to appeal the Hearing Officer's decision shall file with the Coordinator written notice of their intent to appeal and the grounds for the appeal. The Coordinator must receive such notice of appeal no later than three (3) working days after the Complainant or the Respondent receives the Hearing Officer's decision. Failure of the Complainant or the Respondent to provide written notice of appeal within this time frame shall result in a forfeiture of the right to appeal.
- B. Upon receiving a valid notice of appeal, the Coordinator shall notify the Complainant and the Respondent that each may select one (1) member of the University Administration, Faculty, or Staff (an "Arbitrator") to consider the appeal. Within three (3) working days after receiving such notice from the Coordinator, each party shall advise the Coordinator, in writing, of their selection of an Arbitrator. Failure to provide written notice of an Arbitrator within this time frame shall result in the forfeiture of the right to select an Arbitrator, and the Coordinator shall select such Arbitrator instead.
- C. The two Arbitrators (one selected by the Complainant and one selected by the Respondent) together shall select a third Arbitrator from the University Administration, Faculty, or Staff.
- D. The Arbitrators, in their sole discretion, shall determine the manner in which the appeal shall be conducted. The Arbitrators may, but need not, offer the Complainant and the Respondent the opportunity to submit written position statements or to be heard in a formal hearing.
- E. The Arbitrators shall reach a decision on the appeal and communicate the decision, in writing, to the Complainant, Respondent, and Coordinator simultaneously. The Arbitrators' decision shall be final.

6.6 Grievance Procedure

6.6.1 Filing a Grievance

- A. The Grievance procedure is initiated by an eligible person filing a Grievance Petition in the form of a letter to the President of the Faculty Senate, with a copy to the Dean of the Grievant's college/school and a copy to the Provost.
- B. The Grievance Petition shall contain a statement that a Grievance is being filed, a statement of the circumstances giving rise to the Grievance specifying the Respondent, a description of the efforts made to resolve the matter informally with an identification of all persons involved in those efforts, and a statement of the relief sought or a proposed resolution. The Grievant is encouraged

to include with the petition with any documentation that supports their contention.

- C. The Grievance Petition must be in the hands of the President of the Faculty Senate no later than sixty (60) working days after the discovery of the circumstances giving rise to the Grievance.
- D. Upon receipt of a Grievance Petition, the Executive Committee of the Faculty Senate shall consult with the Director of Human Resources. The Committee will then decide whether the matter meets the definitional requirements of a Grievance and whether sufficient efforts have been made to resolve the matter through normal organizational channels. The President of the Faculty Senate will notify the Grievant and the Provost, in writing, as to whether or not it will process the Grievance Petition in accordance with this Grievance Procedure. If the Executive Committee of the Faculty Senate determines that the matter does not meet the definitional requirements of a Grievance, the Grievance Petition will be returned to the Grievant with no further action taken. The determination by the Executive Committee of the Faculty Senate determination of whether the matter meets the definitional requirements of a Grievance shall be final.

6.6.2 Appointment of the Grievance Review Board

- A. If the Grievance Petition is determined to meet the definitional requirements of a Grievance, a Grievance Review Board (the “Board”) will be constituted and convened.
- B. Composition of the Board. The Board shall be made up of five (5) persons selected from the Faculty and/or Administration. Members of the Board must have Faculty rank and be full-time employees of the University at the time of selection and must have been full-time employees for at least two (2) years previously. Faculty may be drawn from the Academic Affairs Dispute Resolution Pool as long as they fit the criteria outlined in this section. Persons selected must not be party to the case at hand and must be willing to serve. If the Respondent is a line Administrator but not the Provost, members should be selected in such a way that they are not under the direct line of administration of the Respondent. If the Respondent is the Provost, members should be tenured. The Executive Committee of the Faculty Senate has the responsibility to resolve questions regarding the eligibility of potential Board members.
- C. Selection of the Board. The Executive Committee of the Faculty Senate selects seven (7) potential members of the board based on their eligibility and willingness to serve. If the Provost is not the Respondent, selection may be done in consultation with the Provost. The Grievant and the Respondent will be notified in writing by the President of the Faculty Senate of the pool of candidates for the board. The Grievant and Respondent each may remove one potential member of the candidate pool to form a five (5) member Grievance Board. Both the Grievant and the Respondent have five (5) business days to respond to the Executive Committee of the Faculty Senate with their selection. If the Grievant or the Respondent does not respond to the Executive

Committee of the Faculty Senate within that time, or if they select the same person, the Executive Committee of the Faculty Senate will make the final elimination decisions to constitute the board. Board members act impartially, not as advocates for either party.

- D. Convening the Board. Once the Board has been constituted, the President of the Faculty Senate convenes the Board and provides an orientation for the members. Thereafter, the President of the Faculty Senate may act as an advisor / consultant to the Board but shall not be a member of the Board. The Board will determine who will act as Board Chair.
- E. Conflicts of Interest. Before proceeding further, the Board should determine if personal biases would prevent any of the members from acting impartially. If the Board finds that any real or potential conflicts of interest exist, the Board Chair will notify the President of the Faculty Senate so that new members can be assigned.

6.6.3 Authority and Responsibility of the Board

- A. The Board has the responsibility and authority to: (1) determine whether the case warrants further investigation; (2) investigate facts, examine evidence, and in general gather information pertaining directly to the case; (3) use written statements, interviews, or formal hearings to help evaluate the case; and (4) maintain all records and documents pertaining to the case.
- B. The Board may ask the Director of Human Resources to attend proceedings or other deliberations in an advisory but non-voting capacity. The Director of Human Resources may provide guidance regarding proper interviewing techniques and relevant personnel policy.
- C. After completing its work, the Board shall submit to the Provost, Grievant, and Respondent a written report that includes a summary of its findings. If the Respondent is the Provost, then the report and all associated materials shall be submitted to the University President and Section 6.6.4 below is bypassed.

6.6.4 Authority and Responsibility of the Provost

- A. Along with the Board's written report, the Provost shall receive all other items that the Board accumulated during the course of its investigation, including documents and recordings.
- B. The Provost will review the findings of the Board. The Provost may then conduct additional interviews and may meet with the Grievant, Respondent, the Board, and/or the Executive Committee of the Faculty Senate in order to clarify or augment the information provided in the Board's report.

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

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

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

6.7 Procedures and Guidelines Applicable to Both Complaints and Grievances

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

- A. Hearings are closed to all persons who are not involved directly in the case being heard.
- B. Both the Grievant and the Respondent have the right to question witnesses and respond to evidence presented by the other party; however, the process for questioning witnesses and examining evidence will be determined by the Hearing Officer, Arbitrators, or Board that is conducting the proceeding.
- C. The Complainant or Grievant and the Respondent have the right to be assisted by any full-time employee of the University, except that the assisting employee may not be someone who has been otherwise involved in the Complaint or Grievance Procedure or an attorney-at-law. The employee assisting a party may counsel the party and be present with the party at hearings but does not have a speaking role in such proceedings.
- D. If audio recorders are used to record the statements of witnesses, the recordings' use and confidential nature will be explained to the witnesses. Witnesses will be given the option not to be recorded.

6.7.2 Confidentiality

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

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

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

APPENDIX A: GUIDELINES AND POLICIES REGARDING CLASS SIZES AND FACULTY COMPENSATION

The following information is provided to help Faculty members understand how their supervisors may award load credit for their various teaching activities. These guidelines should be seen as general rules of thumb, as individual Deans have the authority to adjust load compensation where needed.

A. GUIDELINES REGARDING CLASS SIZE MINIMUMS

Normally, a minimum of 10 registered students is required for a course taught in the undergraduate day and undergraduate extended programs. In cases where 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. Under-enrolled undergraduate courses with between 6 and 9 registered students may be offered at the discretion of the Chair and/or Dean. Factors that may influence the approval of an under-enrolled class include the total number of students taught during the academic year by the Faculty member and the total number of students advised by that Faculty member. Faculty members are compensated for approved under-enrolled undergraduate courses at the Independent Study rate (see below).

Normally, a minimum of 6 registered students is required for graduate courses. Under-enrolled graduate courses with fewer than 6 registered students may be offered at the discretion of the Chair and/or Dean. Faculty members are compensated for approved under-enrolled graduate courses at a slightly higher rate than for under-enrolled undergraduate courses (see below).

B. GENERAL CONSIDERATIONS FOR COURSE SCHEDULING AND STAFFING

1. Sections of lower-level classes should be combined whenever possible.
2. Some classes may be offered only at night and may be taught by adjunct Faculty.
3. Two sections of the same course offered in both the day and the evening and totaling fewer than 30 students should be combined into one section. Some classes with special enrollment limits may be exempted from this rule.
4. Whenever possible, classes that regularly have fewer than 20 students should be offered every other year.
5. Courses not taught in 4 years should be reviewed for possible deletion from the curriculum.
6. Class sizes in the Business Core and the General Education Core will normally be targeted to a minimum of 20 students in 100-200 level courses. Some classes may go as high as 80 students when appropriate, to reduce the number of sections.

C. COMPENSATION FOR SPECIFIC COURSE TYPES

- 1. Independent Study, Directed Readings, and Research Project Courses.** These are courses in which the student engages in individual or small-group projects. Prior approval of the supervising Faculty member, Department Chair, and/or Dean are required. Faculty compensation for these courses is calculated as follows:

(# of course credit hours) X (the number of students registered) X (0.1666 hours load)

2. where each student-registered credit hour is worth 1/6 or (0.1666) of an hour of load compensation. No distinction is made between required and elective courses. Faculty generally should not supervise more than 4 students engaged in these activities per semester.
 - a) **Practicum Courses.** A “practicum” is defined as a course designed to relate theory and practical experience, with both elements being carried on sequentially or simultaneously. Each practicum must include:
 - b) group classroom instruction for a minimum of 7.5 hours for each hour of practicum credit; and
 - c) student preparation to take place outside of class; and
 - d) a minimum of 7.5 clock hours per credit hour of designated activities at an on-site location, and arrangements for on-site supervision of the student activity by the University instructor; and
 - e) final evaluation of student classroom and on-site activity by the University instructor.

The combination of academic study, on-site activity, and evaluation culminates in the instructor assigning a letter grade for each student in the practicum. Faculty compensation for a practicum course is calculated as follows:

(# of course credit hours) X (the number of students registered) X (0.125 hours load)

where each student-registered credit hour is worth 1/8 or (0.125) of an hour of load compensation. The maximum number of students for a practicum is 10 per Faculty member. Department Chairs are encouraged to work with their Deans when numbers exceed ten students.

- 3. Internship or Co-op Courses.** An “internship” or “co-op” is a course designed to expose the student to a full-time work experience in a practical environment. The length of time involved is commensurate with the number of credit hours taken by the student. Supervision of the student is ordinarily the responsibility of the work experience supervisor. The University instructor is responsible for replacement arrangements and the design of an appropriate reporting system to be used by the work experience supervisor. The University instructor assigns a final grade of “S” (satisfactory) or “U” (unsatisfactory) that takes into account both the student’s performance and the recommendation of the work experience supervisor. All requests for these activities must be filed on the appropriate form and must

be approved by the University instructor and the Department Chair or Dean.
Faculty compensation for an internship or co-op course is generally calculated as follows:

(# of course credit hours) X (the number of students registered) X (0.1666 hours load)

where each student-registered credit hour is worth 1/6 or (0.1666) of an hour of load compensation. An undergraduate student may take an internship for a maximum of 4 hours of credit, but graduate students may exceed this limit with the approval of their Chair. Instructors teaching large numbers of professional students in clinical internships will receive load compensation as calculated from formulae established by their program.

- 4. Student Teaching Courses.** A student teaching course is designed to provide observation of and participation in teaching experiences under the guidance of a University instructor and a cooperating teacher. It includes formal activities as well as out-of-class preparation by the student. The University instructor consults with the cooperating teacher on-site a number of times as prescribed by School of Education policy. The University instructor assigns a grade of “S” (satisfactory) or “U” (unsatisfactory) that takes into account both the student’s performance and the recommendation of the cooperating teacher.

Faculty compensation for a student teaching course is one hour of load for each 15 week student teaching experience.

- 5. Field or Clinical Experience Courses.** A field or clinical experience is a portion of a regular academic course that provides the student with some practical and/or observational experience in the area of learning. The field or clinical experience portion constitutes no more than 50% of the class responsibilities and is considered to be a class assignment. On-site supervision is conducted by either the University instructor or the field or clinical professional to whom the student is assigned. The on-site experience is evaluated as a portion of the academic course.

No extra compensation is awarded to the University instructor for a field or clinical experience course beyond the normal credit load already assigned to that course in the University’s Academic Catalog.

- 6. Private Applied Music Courses.** These courses provide private instruction for students in a musical instrument or voice. The student receives one hour of credit for one 30-minute private lesson per week plus one-hour of practice daily, and Faculty compensation is calculated as follows:

(# of course credit hours) X (the number of students registered) X (0.3333 hours load)

If the student takes two hours of credit for a one hour private lesson per week plus two hours of practice daily, Faculty compensation is calculated as follows:

(# of course credit hours) X (the number of students registered) X (0.6667 hours load)

where each student-registered credit hour is worth 2/3 or (0.6667) of an hour of load

compensation.

7. **Honors Project 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 Faculty 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. Faculty compensation is one hour of load per student.
8. **Spring Term Courses.** An approved "Spring Term" course is creative, innovative, or interdisciplinary in nature and suitable for an intensive time format during May Term. A Spring Term course may be taught as part of a Faculty member's regular load or on separate contract as Summer teaching when their regular load has been fulfilled.
9. **Graduate Courses.** Faculty members who teach graduate courses may be issued a separate contract for graduate courses when their teaching load is already satisfied by regular undergraduate hours. Faculty compensation for under-enrolled graduate courses is calculated as follows:

(# of course credit hours) X (the number of students registered) X (0.2 hours load)

where each student-registered credit hour is worth 1/5 or (0.2) of an hour of load compensation. No distinction is made between required and elective graduate courses. There is no extra compensation for graduate students enrolled in undergraduate classes for graduate credit, although graduate students may be counted for meeting minimum enrollment numbers for courses in which undergraduate enrollment is fewer than 10 students.

10. **Extra-Class Activities.** Compensation may be awarded for select academic activities performed outside the classroom, usually by separate contract and as approved by the Provost.

APPENDIX B: DOSSIER PREPARATION GUIDELINES FOR THOSE APPLYING FOR PROMOTION AND TENURE²

A. GENERAL INFORMATION

1. The candidate is responsible for initiating and carrying out the application for promotion and/or tenure. The candidate's Chair or Dean may encourage Faculty members to apply for promotion and/or tenure at the appropriate time.
2. If a candidate received years of credit toward rank and/or tenure at the time of hiring, verification of this credit must be provided to the Promotion and Tenure Committee by the candidate's Dean and/or the Provost. The Dean or Provost shall use the appropriate form. The form is to be sent directly to the Provost's Administrative Assistant; it is not counted as one of the letters of support. Any modifications to the tenure timeline are to be addressed per the *Handbook*.
3. Candidates in joint teaching/non-teaching positions (including appointments in whole or in part in different units) must include clear statements from both of their immediate superiors in the assigned unit(s) and themselves identifying the division of responsibilities within their positions.
4. The document should be written in the first person.
5. A list of department-specific criteria for Teaching, Scholarship, and Service should be obtained and included in the Introductory section of the Dossier.
6. Dossiers must be limited to no more than three (3) binders, which must hold all materials submitted.
7. Dossiers are to be submitted to the Provost's Office.
8. A list of individuals who have been solicited to provide candidates' letters of support must be received in the Provost's Office prior to *4 pm on the second Friday of August*. This list must be submitted on the "P&T Letter List Template" form, which is located in the "Promotion & Tenure Committee" tab on *MyUIndy* (my.uindy.edu/faculty-leadership)
9. The deadline for submission of the Dossier with all checklists, forms, and letters is *4pm on the second Tuesday of September*.

² Changes to this appendix were authorized by the Faculty on 4-7-2015 and 12-5-2017.

10. Please note that quantity is no substitute for quality. A candidate's statements should offer context and reflection on the evidence of qualifications included in the Dossier. The Dossier should include relevant documentation for work completed by the candidate. It is expected that candidates for promotion to Associate Professor and Professor will present more comprehensive documentation of their activities than candidates for Instructor and Assistant Professor in all three areas of consideration (Teaching, Scholarship, and Service).

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

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

13. The Dossier shall be divided into three (3) main sections. See Section C for specific detail related to each section.
 - I. Introductory Material
 - II. Support in the Evaluation Categories of Teaching, Scholarship, and Service:
 - A. Teaching
 - B. Scholarship and Creative Endeavors
 - C. Service
 - III. Supporting Administrative Documentation
 - A. Annual Evaluations
 - B. Other Supporting Documentation

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

15. Some work that the candidate performs can be reasonably thought of as teaching, scholarship or service. Therefore, it is the prerogative of the candidate and department to address such work under one particular category only, i.e. Teaching, Scholarship or Service. The candidate should include optional items under ONE (1) section only (and should include short explanations/clarifications where warranted).

B. LETTERS OF SUPPORT

Letters of support from Faculty colleagues are essential to the promotion and tenure process. Such letters may support any or all of the three areas of consideration (Teaching, Scholarship, and/or Service). A list of individuals who have been solicited to provide candidates' letters of support must be received in the Provost's Office prior to *4 pm on the second Friday of August*. This list must be submitted on the "P&T Letter Template" form, which is located in the "Promotion & Tenure Committee" tab on *MyUIndy* (my.uindy.edu/faculty-leadership). The letters will be collected by the Provost's Office in a separate folder that will be reviewed alongside the Dossier by the Promotion and Tenure Committee.

1. Letters of support must be submitted directly to the Provost's Office and are NOT to be included in the Dossier. As a precaution against missing material, the candidate must provide the Administrative Assistant to the Provost with the names of individuals who will be submitting letters using the form described above. Electronic submission of reference letters is acceptable if sent directly from the e-mail of and including the signature of the letter writer. [Changes to this subsection were approved by the Faculty on 4-24-2018.]
2. All letters must be recent and dated no earlier than January 1 of the year of application.
3. Letters of support in both required and optional categories are delineated below.
4. Note that it is inappropriate to request letters from currently enrolled students. Therefore, letters from current students must not be submitted.
5. Candidates who are resubmitting Dossiers for consideration must obtain updated letters from individuals who are within the University.
6. Please direct letter writers to indicate your professional relationship and what area (i.e., Teaching, Scholarship and/or Service) they are addressing.

Required Letters

1. a letter from the candidate's immediate supervisor that includes a clear statement of their support for promotion and/or tenure
2. for units where the candidate's immediate supervisor reports to a Dean, a supporting statement from BOTH the immediate supervisor and the Dean are required
3. letters from Faculty colleagues in one's field at University of Indianapolis (maximum of three)

4. letters from Faculty colleagues not in one's field at University of Indianapolis (maximum of three)
5. non-University of Indianapolis letters from Faculty or professional colleagues in one's field (maximum of three, required only for individuals seeking the rank of Associate Professor or Professor)

Optional Letters (as appropriate or applicable)

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

C. DOSSIER CHECKLIST (version effective 12-5-2017)

Section I: Introductory Material

Required Items

- _____ 1. a “Dossier Cover Sheet” (complete the form appended below)
- _____ 2. a completed copy of this “Dossier Checklist”
- _____ 3. original letter of appointment (or a statement from person offering employment).
Copies may be obtained in the Provost's office
- _____ 4. a list of department-specific criteria for Teaching, Scholarship, and Service
- _____ 5. documentation of negotiated modifications to tenure timeline (if applicable)
- _____ 6. a copy of the “P&T Letter Template” form
- _____ 7. a Statement of Objective: a concise statement of the candidate’s objective, either tenure and/or promotion to a specific rank. This should be a well-organized statement regarding the candidate’s qualifications in each of the three areas of Teaching, Scholarship, and Service and should cover the period since being employed as a University Faculty member. This statement might be two or three pages in length.
- _____ 8. documentation that a mid-tenure review was completed; or
 - _____ 8a. a letter of appointment or other documentation of the agreed upon timeline to tenure (for Faculty members that negotiate times to tenure review of less than four years); or
 - _____ 8b. a letter from the Dean or other supervising Administrative official documenting why they are unable to provide documentation of mid-tenure review of progress toward tenure (for Faculty members in units that established mid-tenure review of tenure progress with fewer than three years remaining in their timeline to tenure review); or
 - _____ 8c. not applicable (please explain)
- _____ 9. a current Curriculum Vitae

Section II: Support in the Evaluation Categories of Teaching, Scholarship, and Service

A. Teaching

Required Items

- _____ 1. an Opening Statement, which includes the candidate's Teaching philosophy, that introduces the material that follows
- _____ 2. a description of a typical teaching load assignment and its relation to the candidate's position. The latter is especially important for persons whose load may be divided between teaching and other components, such as administration, coaching, etc.
- _____ 3. documentation of any associated additional (teaching) education or training completed including participation in seminars, etc.
- _____ 4. a chronological list of all credit courses the candidate has taught over the last three years. Courses taught regularly can be indicated as occurring at designated intervals and need not be repeated for each semester.
- _____ 5. student evaluation forms from one's classroom teaching. Include all sets from the past two (2) years. For each set of student evaluation forms submitted, provide dates, information identifying the course, number of students enrolled, the number of individual forms submitted, and any clarification that the candidate may wish to include. Student evaluation forms must include the standard University-administered evaluations that are provided or approved by the Provost's Office.

Teaching: Classroom Evaluation

Required Items

- _____ 6. a copy of a classroom teaching evaluation by one's Chair or Dean
- _____ 7. an additional teaching evaluation such as:
 - _____ 7a. a copy of a classroom teaching evaluation by a peer, outside expert, or alumnus; or
 - _____ 7b. a teaching portfolio; or
 - _____ 7c. formative evaluation forms; or
 - _____ 7d. another creative teaching evaluation

Teaching: Teaching Materials

Required Items

_____ 8. all syllabi for the past three (3) years

Optional Items (as appropriate or applicable)

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

Teaching: Teaching Skills and Activities

Optional Items (as appropriate or applicable)

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

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

B. Scholarship and Creative Endeavors

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

Required Items

- _____ 1. an Opening Statement, which includes a candidate's Scholarship and Creative Endeavors philosophy, that introduces the material that follows

Optional Items (as appropriate or applicable)

- a list of courses taken beyond the candidate's highest degree
- a description of professional preparation and/or research projects completed during the last five (5) years
- a list of professional meetings/conferences attended for the last five (5) years
- examples of scholarly and/or creative works authored by the candidate
- evidence of creative writing or performance in one's discipline

- a list of presentations made in public exhibits or performances
- evidence of plays, writings, performances, exhibits, or other artistic works created by the candidate
- examples of papers that were presented at professional meetings
- examples of papers and/or creative works published in scholarly journals
- a list of titles of books and/or chapters published
- examples of scholarly works that appeared in the popular press
- copies of scholarly works that were self-published
- other materials that provide evidence of scholarly activity
- a list of activities such as lecturing or consulting
- a list of learned and/or professional organizations to which the candidate belongs, including offices held and dates of terms
- a list of workshops and/or short courses attended for the last five (5) years
- a list of sabbatical activities and reports that summarize those activities
- a list of non-University of Indianapolis study grants or fellowships received. Include aims/purposes, dates, names of grantors, and any reports or other materials that were prepared during the term of the award.
- a list of University of Indianapolis summer research grants and/or released time projects that were received. Include dates and copies of any written material, reports, or papers.
- a description of participation in Faculty Forums (include any papers)
- a description of any interdisciplinary/interprofessional activities that were pursued with Faculty and professionals in the candidate's area of expertise from other departments and/or institutions
- a list or description of any other scholarly activities as defined by the candidate
- a description of grant proposals whose goal was to advance scholarship
- evidence of development of instructional software

- copies of any patent filings
- a description and/or evidence of other applications or presentations of scholarly expertise

C. Service

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

Required Items

- _____ 1. an Opening Statement, which includes the candidate's Service philosophy, that introduces the material that follows
- _____ 2. a list of committee service to the University, including offices held, such as Chair or Secretary

Optional Items (as appropriate or applicable)

- a list of administrative duties performed for the University, such as serving as Dean, Chair of a department, or Director of a program
- a list of seminars, workshops, or non-credit short courses conducted as a member of the University of Indianapolis Faculty
- a description of activities that are related to student recruiting, financial development, or alumni affairs of the University
- a description of course, career, and/or personal counseling by the candidate
- letters or other documents that support the candidate's performance in service to the University
- a list of academic groups that the candidate has sponsored (with dates)
- a description of participation in extracurricular University activities (e.g., sports, fine arts, etc.)
- evidence that the candidate has endeavored to make the University of Indianapolis known to the public-at-large
- a description of participation in professional organizations at the local, state, or national levels
- a list of community service, such as active participation in church, civic, and/or fraternal

organizations

- a description of grant proposals written to support Service activities
- a description of other areas of Service as defined by the candidate or department

Section III: Supporting Administrative Documentation

Required Items

- _____ 1. copies of Annual Department Chair Faculty Evaluations from all available years since appointment or previous promotion

Optional Items (as appropriate or applicable)

- other supporting documentation

Dossier Cover Sheet

Date: _____

Name of Candidate: _____

Dean: _____

Department: _____

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

Current Rank: _____

Years in Current Rank: _____

Year Tenure Granted (if applicable): _____

Years Since Terminal Degree: _____

Month and Year of First University of Indianapolis Appointment: _____

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

Tenure Awarded with Initial Contract? Yes ____ No ____

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

Date of Promotion to Assistant: _____

Date of Promotion to Associate: _____

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

APPENDIX C: SEARCH AND SCREEN PROCESS FOR HIRING NEW FACULTY

These guidelines explain the role of the Faculty in hiring full-time Faculty members (tenure track, non-tenure track, and Visiting Faculty). In addition, Faculty are typically consulted in the hiring of part-time and temporary Faculty. The interview and hiring process shall be coordinated with the Office of Human Resources, and the Search Committee must follow guidelines and procedures as outlined in the University's "Recruitment and Selection Guide" available at (my.uindy.edu/human-resources/recruitment).

1. **Primary Authority of the Faculty.** Authority to actively participate in the search process for hiring Faculty at the University of Indianapolis comes from the University Faculty's primary authority and responsibility "to formulate and implement policies and procedures regarding the integrity and structure of academic programs and the general welfare of the Faculty" (Article III, Section A of the *Constitution*), specifically the authority over "Faculty appointment, retention, promotion, and tenure."
2. **The unit Dean, Program Director, or Department Chair consults with their Faculty to update the position description as soon as it is determined that there will be a vacancy.** This step ensures that feedback from full-time ranked Faculty members is solicited prior to submitting a "Position Request and Authorization" form to the Dean. Discussion should focus on key functions, minimum requirements, responsibilities, and challenges of the position, as well as the desired qualities, skills, knowledge, and experience of the new hire. Anticipating vacancies that could occur at a time when Faculty are typically not scheduled to be on campus (e.g., summer break), units may identify Faculty members who will be available for service on a Search Committee. When there is need to fill the position immediately, this guideline may be waived by the Provost.
3. **The decision is made to fill the vacancy after consultation with and approval by the appropriate Dean and the Provost.** The Dean submits the "Position Request and Authorization" form to the Office of Human Resources. 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 required, it will be conducted as early as possible during the regular academic year.
4. **The Search Committee is established.** The Search Committee may consist of three (3) to seven (7) Faculty members and non-Faculty. The majority of its members are full-time ranked Faculty volunteers from the department in which the vacancy occurs. Department Chairs and Program Directors, non-Faculty Administrators, or community members may be additional members of the Search Committee.

The Search Committee may elect its own Chair or one may be appointed by the Department Chair or Program Director. The Chair of the Search Committee manages the appointment process. The names of the members of the Search Committee and its Chair should be forwarded to the Office of Human Resources by the Department Chair or Program Director. Search Committee membership should remain the same throughout the recruiting, selection, and appointment process.

The Chair of the Search 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, rather than to make the final decision themselves. The Chair should inform members what tasks they are expected to complete, provide access to the position description and other documents as needed, set deadlines for the receipt of individual recommendations, organize and direct committee meetings, maintain diversity goals, and clarify which support resources (clerical & financial) are available to committee members.

The Director of Human Resources or their representative is an *ex officio* member of all search committees and will meet with the Search Committee or its Chair to review the process and fair hiring practices. The Search Committee should receive a timetable for its work from the Dean; when no timetable is forthcoming, the committee will generate an appropriate timetable to achieve its goals.

5. **The selection process is developed by the Search Committee and selection criteria are specified.** Selection criteria are the basis for developing interview questions, evaluating applications, and choosing candidates to interview. Selection criteria may include skills, knowledge, education, personal qualities, and experience. Everyone directly involved in a hiring decision should understand the list of selection criteria and use them consistently through the process of candidate assessment. Applicants who do not meet minimum qualifications may not move on in the search process.
6. **The position description is finalized by the Search Committee and posted by HR.** The description should be developed according to guidelines outlined in the “Recruitment and Selection Guide”.
7. **The Search Committee conducts initial screening/evaluation of applicants.** Application materials for each applicant are compiled by Human Resources and made accessible to the Search Committee. Initial screening of the applicants is based on the minimum qualifications described in the selection criteria. The committee may contact the applicants by phone or virtually during the screening process to assist in the screening process.

Using a process that the Search Committee and the home department deems most appropriate, the committee then recommends two or three candidates for campus or virtual interviews. This list of candidates must be approved by the Dean and Director of Human Resources prior to extending an invitation to any candidate. These candidates are then contacted by the Search Committee Chair, and interviews are scheduled by the committee.

8. **The candidates’ references are contacted prior to the scheduled interview.** The “Recruitment and Selection Guide” provides suggested questions and language for interviewing references and candidates.

9. **The candidates are interviewed.** The interview location and format must be accessible to candidates with disabilities. The committee may use written rating sheets provided by Human Resources to evaluate each candidate. The evaluation process and rating sheets must be consistent for all candidates. Failure to follow fair hiring processes and Affirmative Action guidelines may result in a decision to invalidate or cancel a search.

10. **The finalist is selected.** The Search Committee meets within three (3) days after the final interview and, using a process it chooses, determines which candidate to recommend for employment. The committee then produces a written summary that documents information such as each interviewed candidate's qualifications, weaknesses and strengths as they pertain to the selection criteria, interview notes, comments from references, quality of presentations, interactions with colleagues and students, and any other job-related observations made by the committee members. The committee may also incorporate feedback from the home department.

11. **The Search Committee Chair sends its recommendation and written summary to the Department Chair or Dean.** The Provost makes the final decision for employment.

12. **An offer is extended by the Dean.** The Dean or Provost negotiates the terms of the offer with the finalist, if necessary.

13. **A contract is issued and mailed to the successful Faculty finalist by the President's Office.**

14. **The Chair of the Search Committee notifies all interviewed candidates in writing of the outcome.**

15. **The Search Committee completes its activities.** Confidential material used or collected by the Search Committee is returned to the Office of Human Resources or is destroyed after the offer is accepted in writing.

APPENDIX D: STATEMENT OF CLARIFICATION REGARDING COMMITTEE APPOINTMENTS, THE SERVICE POOL, AND SERVICE TO THE UNIVERSITY³

All full-time Faculty are expected to provide service to the University. Typically, after the first year of employment, such service includes active participation on a committee. The *Faculty Constitution and Bylaws* states that “Membership on Faculty and University Committees shall constitute one of many ways that a Faculty member could fulfill their Service commitment to the University” (Article X.B.5).

One of the duties of the Executive Committee of the Faculty Senate is to ensure that Faculty committee assignments are distributed fairly, to take into account Faculty preferences for committee assignments as much as possible, and to minimize cases of certain Faculty becoming overburdened by being appointed to too many committees.

Assigning Faculty to University and Faculty committees in fair and equitable ways is a challenge. Therefore, a "Service Pool" model was created in 1991, which allows the Executive Committee of the Senate to fulfill its obligations to populate committees in accordance with their respective charters while allowing all Faculty the opportunity to meet their University-wide service expectations.

Since the total number of needed committee assignees is usually smaller than the total number of Faculty, some Faculty each year will be assigned to the Service Pool, thus making them eligible for appointment to committees or other tasks directly related to the academic operations of the University as the need arises. The sorts of tasks that are "directly related to the academic operations of the University" might be difficult to define in general, but they would typically not include community service given to charities, political parties, churches, etc. Assignment to the Service Pool satisfies the minimum requirement of "meets expectations" regarding committee work as it pertains to service to the University.

Occasionally the Service Pool is bypassed, and Administrators ask individual Faculty members to serve on new committees in addition to their regular committees. Although we believe that generally those in the Service Pool ought to be asked before others, we understand that the expertise and interests of those in the Pool will not always match those that are required for the task at hand. When that is the case, it may be appropriate to ask Faculty members who have such expertise or interest to join in the task. Such requests, however, must include three clear options for the Faculty members (besides that of simply accepting the extra work): (1) the option of accepting on the condition that they be released from their regular committee assignments; (2) the option of accepting the assignment and being compensated in some way for the extra service; and (3) the option of gracefully declining “without prejudice,” meaning without negative comment or evaluation on the part of the Administrator making the request.

³ This appendix was revised and updated by the Executive Committee of the Senate on 12-17-2019.

APPENDIX E: THE UNIVERSITY TEACHER OF THE YEAR AWARD

These guidelines describe the process by which the University Teacher of the Year is selected. The University Teacher of the Year Committee, which reports to the Provost, makes the selection.

1. During Semester I of each academic year, the Provost issues invitations to the heads of the academic units to make nominations for the University Teacher of the Year Award.
2. The Deans of the schools and colleges are the nominating officers for their respective units. All full-time Faculty members teaching at either the undergraduate and/or graduate levels are eligible for the award, with the following exceptions:
 - a) Faculty who have previously won the award;
 - 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 May) are not eligible; or
 - c) Faculty under review by the Promotion & Tenure Committee during the semester in which nominations are due.
3. 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.
4. 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 Teacher of the Year Committee, but Faculty retain the prerogative of designing the nomination process within their unit.
5. Nominations are to be submitted on a standard nomination form which is sent to the unit heads when nominations are requested. This 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, but instead of this 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 University Teacher of the Year Committee.
6. Once nominations are received by the committee, it will send an e-mail to each candidate that includes information about items that may be included in the required electronic portfolio. These items include:
 - a) letters of support from Faculty, students, and recent alumni;

- b) a summary of recent student evaluation forms;
- c) a statement of the candidate's teaching philosophy;
- d) evidence of creation of unique teaching materials; and
- e) 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 evaluation forms from the most recent two semesters.

7. The principal criterion for the award is demonstrated excellence in 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 existing evaluation documents.
8. 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 Faculty Meeting. Unit nominees who do not receive the award are also announced at this meeting.
9. The awardee receives a cash award and their name is placed on a plaque permanently displayed in the Library. The awardee is also presented with a medallion that may be worn with their academic regalia.

APPENDIX F: GRADUATE AND UNDERGRADUATE STUDENT RESEARCH FUNDS

Limited internal funding is available to support undergraduate and graduate student research when supervised or facilitated by a Faculty member. These funds may be used to cover expenses directly related to the student's proposed research activities, including travel for data collection or for the presentation of findings at scholarly meetings. Funding may be obtained from the student's home Department, the Honors Program, the College / School, and/or the Provost's Office. Funds awarded by the Provost must be matched on a dollar by dollar basis by the Department or College / School and are awarded on a first-come, first-served basis. Only internal funds will be matched (external grants or funding do not qualify for matching).

The student and Faculty member must complete and submit the appropriate application form to their Department Chair or Program Director, who then forwards it to the individual or office specified below. Applications should be submitted at least 6 weeks prior to any proposed travel. The student must retain all receipts for expenditures associated with the research or travel in order to receive disbursement of the awarded funds.

1. Funding for undergraduate students is available for each student project or travel event up to a maximum amount that is set each year by the Provost's Office. The "Request for Undergraduate Student Research Funds" form is to be completed and forwarded to the Department Chair or Program Director, then to the Director of Student Research Initiatives (if the student is in the SCAS) or Dean, then to the Provost's Office.
2. Funding for graduate students is available for each student project or travel event up to a maximum amount that is set each year by the Provost's Office. The "Graduate Student Research Travel Funds Request Form" must be completed and forwarded to the Department Chair or Program Director, then to the Dean, then to the Provost's Office.

Forms may be found on the SCAS "Student Research Support" tab on *MyUIndy* (my.uindy.edu/cas/student-research-support). In addition, the following items must be submitted after completion of the research, travel, or presentation:

- a) a completed "Payment Request Form" (found on the "Accounting" tab on *MyUIndy*: my.uindy.edu/accounting-purchasing) that itemizes the costs that the student has incurred. The form should show that half of the requested funds are coming from their home department and half from unit's account. Receipts must be attached which show the expenditures for which the student is being reimbursed;
- b) official verification (showing the student as author or co-author) that the research has been accepted for presentation at a professional meeting or conference, if relevant.

Factors that may influence the size of an award include whether the student has previously received funding, the level of the conference (national or local), whether there are multiple authors requesting funds for the same project, and the total number of applications received that year.