

CHICAGO STATE UNIVERSITY

FACULTY HANDBOOK

AUGUST 16, 2011



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THIS HANDBOOK APPLIES TO UPI MEMBERS: TENURED OR TENURE-TRACK, RESOURCE PROFESSIONALS, AND NON-TENURE TRACK FACULTY; however, general instructional and university policies pertaining to all instructors and union members are included.

THIS HANDBOOK IS NOT AN EMPLOYMENT CONTRACT.
IT COVERS GENERAL OPERATIONAL POLICIES
PERTAINING TO ACADEMIC EMPLOYEES

- **THIS HANDBOOK DOES NOT ESTABLISH A CONTRACT BETWEEN CHICAGO STATE UNIVERSITY AND ANY EMPLOYEE REGARDING TERMS AND CONDITIONS OF EMPLOYMENT.**
- **THIS HANDBOOK DOES NOT IN ANY WAY ALTER ANY AT-WILL OR CONTRACTUAL RELATIONSHIP BETWEEN CHICAGO STATE UNIVERSITY AND ITS EMPLOYEES.**
- **CHICAGO STATE UNIVERSITY AND EACH EMPLOYEE HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, SUBJECT TO THE TERMS OF ANY COLLECTIVE BARGAINING AGREEMENT THAT MAY APPLY TO AN INDIVIDUAL EMPLOYEE.**
- **NO EMPLOYEE HAS THE AUTHORITY TO ENTER INTO A CONTRACT. ONLY THE PRESIDENT CAN APPROVE EXTERNALLY FUNDED CONTRACT ON BEHALF OF THE UNIVERSITY. THE PRESIDENT OF THE UNIVERSITY CAN GRANT THIS AUTHORITY IN WRITING AS APPROPRIATE.**
- **CHICAGO STATE UNIVERSITY MAY REVISE OR REVOKE ANY PORTION OF THE HANDBOOK AT ANY TIME WITHOUT PRIOR NOTICE.**

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PART I

History, Mission and Vision, Accreditation, Governance, and Administrative Organization of the University

HISTORY

For more than a century, Chicago State University (CSU) has had a tradition of service to public education. The University was founded in 1867 by the Cook County Board of Supervisors as the Blue Island Experimental School. Two years later, when the General Assembly of the State of Illinois authorized the establishment of county normal schools, it became the Cook County Normal School, and it moved to the Village of Englewood, at 6800 South Stewart Avenue, where it was located for more than 102 years. In 1896, it came under the control and support of the Chicago Board of Education, and its name was changed to the Chicago Normal School. Later, in 1910, it was named Chicago Teachers College. In 1913, the name was changed to Chicago Normal College, and in 1938, the name was again changed to Chicago Teachers College.

In 1961, a separate college was established by combining two branches of Chicago Teachers College. The new college became Chicago Teachers College-North, and the original institution became Chicago Teachers College-South. In 1965, as part of the Master Plan for Higher Education in Illinois, the school became a state college, and its name was changed to Chicago State College. In 1971, the name was changed to Chicago State University.

The amount and type of training provided at CSU has also undergone several changes. When it was first established, the institution provided a six-month course of study as preparation for teaching in the public schools. The curriculum was increased to one year in 1895-1896; to two years in 1899; to three years in 1926; and finally, to four years in 1938, when it provided a bachelor of education degree for all graduates.

In 1938, a graduate program leading to the Master of Education degree was inaugurated. CSU (then Chicago Teachers College) thus became the first Illinois College devoted exclusively to offering a teacher training program. Admission to the program was limited to students whose undergraduate work had been predominately in the liberal arts. Their graduate classes and related Activities provided the professional preparation needed for teaching in the elementary schools. Since the end of World War II, this pattern has been adopted in various parts of the country.

A graduate degree program in the teaching of industrial education, offered in 1941, was reactivated in 1955. This program is included in the list of current offerings. Other curricula leading to the Master of Education degree were authorized, in 1954. The Master of Education in School Guidance was approved, in 1961.

In 1961, the institution was authorized to grant the degree Master of Arts in Classroom Teaching. The purpose of the degree was to allow teachers to deepen their knowledge in a particular subject area. This degree was offered in the fields of English, geography, history, mathematics, and the natural sciences.

When Chicago Teachers College-South was acquired by the state of Illinois and placed under the jurisdiction of the Board of Governors of State Colleges and Universities, its mission was broadened to include liberal arts and pre-professional programs. Graduate programs, which formerly led to the degree of Master of Education, now lead to the degree of Master of Science in Education. Graduate programs in other subject matter fields lead to the degree of Master of Arts and Master of Science.

In line with its broader mission for a full range of programs in higher education, the University now offers courses of study leading to the Bachelor of Arts degree in art, criminal justice, English, geography, history, music, political science, psychology, sociology/anthropology, and speech; and the Bachelor of Science degree in biology, business and administration, chemistry, computer science, economics, mathematics, physics, health information administration, nursing, and occupational therapy.

University Seal: The motto “Responsibility” that encircles the evergreen characterizes the University’s educational commitment to students and the urban community.

CSU’s seal is an evergreen encircled by the word “Responsibility.” It emphasizes the founding date, 1867, and incorporates the earliest symbol of Chicago State University along with the three stages of growth: from a normal school to a college to a university. The evergreen is a symbol of continued growth, life and vitality of the University. In 1996, the Board of Governors of State Colleges and Universities was eliminated, and the Board of Trustees for Chicago State University was created. Today, the University is located in a residential community of Chicago, approximately 12 miles south of the Loop. The 161-acre campus has contemporary buildings attractively placed in a woodland setting with a mailing address of 9501 South King Drive, Chicago, Illinois, 60628-1598.

MISSION AND VISION

Mission Statement: Chicago State University (CSU) is a public, comprehensive university that provides access to higher education for students of diverse backgrounds and educational needs. The University fosters the intellectual development and success of a diverse student population through a rigorous, positive, and transformative educational experience. CSU is committed to teaching, research, service, and community development including social justice, leadership, and entrepreneurship.

Vision Statement: Chicago State University will be recognized for innovations in teaching and research, and in promoting ethical leadership, entrepreneurship, and social and environmental justice. We will embrace, engage, educate, and empower our students and community to transform lives locally and globally.

Core Values:

- Intellectual development
- Creative and innovative thinking and learning

- Dignity and unique talents of all persons
- Responsible choices and actions
- Personal and academic excellence
- Personal, professional and academic integrity
- Diversity
- Leadership, service, philanthropy, social justice, and entrepreneurship
- Pride in self, community and the university
- Lifelong learning

ACCREDITATION

In 2004, the University received continued ten-year accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). In 2005, the University received final approval to offer the Ed. D. The professional programs in occupational therapy, social work, education, counseling, psychology, health information management, and nursing are accredited by their respective associations. In addition, ten (10) elementary and secondary teaching programs have approved specialization by NCATE. Music, chemistry and recreation programs are accredited. Business is accredited by ACSBP. Effective Fall, 2008, the University enrolled its first class in the pharmacy doctorate program and has candidacy status with ACPE. The Library Science program also is accredited through NCATE and seeking MLS recognition. For a full list of accreditations go to the on-line catalog or see the Undergraduate and Graduate catalogues.

CSU is a Division I member of the National Collegiate Athletic Association (NCAA) and a part of the Great West Athletic Conference.

GOVERNANCE

The State of Illinois is ultimately responsible for all higher education in the state. In order to coordinate the efforts of all institutions of higher education, the Illinois Board of Higher Education (IBHE) was established. The Board of Trustees for Chicago State University is one of nine (9) boards whose activities are coordinated by the IBHE. Specifically, the IBHE is responsible for studying the needs and problems of higher education in the state and for formulating a master plan for public higher education. It makes recommendations to the governor and legislature about budget, facilities, and other pertinent matters. It also approves or disapproves all proposals for the establishment of new branches or campuses and all new programs of instruction, research, or service. The IBHE is composed of 21 members. Ten (10) are public members appointed for staggered six-year terms by the governor with the consent of the Illinois Senate. Chairpersons of the nine (9) governing boards are also members, and there is one (1) student representative.

The Chicago State University Board of Trustees has been designated by the State of Illinois as the policy making agency for the University. The Board undertakes policy-making decisions in such areas as the following: 1) proposals from the president, faculty, staff, and students presented in accordance with established Board procedures; 2) adoption of policies and regulations to insure the effective administration and management of the University and to encourage the highest quality of instruction, scholarship, and appropriate service by the faculty; 3) review and approval of educational goals and purposes, including statements of the mission and scope of the University; 4) evaluation of the administration and execution of Board policies

and regulations by its employees; and 5) approval or disapproval of other matters requiring action by the Board.

The Board of Trustees is composed of seven (7) members appointed by the Governor of Illinois for terms of six (6) years and one (1) voting student member. All meetings of the Board are held in Illinois at such place or places designated by the Board of Trustees. Its meetings, except those held in executive sessions, are open to the public.

ADMINISTRATIVE ORGANIZATION

The Board of Trustees Regulations describes the President as being the chief executive officer of the University. The President is responsible to the Board for the execution of board policies and for the management and direction of University operations. The President shall have full authority and responsibility within the framework of the general policies determined by the Board for the organization, management, direction, and supervision of the University and shall be held accountable by the Board for the effective administration and management of the institution. In the discharge of these responsibilities, the President shall consult with such constituencies as are appropriate. The President shall be employed by and serve at the pleasure of the Board. The President shall be accountable to the Board for performing duties in the following areas of responsibility:

1. Providing general leadership for CSU;
2. Making recommendations concerning the mission, scope, and organization of CSU concerning plans and policies for the development and enhancement of university operations, and activities;
3. Administering and directing university plans, operations, programs and activities in the areas of academic affairs, administrative and fiscal affairs, student affairs and development;
4. Serving as the principal spokesperson and representative for CSU with the Governor and General Assembly, the IBHE, and other external constituencies;
5. Developing and maintaining good public relations including establishment of rapport between CSU and the region in which it is located and the public which it serves;
6. Making recommendations concerning the initiation, continuation or modification of university programs and activities;
7. Making recommendations concerning the operating and capital budget requests, appropriation requests and internal budgets;
8. Making recommendations concerning the selection and appointment of such officers as may be designated by the Board; and
9. Performing such other duties as may be delegated by the Board.

Among the specific legal responsibilities assigned to the President by the Board are all transactions related to the appointment or employment of personnel (except the granting of tenure to faculty); the final, involuntary separation of an employee to be effective during the term of an employment contract; and the appointment (with Board approval) of certain major administrative officers (*e.g.*, provost, vice-president, associate/assistant vice-president, and dean).

The daily administration of the University is handled by the President, with the assistance of the operating vice presidents and a chief information officer. Over the coming year, fiscal year 2011 – 2012, president, Dr. Wayne Watson, will share his organizational chart and reporting structure with the campus. The University generally has been organized into four major divisions, which are administered by vice presidents. These are: (1) Academic Affairs (Provost and Senior Vice President); (2) Administrative and Financial Affairs; (3) Student Affairs and Enrollment Services; and (4) Budgets, Facilities and Risk Management. In addition, direct assistance to the President is provided by internal auditing; information technology; and institutional advancement and the foundation.

The Provost and Senior Vice President for Academic Affairs is the chief academic officer of the University and is responsible for the faculty, the curriculum, and services directly supporting the teaching-learning process. The academic units reporting to the Provost include: the Colleges of Arts and Sciences, Business, Education, Pharmacy and Health Sciences; plus Graduate and Professional Studies; Library and Instruction Services; and Continuing Education and Non-Traditional Program; other units reporting to the Provost include: Office of International Programs; and the Office of Sponsored Programs.

Faculty and student participation in governance of the University is achieved through the membership in colleges and departmental committees, the Faculty Senate, and an assortment of committees. Student participation in the governance structure is encouraged through the Student Government Association (SGA).

COLLEGIAL ORGANIZATION

The colleges are primarily comprised of groups of academic departments linked together by a unity of disciplinary and interdisciplinary interests and traditions. Each college is administered by a dean. Each dean serves as an *ex-officio* member of all college-level committees. All actions of the college committees and the college itself are disseminated to and implemented through the appropriate departments. The dean is the chief operating officer and fiscal officer of the college. Deans should call college-wide meetings each term or at least once per academic year.

DEPARTMENT ORGANIZATION

All departments develop by-laws for the transaction of business. Regular department meetings are called by the chairperson, and should take place several times each semester. Faculty are expected to attend all departmental as well as college level meetings.

The chairperson or director is the administrative and fiscal officer of the department, and is responsible for the administration of the department in the execution of university and college policies insofar as they concern the department. Chairpersons and directors are appointed by the

President for renewable terms following an advisory process in which all full-time continuing, tenured and tenure-track faculty members of the department have the opportunity to participate. Chairpersons and directors may be reappointed by the President following a review of their performance by their faculty, dean, and provost. All departments have internal committees for conducting departmental affairs. The number and functions of these committees depend on the complexities of departmental needs, services provided, and types of academic programs. All departments have personnel committees, which participate in the annual personnel actions such as: retention, promotion, tenure and professional advancement increases.

FACULTY PARTICIPATION IN GOVERNANCE

It is the policy of the Chicago State University Board of Trustees that there shall be shared participation in University governance. Specifically, the University is charged with the development of a variety of elected campus organizations to provide for shared participation. Among the functions of such organizations are participation in the decision-making process in the areas of curriculum, academic planning, campus planning and facilities, student life and conduct, and the recommendation in the selection of major administrative officers, including the president of the university. In addition, Board policies expressly provide for the establishment of a budget committee and a strategic planning committee. The University Budget Committee makes recommendations regarding: 1) the setting of the budget; 2) periodic review of the budget; and 3) transfers of significant amounts among internal budget lines. The Strategic Planning Committee is concerned with the planning and implementation of the University mission and vision.

The faculty organization at CSU is described in *the Faculty Constitution* of the Faculty Senate. The *Faculty Constitution* is responsive to the principles of representative democracy and majority rule. At the same time, it envisions the ideal process of governance as one of consultation and resulting consensus. The constitution is approved by the President and submitted to the Board for review. The constitution provides for a number of university-wide committees including those relating to curriculum, graduate studies, and buildings and grounds. (Section 6. *The Board of Trustees Governing Policies*).

FACULTY SENATE AND STANDING COMMITTEES

Through the CSU Faculty Senate, the faculty discharges its responsibilities with respect to University governance and the development of basic policies, which affect the welfare of the University. It covers all matters affecting the academic functions of the University and the general welfare of the University, except where otherwise specified in the Illinois Revised Statutes or the Governing Policies and Regulations of the Board of Trustees or any agreement between the University and the University Professionals of Illinois. The Senate may initiate and consider matters affecting issues such as admissions, academic standards, curriculum and evolving programs.

In its operation, the Senate and its various committees report their recommendations, issues and concerns to the President and the University Community through the Provost and Senior Vice President for Academic Affairs. To accomplish its goals, the Senate develops and recommends policies for continuous curricular development and improvement, improvement of instruction, library and acquisition or use of learning aids, continuous evaluation of instructional

procedures, assessment of student learning and integration of technology. It also develops and recommends policies on effective recruitment and selection of academic personnel, University printing and publication of scholarly faculty publications, intercollegiate athletics, student academic advisement and counseling, undergraduate recruitment, admission, retention and graduation standards. In addition, it engages in development and recommendation of University budgets, physical facilities and provides faculty for various university-wide committees.

Senate Standing Committees: Admissions and Academic Standards, Board of Athletic Advisers, Buildings and Grounds, Curriculum Coordinating, Library, Social, Technology and Executive.

University Committees with Senate representation: University Budget, Policy Monitoring, University Personnel, Faculty Development, Registration, NCA/HLC Accreditation, Council on Teacher Education, General Education, Graduate Council, Summer School, Book Store, University Advisors Council, Food Service, Commencement, and Tuition Waiver.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA is the representative body for students and serves as an umbrella organization for all campus student organizations. The SGA exists primarily to address student concerns and needs, and to provide services, which enhance overall student life and development. Working with a university advisor, the SGA is committed to the representation and advocacy of all students and serves as liaison to the administration and other elements of the university community.

PART II

EMPLOYMENT POLICIES, PROCEDURES, AND BENEFITS

EQUAL OPPORTUNITY STATEMENT

The personnel practices of CSU shall ensure freedom from discrimination in employment on the basis of race, color, religion, national origin, age, sex, marital status, disability, political affiliation, membership or non-membership in the union, sexual orientation, unfavorable discharges from military service, status as a disabled veteran of U.S. engagements, or (if the applicant or employee is a U.S. citizen or an “intending citizen”) citizenship. Current state and federal legal definitions of the above prohibited bases of discrimination shall be followed. Article II. Policy 7.1 Sexual Harassment, *the Institutional Policy Manual*).

Every official on campus has the responsibility to make certain that no prohibited discrimination exists. However, the Office of Equal Opportunity has special responsibilities in that area; in particular, this office assists all departments and administrative offices in making active efforts to locate and recruit qualified women and minority candidates for available positions. It is also responsible for maintaining files necessary for full compliance with regulations governing affirmative action, and providing the President and Provost and Senior Vice President for Academic Affairs with data used in reaching decisions and in reporting the number of women and minority faculty members employed by the University.

SEXUAL HARASSMENT

It is the policy of Chicago State University that the sexual harassment of one member of the University community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents which occur on University property, as well as off-campus functions sponsored or supervised by the University. One of the University’s goals is to foster an open learning and working environment free from sexual harassment and from the fear that it may occur. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964, and the State of Illinois Human Rights Act (Article II. Policy 7.1 “Sexual Harassment,” *The Institutional Policy Manual*).

ACADEMIC FREEDOM AND RESPONSIBILITY

According to Chicago State University Board of Trustees, institutions of higher education are established for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in teaching is fundamental to the advancement of truth and to the protection of the rights of the faculty member as well as to the students’ freedom in learning. The University adheres to concepts recommended through American Association of University Professors (AAUP) pertaining to Academic freedom as well as professional ethics.

Specifically, the Chicago State University Board of Trustees affirms academic freedom in Section 4 “University Employees” and Section 5, “Academic Freedom and Responsibility,” the *Board of Trustees Governing Policies*. The policies recognize the faculty members’ mastery of their subjects and their own scholarship, which entitles them to their classrooms and to freedom in the presentation of their subjects. However, it is improper for faculty members to include materials, which has no relation to their subjects, or fail to present the subject matter of their course as announced to their students and as expected of their students, colleagues, and the University. It is the faculty members’ obligations as citizens and moral agents to fulfill their academic obligations regardless of their personal views. This expectation is part of the AAUP’s Policy on professional ethics.

STATEMENT ON PROFESSIONAL BEHAVIOR OF FACULTY

All faculty members are expected to follow the conditions in the faculty *Agreement* (i.e., Contract) regarding meeting their teaching and professional obligations. In addition, both the faculty member and the University administration are expected to follow the tenets set forth by the American Association of University Professors (AAUP) regarding collegiality, conduct, behavior, and academic freedom.

Joining an academic community involves respect and obligations from all parties, including students, faculty, administrators, and staff. In keeping with expectations of behavior, the University adopted a Code of Excellence: “I will practice personal and academic integrity, I will respect the dignity of all persons, I will respect the rights and property of others, I will strive for true cultural diversity and learn to accept and value the differences of others, I will respect the basic human rights, I will strive for personal and academic excellence and I will strive to abide by the principles of this code and will encourage others to do the same.” The full code is found hanging on walls in departments throughout the campus. In addition, it is found in the front of each undergraduate and graduate catalog.

In addition, the University community expects all to respect the rights of others and to allow them to express their beliefs, to engage in freedom of inquiry and expression, foster intellectual honesty and change. However, individual or group actions should not be carried out in ways, which could injure others, damage facilities, disrupt classes or impede the functions of the University. Faculty should have mastery of their subject matter, engage in scholarship and research and present said findings and information to students as it is relevant and germane to the content of the course and discipline. Students are entitled to an environment, which is conducive to learning, offers a fair and impartial evaluation of their performance and are awarded grades based upon their achievement. Whenever possible, students should be provided with opportunities for having their work and performance evaluated in a fair and equitable manner.

In keeping with AAUP guidance, faculty should respect the beliefs and/or positions of others while refraining from imposing personal beliefs, political action or social behavior or refuse to enroll or teach students with differing beliefs. As a faculty member at Chicago State University, he or she should engage in research, service, and teaching that is accurate, appropriate for his or her students and the discipline. Each faculty member should recognize the contributions his/her students and colleagues make in joint research and creative activities. As a faculty member, he or she should refrain from attempting to overtly or covertly coerce students, colleagues or others in the University community to engage in actions or positions, which could

be harmful to an individual, disruptive of the normal operations of the class, program or University. Faculty members should provide a safe classroom or learning environment.

Each faculty member has a responsibility to his department, which is the primary unit of his or her appointment. He or she should assist in the department's operation to promote the unit's advancement and growth through the retention and graduation of its students in a timely manner. As a member of the department, faculty should accept a reasonable share of the unit's operation by attending departmental meetings, serving on departmental committees, assisting in promotion of the unit in the college, across the University and in the profession and community.

In essence, as indicated in the AAUP Statement on Professional Ethics, each instructor should strive to advance knowledge, exercise critical self-discipline and judgment, make reasonable efforts to foster honest academic conduct, respect the relationship between students and colleagues, engage in non-discriminatory actions or harassment of others, and to be effective teachers and scholars.

COPYRIGHTS AND PATENTS

Through an employee's research and creative activities, faculty may create something that may be copyrighted or patented. Both the faculty *Contract* (Appendix G) and the Board Regulations (Section II. Employees. Subsection A. General, Paragraph 18 "Copyright and Patent Policies" of the *Board of Trustees Regulations*) have sections pertaining to copyrights and patents. A definition in the *Contract* states a copyrightable work is any creative work protected under copyright laws. Copyright protection is available for most literary, musical, dramatic and other types of creative work, including computer software, teaching materials, multimedia works, proposals and research reports.

The University recognizes and encourages its employees to engage in activities, which can produce materials eligible for copyright or patent. The University expends its resources to support its employees and as such equally owns the product of research and creative activities. Any materials capable of receiving royalties will fall under the jurisdiction of the Board's copyright and patent policies. Its policies are intended to provide a fair and reasonable balance among the authors and the University. In general, ownership of copyrightable works produced by University employees shall remain theirs unless the work was prepared through an agreement or contract stating conditions of ownership, the work was commissioned by the Board or University or the work was created as part of the employee's assigned duties and activities. For more specific points, refer to the sections cited at the beginning of this section.

For patents, which are the result of research conducted by or under the direction of the employee, with the University facilities, funds, etc., the rights generally belong to the University for the greatest benefit to the University and the public. Agreements with sponsors may be accepted when required by state or federal statutes. As with copyrights, see the full text in the *Contract* and the Board Regulations.

APPOINTMENTS

The appointment of faculty members originates within the department in which the position exists. A request to hire is initiated by the department chairperson through the dean to the provost. The department chairperson or director, with the recommendation from the

department personnel committee (DPC), forwards a recommendation for employment, including the suggested rank of the prospective employee, to the appropriate dean. The dean forwards the recommendation to the provost, who then forwards it to the president. Upon concurrence of the president, the provost, and the dean, an offer of employment is prepared and signed by the president and sent to the prospective employee. Appointments with tenure and appointments to the administrative levels of dean or above also require specific Board approval. Persons appointed to academic rank must meet the educational requirements (and other criteria in the Departmental Application of Criteria document) established by the department, Board and University.

UNION CONTRACT

The faculty of CSU is represented by University Professionals of Illinois (UPI), Local 4100, an affiliate of the AFT, IFT, and AFL-CIO. The Union and Board (through their representatives) negotiate an agreement regarding the terms and conditions under which the faculty provide their services. The document is referred to as the *Agreement* or the *Contract*.

The *Contract* provides for annual evaluation of all full-time and part-time employees in the bargaining unit and addresses decisions concerning retention, promotion, and tenure, which are based on criteria in the areas of teaching/performance of primary duties, research/creative activity, and service. (See Articles 19, 33 and 45).

The *Contract* also establishes eligibility requirements for promotion and tenure, salary minima for each classification of employee, along with salary increases and additional compensation, and procedures for the investigation and resolution of grievances. Policies and procedures pertaining to employee responsibilities as well as workload and the assignment of duties, the granting of compensable and non-compensable leave, and program elimination are specifically addressed in the *Contract*. The *Contract* is available on-line at www.csu.edu/provost/APCA, and under “C” for contract administration in the “A to Z” list on the CSU home page (www.csu.edu.) Access to the University Professionals of Illinois can be found under “U” in the “A to Z” list from the CSU homepage.

The University Personnel Action Timetable gives the dates by which each review is due. It also is available on line at www.csu.edu/provost/APCA and the “A to Z” list under “A”. Each year the Office of Academic Personnel and Contract Administration prepares the timetable listing the process and due dates for all personnel actions (Article 18.3.a) and distributes it to all units and updates the on-line version by April.

EVALUATION PROCESS

Personnel review processes are initiated by the faculty member at the departmental level, then evaluations proceed through the college to the university and culminate at the presidential level. In the Spring, the Office of the Provost issues a personnel action timetable, which provides the dates and procedures for annual evaluation. The levels of performance are outlined in the faculty contract.

Each academic department has a Departmental Personnel Committee selected by voting members of the unit, which generally consists of tenure-track faculty members. The departmental by-laws determine eligibility and membership rules. The DPC reviews portfolios

and conduct peer reviews according to the by-laws and/or the Departmental Application of Criteria (DAC) document. The DAC generally will indicate voting eligibility, such as faculty of equal or higher rank and tenured voting on retention, promotion and/or tenure. Other decisions such as developing evaluation criteria are developed by the DPC, which then are accepted by the department. For fairness, it is recommended that the DPC has at least three (3) members. For units without three, the DPC should invite a faculty from another department to join the DPC.

When a new faculty contract is approved, new DACs are written and approved by the President for implementation the following year. The faculty agreement provides the guidelines for this process.

For those bargaining unit employees who are civil service, the Office of Human Resources monitors and receives annual evaluations in concert with the timetable. The Contract Administrator normally contacts the supervisor regarding the process and the forms are now available on-line through the Human Resource website.

RETENTION

As per the University Personnel Action Timetable, the Department Personnel Committee (DPC) begins the evaluation for reappointment of non-tenured faculty members based on performance in the areas of teaching/primary duties, research/creative activity, and service. Evaluation for retention is governed by the following: Article 20 - Retention for Unit A tenure track faculty and resource professionals; Articles 30, 33 and 34 for Unit B lecturers and academic support professionals; and Articles 45 and 46 for Unit C technical support employees. The University provides each faculty member with a copy of the University Personnel Action Timetable (available on-line at www.csu.edu/provost/APCA), which gives the dates for each personnel action. Each department also reviews faculty under standards in the Departmental Application of Criteria (DAC) document. [See the section on “Tenure” for advance standing because of previous full-time employment as an instructor at a four-year college or university.]

Portfolio Review Process: Near the end of the spring term, the University Personnel Action Time Table [available at www.csu.edu/provost/apca] is available, which provides the timeline for all personnel actions such as retention, promotion, leaves, and evaluations, etc. for Unit A, B and C employees. Letters are generally sent via campus mail to each employee by department distribution regarding the process and procedures. By contract language, it is the faculty member’s responsibility to know and meet the criteria for each personnel action and to provide appropriate documentation of effort as required. For Civil Service Unit B and Unit C employees, the civil service regulations govern evaluation procedures, but the Personnel Action Timeline is followed.

For those employees submitting portfolios, the documents must be submitted to the department personnel committee (DPC) by the due date. The DPC in turn sends their recommendations along with the portfolio to the next person, who sends it forward in order: the department chairperson, the dean, the university personnel committee and to the

provost/president, who provides a final decision. Recommendations are made at each level with notification sent to the employee.

PROMOTIONS

The Departmental Application of Criteria (DAC) gives the specific requirements and the Personnel Action Timetable provides the due dates for promotions in academic rank. Promotions are considered by the President upon a written application and an evaluation portfolio submitted to the department chairperson for the review process. Each faculty seeking promotion must send **a copy of their application letter to the contract administrator**. Requests for promotion to the ranks of assistant professor, associate professor, and to full professor require a specific level of performance which differs for each rank. Additionally, a faculty member must meet certain educational requirements in order to be eligible for promotion. These are found in Article 21.1.a (1), (2), and (3) of *the Contract*.

Administrative employees who have academic rank may be promoted if they satisfy the educational requirements for that rank, the criteria in DAC, and are recommended by a department (or equivalent academic unit), the dean, the provost and approved by the president (See Section II. Subsection B.3. “Administrative Employees with Faculty Rank” of *the Board of Trustees Regulations*). Unit B lecturers may receive the rank of visiting assistant, visiting associate or visiting professor if their performance and credentials support the promotion (Article 30.2.a). The provost will assign the designated rank after a review of the recommendation.

TENURE

Faculty members are considered for tenure in their sixth probationary year at the University. All faculty members are placed in probationary year one at the time of initial employment. After successful completion of year one, individuals with previous full-time teaching experience at four-year baccalaureate granting institutions may apply for and receive advanced standing. The faculty accelerates time toward tenure. Faculty who receive advance standing are evaluated as a probationary year three, four, or five employee in their second year retention depending on the number of years of previous full-time teaching awarded. Portfolios for advance standing are submitted in retention year two. If successfully retained at the higher probationary year, the faculty member submits his/her next portfolio (in the third year of retention) on the timetable for the new probationary level.

A written application for tenure and an evaluation portfolio must be submitted to the department chairperson in order to be considered for tenure. In the event that the faculty member does not submit her/his application for tenure in the sixth probationary year, he/she shall receive a terminal contract. This is also the case during any retention year, except the appointment ends that same year.

The DPC submits its written recommendation regarding tenure to the department chairperson who then forwards it along with her/his evaluation and recommendation to the dean. The dean submits his/her written recommendation to the provost. In turn, the provost submits the portfolio, tenure recommendations, and supporting reasons to the University Personnel Committee (UPC). The UPC submits a written recommendation to the provost who reviews all appropriate documents relating to tenure with the president. The president submits her/his recommendation to the Board of Trustees for consideration. The Board makes the final decision

with regard to granting or denying tenure (See Section II, Subsection A.3.B., the *Board of Trustees Regulations*).

Administrative employees with academic rank, but without tenure-track appointments, are not eligible for tenure while they are in administration. Department chairpersons in academic units constitute an exception if they hold a tenure-track appointment as well as the rank of assistant professor or above, and meet the educational and years of service requirements for faculty, as well as performance of teaching/primary duties, research/creative activities and service in order to be recommended for tenure (Section II, B.3. of the *Board of Trustees Regulations*). For a details of tenure, see Article 22, the *Contract*.

SALARY

Minimum salaries for each academic rank, based on years of service as a full-time employee in the bargaining unit. These classifications are listed in the *Contract (Articles 28, 40 or 53)*. New appointments to positions are also made in accordance with these minima.

All salary increases are awarded in accordance with Article 28.3, Article 40.3 and 53 of the *Contract*. Additional salary increases are provided for in *the Contract*.

CALENDAR

The University develops a University Calendar containing significant academic dates and events during the twelve-month period commencing with each fall term. The University Calendar becomes effective when approved by the President. It is published in the official University Catalog and contains the following dates and such other dates as are necessary and appropriate: opening and closing dates of each term; registration dates, including the date after which a fee for late registration will be charged; last day for withdrawal; final examination periods; recognized religious and secular holidays; and commencement.

The academic year consists of two semesters (fall and spring) and a summer school during which scheduled instructional activities are offered. The academic year starts on or about August 15th and ends on or about May 15th; however, faculty are responsible for completing the final exams and submission of grades. Faculty should be available between those dates. The University also posts days all holidays and days on which classes are not in session. Only 12-month employees accrue vacation or annual leave time.

PAYROLL PROCEDURES

Employees are paid on a semi-monthly schedule over their contractual appointment. Tenure track and multi-year appointment lecturers can ask the Office of Human Resources to have their nine-month semi-monthly payments pro-rated over a twelve-month period for 24 pay periods instead of 18 pay periods. This 24-pay option must be requested at the start of the academic year. A calendar of paydays is distributed to departments each year. Union dues, Federal and state withholding tax and retirement contributions are automatically deducted from paychecks. Faculty members may arrange to have deductions made for government savings bonds, group life and health insurance, tax-sheltered annuities, the credit union, some charities,

parking, and CSU Foundations contributions. Deductions are also made for employees who are covered by Social Security.

Each check has a statement showing gross pay, deductions, net pay, gross earnings for the year-to-date, and total amount of taxes and other withholdings for the year-to-date. An effort is made to equalize deductions so that pay does not vary substantially each pay period. The University Cougar Connect system on the computer network enables faculty to view their pay record on-line.

Faculty can track their pay via the web access system. Information relating to payroll procedures should be directed to the Office of Human Resources or to the Payroll Office.

OUTSIDE EMPLOYMENT

The performance of obligations to the University is given priority over outside employment for scheduling classes (Article 18.10 or 32.9). Employees should inform their chairs and/or directors in writing when they accept additional employment. The University perceives CSU as the primary place of employment for all full time employees. Schedules, teaching obligations, meetings, advising and other activities are not scheduled around outside activities.

The University allows faculty members to engage in outside activities related to their area of expertise, recognizing these may benefit the University as well as contribute to the individual's professional development. However, the Illinois Revised Statutes 100 ILCS 100/1 requires that faculty obtain "written approval of the president before undertaking, contracting for, or accepting anything of value for research or consulting services from any person or organization (except for federal, state or local governments) other than the university." Requests for such approval should be made using the form for requesting approval of outside employment is available from the Provost's Office and in Appendix D of the *Contract*.

SUMMER EMPLOYMENT

The availability of employment in the summer session is contingent upon the budget, program need, and the faculty member's placement on the department's rotation roster. When there are fewer courses than there are qualified instructors, summer employment is assigned on the basis of the department's rotation roster. This system is formulated for each department by the department chairperson in consultation with department employees. It also must be approved by the provost with a copy provided to each employee.

A faculty member who desires employment in the summer session must notify his/her department chairperson in writing by the date specified in the University Timetable of Personnel Actions, which is generally September 15. Although every effort is made to follow the rotation roster, program needs may supersede it. Contracts for summer employment are issued at least 30 days prior to the date employment is to begin.

Compensation for employment in the summer session is based on 70 percent of the employee's base monthly salary for the immediately preceding academic year, unless they are in their last four years before retirement. The *Contract limits summer teaching to six (6) CUEs*. Additional information relating to compensation for the summer session is provided by the Office of Academic Affairs, and the *Contract Article 29.6 or 41.3*).

RETRAINING LEAVE

Leave for the purpose of acquiring new skills that will benefit the University may be granted to tenure-track faculty by the President. Such retraining leave can be for a period of up to twelve (12) months duration and compensation will be at no less than half-pay. Applications for retraining leaves must specify the purpose, method, and timetable to be followed, and whether the employee wishes the time spent on the retraining leave to be credited toward eligibility for tenure. If successful completion of a retraining leave could lead to an employee's transfer to another department in the University, the President will provide that department an opportunity to discuss the retraining proposal.

An employee who is granted a retraining leave must agree to serve at the University for at least three academic years after the period of retraining. The employee must also submit a written account of retraining activities and accomplishments to the provost and vice president for academic affairs (Article 27.3 and 39.2 the *Contract*).

SABBATICAL LEAVE

Sabbatical leaves are granted at the discretion of the President for the purpose of research or professional development, for the mutual benefit of the University and the employee after a faculty member has completed at least five (5) years of full-time service as a tenure-track faculty member at the University. Such leaves cannot be awarded to a given faculty member more than once in every seven (7) academic years, and may be for one academic term at full-pay or two academic terms at half-pay. The faculty member who is granted a sabbatical leave must agree to return to the University for at least one academic year after completion of the sabbatical, and file a written account of sabbatical activities and accomplishments with the provost. The document must be filed by the end of the first academic term following return to the University.

If the number of academically acceptable applications exceeds the number of leaves to be awarded, priority is determined on the basis of years of service at the University for employees who have never had a sabbatical leave from the University or years since the last sabbatical (Article 27.2, the *Contract*).

SICK LEAVE

Unit A: During the first three years of employment, sick leave (Article 27.7, the *Contract*) is earned at the rate of twenty (20) work days per academic year, or 1.75 work days for each month; or major fraction thereof, of service, whichever is greater; and credited at the beginning of each academic year. Thereafter, sick leave is earned at the rate of 1.75 days for each month, or major fraction thereof, of service, and credited on a monthly basis. A maximum of 360 days of sick leave may be accrued; no further days are earned until the use of sick leave reduces the accrual below the maximum. Accrued leave between 301 and 360 workdays shall be accumulated only for the purpose of credit toward retirement.

Unit B: Unit B faculty accrue one day of sick leave per month of appointment, which amounts to nine (9) days for full-time faculty employment. Part-time lecturers earn sick leave on a pro rata basis. Lecturers can accrue sick leave, after three years of service, up to seventy (70) days. Sick days are not compensable (See Article 39.7.d, of the *Contract*, for details and restrictions.)

All faculty: Sick leave may be used in the case of injury or illness of an employee. A maximum of five (5) days of sick leave per year may be used for illness or injury of a parent, spouse, or child, and additional accrued sick leave may be used for such absences upon approval of the provost. Faculty must notify their department chairs immediately if they are to be sick. Each department and college has policies pertaining to the notification and coverage of classes. Please see your chairs and deans regarding their policies.

Upon cessation of employment with the University for at least 30 days, a faculty member (or his/her estate) shall be entitled to a lump sum payment for compensable accrued sick leave earned between January 1, 1984, and December 31, 1997. Additional provisions related to payment for accrued sick leave are in Articles 27.7, 39.7, and 51.7 the *Contract*. The President may grant a faculty member a leave with full pay for the period of time between exhausting of sick leave benefits and the commencement of disability benefits. The specific requirements for such leave are presented in the *Contract*.

DISABILITY BENEFITS

After two years of participation in the State Universities Retirement System (SURS), an employee who cannot perform his/her duties because of illness, is entitled to disability benefits from this system. However, if disability results from an accident, no minimum amount of participation is required. Disability benefits are paid after 60 calendar days on a non-pay status and all sick leave has been used.

The amount of disability benefits paid is equal to 50 percent of an employee's basic compensation on the date the disability occurred or 50 percent of the average earnings during the preceding 24 months, whichever is greater. Disability benefits cease when the total received equals 50 percent of the employee's total earnings while a participating member of SURS and of the State Teachers' Retirement System, or after September 1 following the date the employee reaches age 70.

For additional information relating to disability benefits, employees should visit the Office of Human Resources.

LEAVE WITHOUT SALARY

Leave without salary is granted at the discretion of the University President, except that such leave may not be "arbitrarily and capriciously denied." Requests for leaves without salary must be submitted to the department chairperson at least three months prior to the starting date, and must specify the leave purpose and time period. The three-month requirement may be waived by the president upon written request of the applicant and the approval of the provost.

The initial granting of a leave without salary may be of a period of up to 12 months. The leave may be extended by the President for a total leave, which shall normally not exceed 36 months. An extension of the leave shall be based on previously stated criteria in the request, as well as the best interests of the University. Each extension may be for a period of 12 months. The application for extension of a leave without pay shall include a written explanation of the need for an extension. The request for an extension must be made at least three months before the end of the current leave. See Articles 17, 31, and 43 of the *Contract* for additional provisions.

MILITARY LEAVE

Leaves of absence, with regular pay, are granted to faculty who are members of any reserve component of the U.S. Armed Forces, or the Illinois State Militia, for any period actively spent in annual training in such military service. In this situation, the length of such training cannot exceed the standards established by the aforesaid military services for training activities needed to qualify for regular standing therein.

Employees are granted leave for any period actively spent in such services, and compensation shall be as follows. Throughout any period of basic training, and for up to 60 calendar days of special or advanced training, the employee receives his or her regular salary as an employee of the University minus the amount of his or her military pay.

An employee who is called to temporary active duty in case of civil disturbance or natural disaster declared to be an emergency by the Governor may receive a combined salary from the University and military equal to, but not exceeding, the employee's pro rata daily rate for work days absent. If the daily rate received from the military exceeds the employee's daily rate from the University, the employee may elect the higher rate and receive no compensation from the University.

BEREAVEMENT LEAVE

Leave with pay for a period of up to five (5) days per occurrence is granted for the purpose of attending a funeral or memorial service for a deceased member of an employee's immediate family or three (3) days for deceased relative. Bereavement leave is not accrued. Accrued sick leave may be used for funeral requirements in excess of five (5) days, if approved by the Provost (Article 27.10, 39.10.b. and 51.10 the *Contract*).

PARENTAL LEAVE

A faculty member may use up to a maximum of 20 days of earned sick leave per academic year for parental leave upon the birth or adoption of a child. Requests for parental leave of more than 10 days must be submitted to the provost at least 30 days in advance, except in emergencies. A lecturer with four consecutive years of service at half-time or more may use up to twenty days of earned sick leave for the birth or adoption of a child. The advance request and approval is the same as for tenure track faculty (Article 27.4., 39.4, and 51.4 the *Contract*).

LEAVE FOR REQUIRED COURT OR WITNESS SERVICE

When a faculty member is called for jury or witness duty, he/she is automatically given leave and receives his/her regular salary during the entire time he/she serves as a witness or on jury duty. Any jury or witness fees may be retained by the faculty member. However, leave with pay may not be granted if the employee is appearing as a party in a non-job-related proceeding, or as an expert witness with compensation, or as a plaintiff or complainant in a proceeding in which the Board or the University is a defendant or respondent (Article 27.11, 39.11, and 51.11 the *Contract*).

LIFE INSURANCE

All full-time faculty members under the age of 60 are provided with state-paid term life insurance in an amount equal to the employee's annual basic salary. Employees may purchase optional insurance at low group rates. Premiums for optional insurance are at the faculty member's expense. Term life insurance in the amount of \$5,000 may be purchased for the spouse and children of a faculty member. Additional information related to life insurance is available in documents provided through the Office of Human Resources.

HEALTH, DENTAL AND VISION INSURANCE PLANS

The state of Illinois provides, at state expense, health, dental, and vision insurance for all full-time faculty. Part-time faculty working half-time or more may participate in the health insurance program by paying a portion of the cost in relation to the percentage of full-time hours worked. Optional coverage for dependents of faculty is available. Details regarding costs and services covered by the State Employees Group Insurance Plan are described in literature available through the Office of Human Resources.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP is a confidential service that is available to help faculty members with personal and/or professional problems. It provides counseling and support through the Creative Care Management. All regular and part-time faculty and their family members may take advantage of this program. There may be a charge for referrals to outside agencies.

For additional information, the faculty member should contact CSU's Employee Assistance Program at either (630) 655-3230 or (800) 233-4960.

EDUCATIONAL BENEFITS

A full-time faculty member may enroll for credit, excluding doctoral credit, with exemption from tuition and fees, at the University for a maximum of two courses, or six credit hours, whichever is greater, in any one academic term during the regular terms. Part-time employees are eligible for three credit hours (one course) per term. Courses taken should not pose a conflict with times. Tuition waivers are granted for current courses and based on a general 2.0 GPA for UG courses. See the Tuition Waiver handbook for details. Employers are eligible for Tuition Waiver after being employed for one academic term or six- months. A lower credit hour is allowed during the summer. Employees with Civil Service appointments have different allowable credits Refer to the materials in the Office of Human Resources as well as the Tuition Waiver Handbooks for policies and limitations. This is available at www.csu.edu/provost/apca and "T" in the "A to Z" list at the home website.

The spouse and children (whether natural, adopted, foster, or step-children) of an employee who dies while in service are entitled to a waiver of tuition and fees for courses taken at the University leading to the baccalaureate degree. See Article 27.12, 39.12, and 51.12 of the *Contract*.

PROFESSIONAL MEETINGS AND WORK-RELATED TRAVEL

A faculty member's expenses in connection with approved professional meetings may be reimbursed in accordance with written University policy as well as departmental and/or college procedures. In addition, a faculty member may receive reimbursement for authorized travel required by his/her work assignments. Requests for meetings and work-related travel must be made in advance on forms available in department offices. Deadline and expenses limits apply. Requests to travel must be completed regardless of whether or not funding is available. Chairpersons will provide additional information relating to professional meetings and work-related travel policies in each department. See Articles 27.9, 39.9 and 51.9 of the *Contract*. Off-campus travel stipends are available to all full-time bargaining unit teaching faculty from campus to an off-campus teaching sites. These are set rates, see Articles 29.11 or 41.8 of the *Contract*.

RETIREMENT BENEFITS

The faculty member is automatically a participant in the State Universities Retirement System of Illinois (SURS) if he/she is employed in a position that requires him/her to work for at least one academic term or four months whichever is less. Faculty members contribute a percentage of their gross earnings to SURS and are tax deferred. The State of Illinois shares the cost of providing benefits to SURS participants. SURS provides retirement, disability, death, and survivors' benefits. Eligibility for each of these benefits is discussed in SURS documents available from the Office of Human Resources.

WORKMEN'S COMPENSATION

All employees of the University are covered by the Workmen's Compensation Act and the Illinois Workmen's Occupational Disease Act, which compensates employees for time lost because of accidental injury received while on duty as an employee of the institution. The State pays all medical bills resulting from the injury, and, if the employee is disabled, he/she is eligible for disability payments based on a percentage of earnings and number of dependents. An employee who is injured while on duty must report the injury to the Wellness Center or, after hours, to the University Police. The Office of Human Resources will handle the claim and should be notified as soon as possible. All medical bills should be directed to the Office of Human Resources. Further information about Workmen's Compensation may be obtained from that office.

CREDIT UNION

CSU is a member of the United Credit Union (formerly Union Teacher Credit Union (UTCU) which has several branch offices in the Chicago area. Employees who wish to join may have their contributions for participation made through payroll deductions. Information may be obtained from the Office of Human Resources or by visiting one of the UTCU branch offices. (Call the main office at 773/376-6000 for locations.)

TAX SHELTERED ANNUITIES

The Chicago State University Board of Trustees has a Tax Deferred Annuity Plan (see *Board of Trustees Regulations*). Companies are approved by the Board to write tax deferred annuity contracts under the plan. Employees may have contributions to these annuities made

through payroll deduction. Specific information related to tax sheltered annuities may be acquired through the Office of Human Resources.

RESIGNATION AND RETIREMENT

Members of the faculty who resign are expected to submit their written resignations as early as possible in the academic year. Resignations should be submitted in writing to the President, with copies to the provost, the appropriate dean, and the department chairperson and should include the separation date.

A faculty member intending to retire should make formal application with SURS (forms are available through the Office of Human Resources), and state her/his decision in a letter to the President with copies to the provost, dean and department chairperson. A copy also should be sent to the Contract Administrator. The letter should give the date she/he wishes retirement to be effective and should be sent well in advance of the effective date so that arrangements may be made for a replacement and for the employee to receive benefits due him/her in a timely fashion.

PART III

ACADEMIC POLICIES AND PROCEDURES

ASSIGNMENT OF PROFESSIONAL DUTIES

As indicated in Article 19, the *Contract*, tenure-track faculty members are evaluated in the following areas: (1) teaching/performance of primary duties, (2) research/creative activities, and (3) service. Teaching/performance of primary duties often is considered the most important of the three areas of evaluation, however, for continued retention a faculty member must meet all the criteria. Performance standards in each of the areas are defined for retention, promotion, tenure, and professional advancement increases. The areas of performance effectiveness are in Article 19.3.a(3). Additional information related to retention, promotion, and tenure are presented in Articles 19, 20, 21, and 22 of the *Contract*. Lecturers are evaluated on teaching/performance of primary duties presented in Article 33.1 of the *Contract*. The professional duties or obligations of the faculty member are composed of both assigned and reassigned duties and activities (Article 18.1 or 32.1, of the *Contract*). Members of Unit C are covered by Article 44 of the *Contract*.

A faculty member's teaching and/or other assigned duties are assigned, in writing, by the department chairperson by June 1st for continuing employees. If the official assignment must subsequently be modified because of enrollment, staffing, or other factors, the employee should be notified of the modification as soon as possible. An opportunity to discuss the assignment in advance of the date of official receipt, or to discuss any subsequent modification is provided "except where it is impossible to do so because of leave status or illness of an employee, unexpected staffing changes, or changes necessitated by enrollment." The assigned duties may be on campus, off campus, or some combination. An employee may also propose in writing to the department head an assignment (Article 18.3, 32.1, and 44.1 of the *Contract*).

Lecturers are notified by their department chair by April 1st of their positions on the re-employment roster (Article 30.2.c of the *Contract*). Those qualifying for multi-year appointments will be notified of their eligibility by contract administration after annual evaluations have been received in the Provost's Office (Article 30.2 of the *Contract*).

Courses and other activities included among faculty members' assigned duties may be granted credit unit equivalencies. Each credit unit equivalent (CUE) assigned to a faculty member becomes a part of his/her load. In general, courses receive credit units equal to the number of contact hours assigned to them by the University. An adjustment in credit unit value may also be based on the number of students or the location of the course or activity (Article 18.4 or 32.3.c of the *Contract*).

Reassigned Time Activities. If teaching needs exist, faculty members may be assigned to perform duties in excess of the top of the CUE ranges as specified in the *Contract* or in excess of 6 CUES in a summer session. Assignment on an involuntary teaching overload shall not exceed one 3-CUE course per academic term (Article 18.5 or 32.4) and shall be compensated at the rate specified in Article, 29.10 or 41.7 of the *Contract*. Each dean and department chair receives a list

of approved reassigned time activities, any assignment not on that list must receive the Provost's approval prior to the activity taking place. Reassigned duties may include activities for the college as well as the University. These activities include assessment coordination, assistant chair, graduate program coordinator, secondary education coordinator, computer lab coordinator, or academic program coordinator. In addition, some faculty members are assigned CUES for advising students, which require additional office hours in lieu of teaching a class with students.

Faculty interaction with students, other faculty and staff is essential in a successful learning environment. Faculty members are encouraged to attend such functions as general faculty meetings, department meetings, college and university campus assemblies and to serve on committees at the department, college, and university levels, to participate as fully as possible in the activities and concerns of the University. Attendance at department/unit meetings in particular, offers the faculty member the opportunity to help determine policies that affect him/her immediately and personally. Faculty members are also encouraged to attend commencement and honor convocation ceremonies.

Office Hours. To provide individual student access to faculty, each teaching professional shall maintain a schedule of at least four office hours per calendar week spread over at least three days or at least five office hours per calendar week spread over at least two days. In addition, faculty serving as program coordinators and advisors should maintain additional office hours to meet student needs. Advisors must be available prior to registration to advise students as well as during the advance registration period and the regular registration through late registration. These office hours allow reasonable access to students and must be posted (Article 18.8 or 32.2, the *Contract*). Office hours are for both undergraduate and graduate advisors.

For instructors hired as clinical faculty or those whose primary assignment is located at a hospital or clinical facility, office hours may be split between the campus and the off-site location as appropriate. Prior permission should be obtained from the off-site provider and the department chairperson. Consultation with the department chairperson should be held prior to establishing the off-site hours, and with permission of that location for an office or area in which to have office hours.

FACULTY ACTIVITY ANALYSIS PROCESS AND DEFINITIONS

Each academic term (fall, spring and summer), faculty members, department chairpersons and deans must submit information to the Office of Institutional Research as part of the University's cost analysis process, which is a state requirement by the Illinois Board of Higher Education (IBHE). This data is gathered as part of the revised yearlong assignment process by the Office of the Provost. This report is called the Faculty Activity Analysis (FAA). The FAA is part of the faculty member's obligation duties and professional obligation to the University. It is crucial that everyone accurately portrays the average amount of time devoted to various activities on a weekly basis during the academic term. IR gathers the information along with credit hours generated and fiscal data to calculate the information such as the cost of instruction, cost of administrative overhead, etc. This data plays a crucial role in determining the institution's productivity and overall cost of operation. If we are above or below the state averages, negative impacts can occur such as a reduction in the overall operational budget.

The following definitions are from IBHE. Faculty must use these statewide accepted definitions when reporting their FAA. The FAA is reported in average hours of contact and percentage of total time:

Direct Instruction: Faculty assignments associated with the direct contact instruction of students (teaching hours) in specific courses, supervision of student teaching and applied studies, thesis supervision, independent study, tutorials, and preparation of class presentations.

Indirect Instruction: Assigned activities which encompass all duties related to direct instruction of students other than direct contact teaching. It includes supervision of teaching other than student teaching, academic advising, coordinating instruction of different sections of the same course, and duties related to instruction for which direct instruction is the responsibility of another person.

Examples of activities included in this category are:

- Preparation of instructional materials and course outlines,
- Procurement and preparation of class and laboratory apparatus and supplies,
- Paper grading for another person's course,
- Time spent to direct a department-sponsored drama or music group, and
- Academic advisement under a centralized unit.

Examples of activities excluded from this category are:

- Coaching of intercollegiate athletics and
- Remedial teaching for which no credit is given and which is conducted outside the department

Departmental Research: This includes research specifically assigned by the department chairperson or a departmental committee, which may be in lieu of teaching and may contribute to the professional development of a faculty member and may lead to a publication of results and findings. With the exception of a release-time instructional contribution required by the terms of an externally funded research grant, all research effort assigned at the departmental level should be included as Departmental Research. *Note that departmental effort assigned as cost sharing to an externally funded research project is organized research. Other organized research activities are limited to separately organized research institutes or centrally administered support programs.*

Organized Research: Activities outside the department intended to produce one or more research outcomes including the creation of knowledge, reorganization of knowledge, and the application of knowledge are to be reported in Organized Research. Organized research activities may be conducted by a number of organizational entities including research centers, bureaus, institutes or state supported laboratory schools. Organized Research may be carried out on an individual or project basis if financed from centrally administered, competitive institutional grants to individual faculty members. These awards support research activity during the summer term for faculty on academic year appointments. Direct service expenditures within Organized Research also includes that proportion of research that is supported by in-kind departmental contributions to the cost of an externally funded research project. Such a contractual relationship with an entity outside the university is necessary to classify such expenses as Organized Research.

Public Service: This activity includes those program elements established to make available to the public various unique resources and capabilities of the institution for the purpose of responding to a community need or solving a community problem. This function consists of various non-degree instructional programs which are classified as Community Education and consulting activities which are assigned to faculty or other representatives of the university community without pay. No activity, however, should be classified and recognized as an official university activity unless it has been officially assigned by a department head, dean, vice president or president. For example, faculty consulting for a community agency, which is not a part of an official university assignment would not be reported in this function nor would it be reported in any other function.

Department Overheads: This activity category includes those administrative activities, which are carried out in support of the efficient operation of the department. It includes the portion of faculty members' departmental activity, which cannot be directly assigned to direct instruction, departmental research, organized research, or public service. Examples are the activities of department chairpersons; involvement with departmental committees; serving as a departmental officer; and all sabbatical and sick/personal leaves with pay.

University Administration and Other Activities: Any of the officially assigned activities that were not categorized in any of the other categories. All activities that support the general administrative, academic support, and student services functions of the entire university (e.g., service on a college or university-wide committee).

FACULTY MEMBERS AND ORAL ENGLISH PROFICIENCY

Illinois statute requires each public institution of higher education "to establish a program to assess the oral English language proficiency of all persons providing classroom instruction to students" and to "insure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students." Additional information relating to the English proficiency of faculty members is in the *Undergraduate and Graduate Catalogs*.

GRADES AND EXAMINATIONS

Student achievement in coursework is evaluated by faculty members by letter grades, which are reported to the Registrar's Office. This office computes individual scholastic averages and determines class standings of students through the use of grade points (numerical equivalents) assigned to letter grades. The University does not have a plus (+) or minus (-) grade.

Final examinations are given in all courses except those exempted by general faculty or administrative action. Final examinations should be given during the final exam week as per the course schedule bulletin. The date on which mid-term and final grades are due is announced by the Registrar.

Faculty members who find it necessary to change a student's final grade should use the Change of Grade Form, available from the Registrar's Office (on-line version is available). This form is signed by the instructor and the chairperson and returned to the Registrar to make the change of grade official.

Grades – midterm and end of term: Grades are submitted to the Office of the Registrar electronically. "Academic Progress" reports are submitted for undergraduate students at four-

week intervals throughout each semester as a means of helping students understand their academic standing, learn who needs tutorial or other support, and to help with retention and graduation.

Students may drop courses until the fifth week of instruction during a regular semester or the third week of instruction during a summer term. If after 4.5 weeks of instruction, a student's total absences are equal to or exceed the equivalent of two weeks of instruction, the instructor may drop the student from the course with a grade of **W**. After the official drop date, instructors may assign the grade of **W/P** or **W/F** with a formal request from the student. Students are not permitted to drop classes after the published deadline date for dropping courses or after the midterm period without penalty of receiving a **W/P** (withdraw passing), **W/F** (withdraw failing) or **F** (failing) grade.

Athletes must have approval from the Athletic Director and F-1 International Students must receive authorization from the Office of International Programs to drop any courses at any time. It is ultimately the student's responsibility to drop any course, however, the student's failure or the instructor's failure to drop prior to the official drop date will result in a failing grade (**F**).

Ethical Standards in Grading. Every student has the right to be judged fairly in accordance with grading criteria, which the faculty member states clearly and explicitly through class syllabi and other written documents. These criteria should be reasonable and appropriate for the need of the discipline and the student. In the event that a student questions the accuracy of a grade, he or she has the right to query the instructor about the derivation of the grade. The faculty member has the obligation to entertain the inquiry and to explain the way in which the grade was derived. Differences of opinion between the student and faculty member concerning the grade should be resolved at the departmental level. Specific student grievance procedures are presented in the *Undergraduate and Graduate Catalogs*. Departments and colleges have established grievance procedures. See the department chair for a copy of the policy.

Plagiarism and Cheating. Penalties for cheating, including plagiarism, may be assigned by the instructor in accord with department policy. The *University Standards for Student Conduct* further provides that the University may take such disciplinary actions as reprimand, restriction of privileges, suspension or expulsion for engaging in academic dishonesty such as plagiarism, giving or receiving help during an examination, obtaining copies of tests or scoring devices, or impersonation. Instructors should familiarize their students with this section of the standards, and the definition of plagiarism. Through the Distance Learning Program, faculty have access to on-line support such as "Turn It In." A full statement of policies for grading, withdrawals, student grievance procedures, and related academic regulations appears in the current catalogs and course schedules.

DEVELOPMENT OF STUDENTS' READING AND WRITING SKILLS

In recognition of the critical role of faculty in the development and assessment of students' reading and writing skills, the Faculty Senate, on the recommendation of the Committee on Admissions and Academic Standards, passed a resolution strongly urging all CSU

faculty to make reading and writing assignments part of their methods of teaching and evaluating students. The following guidelines are recommended: (1) short answer/short paragraph compositions for 1000 level courses, (2) short essay compositions and book reviews for 2000 level courses, and (3) comprehensive essay exams and term papers for 2000-4000 level courses.

CLASSROOM ASSIGNMENTS

Classes should meet regularly at the times and places scheduled, except when other arrangements have been approved by the department chairperson and dean. In those instances when instruction will be better served by an alternative meeting, the faculty member should seek approval from his/her chairperson. Special classroom space requirements should be discussed with the department chairperson during the course schedule planning process. These requests should be made to the coordinator of classroom scheduling (Office of the Registrar) when class schedules are being prepared. The planning starts in October of the preceding year with the development of yearlong assignments. Final changes should occur about four months before the beginning of the term. Space is limited, so changes cannot be made after the schedule has been posted. Permission to change classroom assignments must be obtained from the department chairperson who then seeks approval from the coordinator of classroom scheduling. Faculty should not change classroom location without prior consent of the department chairperson. Changes to day and times of classes required the Provost's approval.

FACULTY ABSENCES

When an instructor anticipates missing a class, he/she should get approval from his/her chairperson and make arrangements for instruction of the class. All missed classes and days must be recorded on the proper human resource form, *i.e.*, sick day, bereavement, jury duty, religious observance, etc.

Classes are normally kept in session for the entire period. If instruction needs to be interrupted and class dismissed early, faculty should discuss this with the department chairperson. Classes are kept in session throughout the entire semester, with the final exam period used for examinations.

Faculty members should begin and end each class session on time. If students need additional time for assignments or to discuss personal matters, faculty should plan for extra sessions or make appointments to meet students during the office hours. Normal protocol indicates a class ordinarily waits only fifteen (15) minutes for an instructor to appear. If a faculty member knows that he/she will be late, it is that individual's responsibility get word to his/her class. A three-credit class meets for forty (40) contact hours per term.

REGISTRATION

All registration is under the direction of the Office of the Registrar. Preceding and during registration, department advisors (undergraduate and graduate) should be available for consultation with students about their programs. Specific information related to registration is presented in the *Undergraduate and Graduate Catalogs* and the *Course Schedule Bulletin*, and via the University's website (www.csu.edu). Low subscribed classes are cancelled early in the web registration cycle. Each term, a final course cancellation review is held the Thursday before classes start. This is after regular registration ends and prior to the start of late registration.

Students who have not made a payment or arrangements for financial aid are dropped from the roster. The Registrar provides the class list based upon validated students.

RECORDS AND CLASS LISTS

Instructors are expected to keep records of students' work and attendance. These records should be retained for one calendar year after the completion of the term in order to answer questions about grades. Should the instructor leave the University, the records should be turned over to the department chairperson, especially those concerning incomplete grade reports. Record books for this purpose should be available in departmental offices.

Shortly after the opening of the term, the Registrar furnishes each instructor with a temporary list of students enrolled in his/her classes. A final class list is given later in the term after the Census Report (the official enrollment reported to the Illinois Board of Higher Education), which occurs after the 100% refund date has passed. Instructors may find it useful to keep a file of their students' names, addresses, and telephone numbers.

Attendance Taking Policy: To ensure institutional compliance with federal guidelines related to financial aid disbursement, each faculty member is asked to take classroom attendance. The easiest way is to collect attendance at each class session. The Office of the Registrar and the Office of the Provost will ask faculty members to confirm attendance at various times throughout the academic term and to submit the roster lists to their deans. Instructors must post the grade of **W/A** for students who attended at least one session and stopped attending or a **W/N** grade report for students who never attended any session in the grade report submitted to the Registrar's Office. After the official drop date, instructors may assign a non-attendance grade of **W/P** (withdraw passing) or **W/F** (withdraw failing) with a formal request from the student.

Faculty Senate Policy on Attendance: On March 2, 2010, the Faculty Senate passed a resolution that students are expected to attend all classes and that it is the student's responsibility to initiate the dropped class process. In addition, no tuition or fee charges will be cancelled or reversed as a result of a lack of attendance. Failure on the part of the student to officially withdraw from a class prior to the official drop date will result in a failing grade (F). The drop date is posted by the Office of the Registrar on the University Calendar (at www.csu.edu) and in the Schedule of Courses bulletin.

It is the faculty member's responsibility for maintaining class attendance records. The attendance policy and procedures should appear in the course syllabus. Students may request to drop or withdraw from a course after the submission of mid-term grades with the instructor's signature. Forms are available in the Office of the Registrar.

Excused Absences: It is the student's responsibility to provide the instructor with advance notice of all absences for which advanced notice is possible and to make arrangements to fulfill his/her obligations to the University in advance of such absences if it is possible. It is

the faculty member's responsibility to devise a system for addressing missed assignments and examinations that does not penalize the student when an excused absence is accepted.

Excused Absences Include:

- (1) Participation in an official University activity such as athletic competition, musical or theatrical performance, religious observance, or officially sanctioned representation of the University at a meeting or conference. It is the responsibility of the department or unit of the University sponsoring such activities to provide the student with timely, written notification of the need for the absence and for the student to share that notification with the instructor. [Note this notification should be on official letterhead and signed by the appropriate dean, director or vice president.]
- (2) Observation of religious holidays in accordance with Illinois Public Act 84-212;
- (3) Fulfillment of military duty in accordance with Illinois Public Act 094-0857;
- (4) Fulfillment of required court appearances and legal obligations, including jury duty, with appropriate documentation;
- (5) Illness or injury of the student or a close family member for which the student is responsible or obligation when certified by a physician; or
- (6) Death of a close family member which must be appropriately documented.

If students are employees of the University, the policies and obligations apply.

STUDENT ATTENDANCE

Students are expected to attend all class sessions in the course sections for which they are registered unless prevented by illness, an official university activity, or other urgent and unavoidable reasons. The responsibility for maintaining class attendance records rests with each faculty member. Faculty are required to turn in attendance records when submitting final grades to the Registrar. This attendance record is required by the U.S. Department of Education for Financial Aid reports. Students also are expected to make their own arrangements with faculty members about making up class work and assignments when classes are missed. This policy should be clearly stated in each course syllabus. Specific information related to attendance procedures are presented in the *Undergraduate and Graduate Catalogs*.

Faculty should have clear policies on students bringing children to class, cell phones and other electronic devices. The practice of bringing children to class is discouraged. Unattended children are not permitted because of liability and potential safety hazards.

TEXTBOOKS

Textbook selection procedures vary by departments and colleges. In some cases, each faculty member chooses the texts they wish to use; in other cases, members of a department committee may select certain texts to be used by all who teach a given course. In addition, departments may require that specific topics as well as accreditation required content be covered in a course, which is reflected in the syllabus.

Departments should have procedures whereby each instructor is responsible for furnishing the manager of the bookstore with the titles and pertinent information for their textbooks well in advance of the term. Last minute changes or additions of texts should be avoided. The University has a contract with Folletts Bookstore, which also has on-line textbook ordering. The bookstore sends out information regarding this option (773/995-2323).

If faculty members wish to require that their students purchase a textbook that they have authored or coauthored for use in their classes, they need to adhere to their department and/or college's policy. The chairpersons of the College of Arts & Sciences have approved the following faculty published textbook policy:

“In all cases of faculty-compiled textbooks, including those published by vanity presses, (e.g., custom-made according to faculty specifications), faculty must submit these books for programmatic/departmental review. This review should focus on copyright infringement/plagiarism (e.g., student papers cannot be included without written permission). It is understood that these books will be sold only through the CSU bookstore or CSU Duplicating Services at a fair price. The programmatic review committee will make recommendations to the department chair. Approvals must be received from both the department chair and the dean.”

The University is considering implementing a campus-wide policy, so ask your department chairperson about using a personnel text.

STUDENT CONFERENCES

Faculty members are required to post and maintain a minimum of weekly office hours (Article 18.8 or 32.2 , of the *Contract*). If necessary and with reasonable notice, faculty members are expected to be accessible to meet students on days and times other than posted office hours and scheduled classes. If a student needs personal or psychological assistance beyond what the instructor can give, he/she should be referred to the Counseling Center.

The Office of the Registrar has each undergraduate student's academic folder on file. Records for graduate students are maintained in their academic department and in Graduate and Professional Studies. These records also are available through the University's BANNER computer network. Each academic advisor and department chair have access to most of the Student Module in the BANNER system. Each file includes a permanent record card with the student's course and grade record. Faculty members may examine these records as appropriate to their instruction. Staff members in the Office of the Registrar are available to aid in the interpretation. The records are confidential and may not be removed or changed.

Information about a student's views, beliefs, activities, and political associations, which members of the University community acquire in the course of their work as teachers, administrators, advisors, and counselors should not be entered into any University file. Judgments of an individual student's ability and character, however, may be provided under appropriate circumstances, such as a request for a letter of recommendation.

ACADEMIC ADVISEMENT

Each student is assigned to a faculty advisor depending upon the department and college in which they are enrolled. If during advisement, the faculty member see in the BANNER system the student is not in the major, the individual should be sent to the department of record for advisement. In consultation with his/her individual advisor, the student develops a program of study designed to meet his/her individual needs, and those specifically required for graduation. Throughout the academic career of the student, close contact with the advisor is important (see *Undergraduate and Graduate Catalogs*). Faculty receiving cues for advisement should maintain advising office hours and must be available during the advance and regular campus registration period to assist students. Most departments establish policies for handling advisement during on-campus registration periods. It is suggested that faculty set-up appointments or schedules to, handle students seeking advisement prior to the start of the web-based registration period

Faculty members also serve as advisors to student clubs and organizations, and generally are chosen to do so by the members of the respective organizations. Recognition as an advisor for a student organization is granted through the Division of Student Affairs. Faculty should make use of the CAPP program and other tools.

Freshmen Advisement: All entering freshmen are advised through the Freshmen Experience Program under Dr. Cheryl Green, dean, [CRSUB 190, ext. 2384]. Through this program academic departments provide the advising staff with courses needed by their students while the program provides specialized support. The freshmen enroll in courses selected by the colleges and academic disciplines in blocks to provide a cohort environment designed to help promote retention. The Office of Academic Support [CRSU 158, 995-4510] is operated through the Office of the Dean of Freshmen Experience.

ACADEMIC SKILLS EXAMINATIONS

The academic skills courses ensure that students possess the minimal reading, mathematics, and English composition skills necessary to perform productively in their chosen fields of study.

Once accepted for admission to Chicago State University, all freshmen must take the university qualifying examinations in English, reading, and mathematics by the end of their first term in residence. Transfer students must take the university qualifying examinations in English and reading. Depending on their majors, some transfer students may not have to take the qualifying examinations in math. Transfer students must see their advisors to determine whether or not they are required to take the qualifying examinations in math and to receive a signed mathematics examination waiver. All student must either meet minimal requirements of the university qualifying examinations in English, reading, and mathematics or enroll in the appropriate academic skills course(s). For current policies refer to the CSU website.

REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT

Section 504 of the Rehabilitation Act of 1973 (Section 504) requires that the University take such steps as are necessary to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity operated by the University because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

Title II of the Americans with Disabilities Act of 1990 (ADA) requires that the University furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.

It is, therefore, the University's responsibility to provide these auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. If students are being evaluated to determine their eligibility under Section 504 or the ADA, the University will provide auxiliary aids in the interim.

A postsecondary student with a disability who is in need of auxiliary aids is obligated to provide notice of the nature of the disabling condition to the University and to assist it in identifying appropriate and effective auxiliary aids. The student's notification should be provided to the university Section 504/ADA coordinator, an appropriate dean, a faculty advisor, or a professor. The university Section 504/ADA coordinator will make the determination whether an appropriate auxiliary aid and/or service is necessary to afford a student with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the University.

Technological advances in electronics have improved vastly participation by students with disabilities in educational activities. The University is not required to provide the most sophisticated auxiliary aids available; however, the aids provided must effectively meet the needs of a student with a disability. The University has flexibility in choosing the specific aid or service it provides to the student, as long as the aid or service selected is effective. These aids will be selected after consultation with the student who will use them. However, in determining what types of auxiliary aids and services are necessary under Title II of the ADA, the University must give primary consideration to the requests of individuals with disabilities.

A faculty member may not forbid a student's use of an auxiliary aid or service where the university Section 504/ADA coordinator has made a determination that such aid or service will be provided. If an instructor objects to a particular auxiliary aid (*e.g.*, tape recorders) based on concerns over copyright violation or infringement on the instructor's or other students' academic freedom, the University may require the student to sign an agreement so as not to infringe on a potential copyright or to limit freedom of speech. Further, the University may not impose upon handicapped students other rules, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings that have the effect of limiting the participation of handicapped students in the University's education program or activity.

Questions regarding institutional responsibilities under Section 504 or the ADA should be directed to the university Section 504/ADA coordinator/Cordell Reed Student Union, room

198, (773/995-4401 or 773/995-3761). Grades rendered prior to student notifying the University of a handicap are not subject to change of problems associated with the disability.

SEXUAL HARASSMENT

Sexual harassment has been defined as: “Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of her/his conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment.”

Faculty members in their role as mentors should be aware of a type of behavior, which can be considered as sexual harassment and, therefore, needs to be avoided. “Quid pro quo” refers to situations in which a tangible benefit (*e.g.*, a grade, a job, or a promotion) is contingent upon the performance of sexual favors. This occurs in situations of unequal power such as supervisor/subordinate in the workplace, senior faculty to junior faculty, tenure track to non-tenure faculty, or faculty to student in the classroom.

Intimate relationships between faculty and students as well as between supervisors and subordinates raise serious professional concerns. When one party has power over the other, the relationship is inherently unequal. If these relationships deteriorate, the result can be a damaged workplace environment.

Sexual harassment is considered as unprofessional and unethical behavior in a university setting. As part of Chicago State University’s nondiscrimination policy of gender, sexual harassment of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents, which occur on university property, as well as at off-campus functions sponsored or supervised by the university.

Everyone in the campus community should be aware that sexual harassment complaints can be pursued through the Equal Opportunity Office, 773/995-2462, ADM-318.

THE FAMILY AND MEDICAL LEAVE ACT*

The Family and Medical Leave Act (FMLA) of 1993 allows “eligible” employees of a covered employer to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks in any 12 months because of the birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee’s own serious health condition makes the employee unable to perform the functions of his or her job. In certain cases, this leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

An employee on FMLA leave is also entitled to have health benefits maintained while on leave as if the employee has continued to work instead of taking the leave. If an employee was paying all or part of the premium payments prior to leave, the employee would continue to pay his or her share during the leave period. The employer may recover its share only if the employee

does not return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or another reason beyond the employee's control.

An employee generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave. The taking of FMLA leave cannot result in the loss of any benefit that accrued prior to the start of the leave. The employer has a right to 30 days advance notice from the employee where practicable. In addition, the employer may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in a delay in the start of the FMLA leave. Pursuant to a uniformly applied policy, the employer may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. The employer may delay restarting the employee to employment without such certificate relating to the health condition, which caused the employee's absence.

*(Excerpted from Part 825 - The Family and Medical Leave Act of 1993 as amended, February 6, 1995. See Section II. A.10.g. of the Board of Trustees Regulations (December 2000) for the exact wording of the Board's FMLA policy.)

POLICY ON MILITARY MOBILIZATION

The University has policies for both students and faculty/staff regarding calls to active military service. Refer to the Institutional Policy Manual, available on line at www.csu.edu/ipm/ for the full text. Faculty and staff are excused to participate in active duty and may return to the position or another one upon their return.

Students are allowed to withdraw from the University and allowed to re-enroll. Arrangements for refunds, loan or grant re-payments should be addressed by the Office of Financial Aid. The Office of the Registrar handles all other academic issues. Students should notify both offices immediately upon receiving an official call up notice.

Any currently enrolled student who is called to active military service will be allowed to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing from the course (in which case the student's record shall reflect that the withdrawal is due to active military service). The student will be given priority over other students in reenrolling in the course or courses.

POLICY ON VOLUNTEER EMERGENCY WORKER

The University has a policy to cover students called for active duty as a result of serving as a volunteer emergency worker. Refer to the Institutional Policy Manual, available on line at www.csu.edu/ipm/ for full text. Students are excused to serve as a volunteer worker and may return to classes when the emergency has ended. The policy covers short leaves of absences (less than three weeks) or complete withdrawal as well as handling loans. Upon receipt of an official request calling him/her to active volunteer service, the student should contact his/her advisor, the registrar and financial aid.

Reasonable accommodation will be made for any student who is a volunteer emergency worker in regard to absence from class caused by the performance of his or her duties as a volunteer emergency worker. If a student believes that he or she has been unreasonably denied this accommodation, he or she may seek redress through the standard grievance procedure as outlined in the Institutional Policy Manual (Article X, Section 2.1: Grievance Procedures). Refer to the full text of the policy on line at www.csu.edu/ipm/.

VIOLENCE PREVENTION POLICY

Chicago State University (CSU) is committed to a safe and healthful environment that is free from all forms of violence for faculty, students, staff, administrators and visitors. CSU is also committed to creating and maintaining a working, learning, and social environment that is free from violence. As a result, the Institution has no tolerance for and prohibits violent acts or threats of violence against any member of the University community or property on University premises or at University sponsored events.

As part of this policy, CSU will utilize all existing rules, codes, and policies for acting upon prohibited behavior to the extent feasible. Where it is determined that existing rules, codes, and policies do not adequately address the severity of the wrongdoing, this policy can be used to take action appropriate under the circumstances.

Members of the campus community should immediately report complaints of violent acts or imminent threats to the proper law enforcement entity where the act has taken place (*i.e.*, the CSU Police Department for on campus acts). In addition, reports of less imminent threats of harm should be immediately reported to a supervisor or other appropriate authority, *e.g.*, department head, dean, resident advisor, etc.

While reports or claims made pursuant to this policy should be accorded confidentiality to the extent it is practicable and safe to do so, all incidents should be transmitted to the Office of Human Resources (OHR). This policy will be accompanied by a preventative program inclusive of conflict resolution, education and training that will be coordinated by the OHR, the CSU Police Department, and the Office of Labor and Legal Affairs.

Campus resources from which to seek assistance in matters related to this policy include: The Office of Human Resources, the Office of the Provost, the Office of Labor and Legal Affairs, the Counseling Center, the CSU Police Department, the Office of the Ombudsperson, the Office of Public Affairs and the Office of Student Affairs/Judicial Affairs.

CSU POLICE DEPT. SAFETY GUIDELINES For Active Shooter Situations on Campus

Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and deployment of law enforcement personnel. The CSU Police Department has developed safety guidelines. The full document is available through that office. The following highlights the document.

If you find yourself involved in an active shooter situation, remain calm and call 911. Try to warn others to take immediate shelter and proceed to barricade the room – lock doors and windows, turn off lights and close blinds or shades. Turn off all devices that emit sound – radios,

cell phones, pagers, PDAs, etc. Stay out of sight. Depending upon circumstances consideration may be given to exiting ground floor windows or doors as safely and quietly as possible.

When calling 911 say: “This is Chicago State University, 9501 S. King Drive. We have an active shooter on campus; gunshots fired.” If possible give a complete description including last site observed, direction of travel; if any victims give that information.

Wait patiently until a uniformed police officer or a University official known to you provides an “all clear” notice. Do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or University official.

If an active shooter is in your office or area, do not do anything to provoke, negotiate or overpower the assailant unless there is imminent danger to your life. Try to remain calm at all times. Responding police officers are trained. Do exactly as they instruct.

First responders will do an initial assessment and ensure the area is secure before acting, including providing medical assistance. The response team may consist of various tactical groups such as contact team, rescue team, perimeter team and evacuation team depending upon the complexity of the situation. The highest priority for law enforcement officers after arriving on the scene of a crisis is to stop any ongoing assault as quickly as possible.

CLASSROOM DISTRUPTION: ADDRESSING STUDENTS WHO ARE DISTRESSED, DISRUPTIVE OR THREATENING

Chicago State University strives to provide a safe and effective work and learning environment; however, faculty or staff members may encounter a student who exhibits behavior that causes concern. For general matters, faculty and staff should use established department protocols. If sufficient cause arises, faculty and staff members should consider involving the department chairperson, the Office of the Provost, Dean of Students, Judicial Affairs, Counseling Center, Wellness/Health Center and/or the University Police. Refer to the Classroom Disruption Guidelines pamphlet for full details and descriptions available at www.csu.edu/provost/apca.

Any member of the campus community, who encounters behavior they consider threatening, must immediately contact the University Police. If on campus, dial ext 211. From non-campus phoned dial (773) 995-2111. Use the recommendations and procedures in the Campus Emergency Plan available at: www.csu.edu/CSUPolice/emergencyplan.

An additional resource may be the University’s Behavior Assessment and Intervention Team (BAIT). BAIT is a campus-wide committee that is designated to receive and assess reports of students exhibiting inappropriate behavior. In general, the students that often cause concern fit into one of three categories: students who appear to be **distressed or troubled**, students who are **disruptive**, and students who are **threatening**.

1. **Distressed or Troubled Behavior:** Troubling behavior is often atypical or inconsistent with the student’s prior behavior. Some students may exhibit odd behaviors, but are harmless and productive students. For example, some students lack social skills, may avoid eye contact, or may have low stress tolerance. It is important to note when a student’s eccentricities are extreme and cause classroom disruptions or appear to be considerable aberrations from the student’s usual disposition. Consult with a

psychologist in the Counseling Center for assistance in determining whether the observed behavior is harmless or whether some type of intervention is needed.

2. **Disruptive Behavior:** Disruptive behavior is behavior that interrupts or interferes with the daily functions of the University or the educational process. Disruptive students may resist corrective action or intervention. General expectations for classroom behavior should be expressed on the course syllabus. Faculty members should use the first class periods of the semester to discuss expected classroom behavior. Please stress that misconduct will not be tolerated. Misconduct will be addressed at the department or college level. Some matters will be handled at the University level through the Office of Judicial Affairs.
3. **Threatening Behavior:** Faculty and staff may fear for their personal safety and/or the safety of their students when confronted by threatening behavior from a student. Any member of the campus community who encounters behavior they consider to be threatening must immediately contact University Police and are to utilize the recommendations and procedures in the Campus Emergency Plan.

CSU INSTITUTIONAL POLICY 2.4: OBSERVANCE OF RELIGIOUS HOLIDAYS BY STUDENTS AND UNIVERSITY EMPLOYEES

Chicago State University subscribes to the following policy and procedures, consistent with Illinois Public Act 84-212, an act to prohibit public school districts and institutions of higher education from discriminating against students for observing religious holidays (effective August 26, 1985). The University shall reasonably accommodate its students and employees to fulfill their regular duties on the occasion of a religious observation. Students and employees who believe they have been discriminated on grounds of religious observances may seek redress through the Equal Employment Opportunity Office.

Students:

- (A) Chicago State University supports the concept of "Reasonable Accommodation of Religious Observances" in regard to admissions, class attendance and the scheduling of examinations and other academic work requirements.
- (B) A student who is unable because of the observance of a religious holiday to attend classes on a particular day(s) or at a particular time of day may be excused from taking any examination or any study or other academic work assignments on such days or times.
- (C) Faculty and administrative personnel shall require up to 5 calendar days advance notice of absences to observe religious holidays.
- (D) It is the responsibility of the faculty and administrative personnel to make available to such students an equivalent opportunity to make up the examinations, study, or other academic work requirements, which they missed due to such absences.
- (E) It is the responsibility of all students who also are employees of the University to make arrangements to fulfill their obligations to the University in advance of their absence, and/or to utilize accrued leave (if applicable) during the absence.
- (F) No fees or penalties may be imposed against the students who exercise such afforded opportunities.

University Employees:

An amendment to the Illinois Human Rights Act permits employees in state universities to take time off from work in order to observe religious practices. The law does not require the state universities to pay employees who take time off from work in order to practice religious beliefs. The law does require, if operational needs permit, that work hours lost without pay for religious reasons be deferred to work hours outside the regular work schedule.

All employees who intend to take time off from work in order to practice religious beliefs must provide written notice to appropriate supervisors 5 days prior to the intended absence.

Exempt employees (Faculty, Administrative/Professional, Exempt Civil Service) may:

- (A) Charge the absence to accrued leave by the use of personal days if an accrued leave balance is available, or
- (B) Arrange with the appropriate supervisor to complete required work at another time, or
- (C) Request an unpaid leave of absence.

Nonexempt Civil Service employees may

- (A) Charge the absence to accrued leave if an accrued leave balance is available, or
- (B) Charge the absence to previously earned compensatory time, or
- (C) Request an unpaid leave of absence, and/or
- (D) Request that the work hours lost without pay be scheduled to be worked at another time, e.g., before or after the regular daily work schedule on the day the absence occurs. NOTE: Deferred work hours may be worked in the same work week as the absence and shall be compensated at the employee's regular rate of pay. Deferred work hours may also be worked in differing work week(s) as long as the employee does not exceed 40 hours worked during the make-up work week(s) and shall receive her/his regular compensation for the deferred work

PART IV

ACADEMIC SUPPORT SERVICES AND FACILITIES

LIBRARY AND INSTRUCTIONAL SERVICES (LIS)

Chicago State University Library and Instruction Services serves as a gateway to global information, enabling direct and remote access to resources in a variety of formats. The library is a dynamic partner in the educational experience at the university, evolving to meet the changing needs of its diverse community of learners, while advancing institutional mission, values and vision.

LIS is composed of both information and instructional agencies. The library's Technical Services (Acquisitions, Cataloging, Library Systems) with its Public Services (Access and Circulation, Reference, Library Instruction) work with Instruction Services (Archives & Special Collections, Center for Research and Teaching Excellence and Distance Learning) for a broad array of services provided by 26 professional faculty and administrators, 45 paraprofessionals, graduate assistants, and a dozen student aides augmented by advisory committees, volunteers and a Friends of the Library organization. Its faculty and administrators are experienced and well credentialed with double, triple Masters Degrees and doctorates in a dozen disciplines and the information sciences. It operates on a modest budget of under ca. \$4M augmented by grants and dedicated funding, foundation support, consortia services, and in-kind gifts and services valued at another million dollars each year.

The new 142,000 sf. CSU library opened its doors in 2006. It is a spacious modern design, well appointed furnishings, with assembly, seminar and meeting rooms capable of hosting as many as 600 in conferences, with reader seats for 250, and different environments to accommodate a variety of cognitive styles and activities. It boasts spacious lobbies, an exhibit hall, auditorium, and the Library Café; a secured environment with carded entry, guards, and camera surveillance; roomy aisles and open stacks for 250,000 volumes (post 1990) and a wireless environment for ubiquitous computing. "Rover" is the name of its dual-aisle Automatic Storage and Retrieval System (ASRS), which has a capacity of 800,000 volumes in high-density, 3-story closed-stack storage; robotic cranes on demand from the Voyager Integrated Library System (ILS) Online Public Access Catalog (OPAC) retrieve books. Collection management and security uses Radio Frequency Identification (RFID), which enables real-time check-in and self-check and well as staff-assisted circulation and reserves services.

The CSU library currently has ca. 450,000 physical volumes, media and documents; and is heavily digital, with 23,000 online journals and 2,000 E-books, or the equivalent of ca. 650,000 volumes; i.e., ca. 1.2M BUEs (Bibliographic Unit Equivalents). It is a member of I-SHARE and OCLC connecting it to tens of thousands other libraries, and regionally to Chicago-area libraries through the Metropolitan Library System with its interlibrary van services. It is an associate member of the nearly 3M-volume Center for Research Libraries (CRL), institutional member of the American Library Association and Illinois Library Association.

Faculty may request books and other materials that are not in the library collection by filling out a book request card available in the Acquisitions Department For more information contact Dr. Sharon Hu @ 773-995-3963 or chu@csu.edu.

Faculty may place books, periodicals, and other volumes on reserve for their courses. For more information, please contact the Li Fu @ 773-821-2804 or lfu@csu.edu

Faculty may borrow books from the general circulation collection for 16 weeks. Periodicals do not circulate, however copies of articles are available upon request. To request article(s) please visit the Reference Desk located on the 2nd floor of the library.

A library instruction librarian is available to assist faculty in preparing their students for using the library via orientation and or formal library instruction/ research sessions. For more information and or to schedule a library instruction session contact Charlene Snelling at 773-995-2557 or csnelling@csu.edu

Open 82 hours each week, 6-8000 people enter its premises weekly during the academic year; 60,000 reference transactions occur each year; it circulates 25,000 volumes externally and another 6,000 through interlibrary loans; from 260,000 online searches annually it downloads 186,000 documents, so its document delivery is cresting a quarter million.

The Library is available 24/7 @ <http://library.csu.edu/>

ACADEMICS AND RESEARCH AT CSU

The university encourages and supports faculty research in a variety of ways. Under the direction of the Office of Grant and Research Administration (ADM 303, 995-3598), files are maintained and disseminated about current information regarding the availability of funds from public and private agencies for training programs, scholarships and fellowships, institutional development, and research activities. The office also provides advice and consultation on the preparation of proposals and applications for financial support of research and development activities. Once a grant or contract has been awarded by a governmental agency, the office is responsible for incoordination with the granter, managing and accounting project funds.

The facilities and services of the Library, Duplicating Services, and Computer Services are also available to assist faculty members in conducting research.

As the faculty contract prescribes, a specific number of course unit equivalents (CUEs) is available each year on a competitive basis for award to faculty members to enable them to conduct research in partial fulfillment of their professional obligations to the university. Faculty must submit a proposal to the Research CUEs Committee to be considered for an award of CUEs. Guidelines for submitting proposals are sent to faculty each year with the proposal deadline. In addition, the Provost may assign faculty members “to perform activities such as curriculum development, grant/contract development, research/creative activities....(Article 18.5.c., the *Contract*)” for a negotiated amount of reassigned time.

Research shows that experiential learning is one of the best ways to engage students in learning. Through a variety of activities, faculty are encouraged to engage CSU students in the opportunities to integrate theory and practice, the classroom and the world, and learning and living. There are many resources available to investigators who are employees, students, sub-contractors, or external investigators who wish to pursue research and/or data collection at Chicago State University. Additional information is available in the Office of Dean at the

College of Arts and Sciences. Furthermore and consistent with federal guidelines and regulations, several committees are responsible for insuring the safety of humans and animals involved in research. To see available support go to the CSU homepage under “Academic and Research” then go to “Research at CSU,” “Research Resources,” “Regulatory Committees” to see the various support services, or go to one of the following sites for more information:

www.csu.edu/irb

www.csu.edu/academicinformation/researchaffairs/animalcare

www.csu.edu/academicinformation/researchaffairs/regulatorycommittee/biosafetycommittee

INSTITUTIONAL REVIEW BOARD (IRB)

Research with human subjects must receive institutional review. This is to ensure safety and (physical and physiological) of participants. For a review of this policy and forms contact online at (www.csu.edu/irb/b). Faculty seeking research CUES, sabbaticals or other recognitions in which they will engage in surveys and studies involving human subjects must have documentation of IRB review. Contact Dr. Esther Jenkins at ejenkins@csu.edu or 773.995-2196.

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

In 1966, Public Law 89-544 was enacted to establish standards and regulate the treatment of animal used in research. Additional rules and regulations have been created to further regulate the responsibilities and roles of university researchers’ usage of animal. Faculty members seeking to use animals as part of their research activities must seek approval through the IACUC prior to undertaking the research activity. Contact Dr. Mark Erhart MA-Erhart@csu.edu or 773/995-2432 for more information.

INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)

Research involving hazardous materials must be safely transported, stored and disposed of prior to, during and following their use. The IBC was formed to meet federal and state safety guidelines. For a review of this committee’s role, go online at website indicated above. Contact Dr. Andrew Maselli at amaselli@csu.edu or 773/995-3298 for more information.

FACULTY DEVELOPMENT

CSU’s Faculty Development Program is designed and implemented by the Center for Teaching and Research Excellence (CTRE) with the support of the Faculty Development Committee, which is a standing committee of the Faculty Senate. The comprehensive program is designed to enhance faculty members’ professional and personal growth at the University. Members of the CTRE and the Faculty Development Committee are drawn from across the University. Faculty Development Committee members serve for a period of two years to plan and participate in the committee’s various subcommittees and groups. The CTRE has five Faculty Associates who serve one to two years and are appointed because they were past recipients of Faculty Excellence Awards or Professional Advancement Increases.

CENTER FOR TEACHING AND RESEARCH EXCELLENCE

The Center for Teaching and Research Excellence (CTRE) is a collaborative initiative between the Office of the Provost and the Library and Instruction Services. The primary function of the CTRE is to foster a sense of community among CSU faculty, while at the same time,

provide support for their professional and personal development. To this end, emphasis is placed on keeping faculty abreast of, and involved in, best practices in pedagogy and current scholarly research. In addition, the CTRE serves as an advocate for university resources to support the faculty's research and teaching needs that are necessary to maintain a healthy and forward moving academic environment. University faculty members are invited to apply to work directly with the CTRE to assist in the implementation and delivery of the center's resources and services. Faculty who are selected to serve as associates will be assigned to one focus area and will be responsible for managing and promoting its specific activities.

The CTRE works in conjunction with the Office of e-Learning, which promotes and supports on-line and other distance learning programs for the University. The Office of e-Learning operations serves to build, promote and coordinate service for faculty and students by linking common learning support initiatives that are infused with technology and learning support.

Additional services offered by the CTRE and the Office of e-Learning include, but are not limited to:

- Informational sessions and one-on-one training on academic research matters related to seeking funding, grant-writing, and IRB application procedures.
- Assistance with portfolio preparation.
- Banner training for academic advisors.
- Consultation in qualitative and quantitative design, measurement and data analyses.
- Assistance with collecting, analyzing and interpreting data for evaluation and assessment purposes.
- Training in data analysis software and understanding statistical concepts and procedures.
- Data archiving for future secondary analysis.
- Access to CSU Reference Librarians to assist with electronic resources and other reference needs.
- Help with preparing research results for public presentation, e.g. conferences, professional papers.
- Audio recording of lesson and test materials.
- Licensed duplication of audio materials for in-lab use.
- Scheduled training in a variety of systems, e.g. Moodle, videoconferencing, and Elluminate, etc.
- Design and delivery of instructional technology to support face-to-face, hybrid online courses, and instructional website design.

The CTRE and the Office of eLearning are located in the Library Suite 318. For additional information, please call 773/995-2960 or ctre@csu.edu

e-LEARNING INSTRUCTIONAL TECHNOLOGY

Instructional technology support is available to all faculty members via the Office of e-Learning located in the Library-third floor. Faculty may receive guidance and consultation in integrating technology and multimedia into their classroom instruction, digital recording, and design & delivery of

instructional technology access. In additional reference and instruction, librarians are available for assistance with online electronic resources. For more information, please contact Dr. Elizabeth Osika, 773-995-2983 or eosika@csu.edu.

OFFICE OF DISTANCE LEARNING

The University encourages faculty to offer both web enhanced and on-line courses through the Moodle course management system. Faculty teaching interested in teaching on-line courses should follow their department curriculum committee's recommendations for appropriate courses to offer in this format. The ODL works with faculty interested in teaching on-line and assists them through services provided by the Library's Office of Instructional Technology. For more information contact: Mr. Brandon Taylor,, NL –third floor, Room 318 www.csu.edu/distance.learn.

TELEVISION PRODUCTION SERVICES

Television Production Services (a part of Library and Informational Services), located on the ground floor of the library, provides instructional and institutional audio and visual production support for the University. Television Production Services supports the undergraduate program in radio-television (Production Services: Douglas Hall 116A, 995-2952).

Services include providing a supportive, professional environment for the television broadcasting majors, taping special events, scripting and producing visual support material for departments, duplication of audio and video tapes, distribution of VHS camcorders for class taping and receiving video teleconferences upon request. See the *Library Handbook* for further information relating to the services provided by Television Production Services.

MATERIALS CENTER

The Materials Center, located on the third floor of the NL (Room 336, 995-2276), provides the University's academic community with a collection of materials related to the preparation of teachers and other education professionals. It provides a central location where users can share experiences, evaluate educational media, and enhance their teaching skills. The collection contains textbooks, curriculum guides, standardized texts, children's and young-adult fiction and non-fiction books, pictures, and professional and reference materials. Most of these materials may be checked out by students as well as faculty. See the *Library Handbook* for additional information.

GOVERNMENT PUBLICATIONS

Government Publications, located on the second floor of the Library (Room 203, 995-2562), is a selective depository of U.S. government and Illinois state publications. Government Publications includes a wide range of subjects and are valuable sources of information. The available publications include census data, congressional publications, and reports of the various federal and state agencies. There are also some publications issued by the city of Chicago and the United Nations. Contact the Government Publications Office for more information.

STUDENT AIDES AND GRADUATE ASSISTANTS

Student aides are sometimes available to assist faculty members. The same is true of graduate assistants. Normally, both are assigned to the department and permission to utilize their services must be cleared through the department.

Under certain circumstances student aides or graduate assistants may be assigned directly to faculty members. Normally, these circumstances are related to the grant/contract activities of the individual faculty member. Contact the Office of Human Resources (ADM 203, 995-2040) or the Provost's Office (ADM 306, 995-2410) for information regarding undergraduate and graduate students, respectively.

SPECIAL ACADEMIC PROGRAMS AND OPPORTUNITIES

ASSESSMENT: IMPROVING LEARNING OUTCOMES.

Assessment at Chicago State University is closely related to the University's mission of providing quality graduate and undergraduate programs. The assessment program emerges from the University's commitment to excellent teaching and effective learning and is grounded in faculty's expectations of what students should know upon completing degree requirements.

The undergraduate assessment program at Chicago State University includes:

- An assessment of basic skills in English, mathematics, and reading of all entering students;
- An assessment of the general education courses;
- An assessment of performance in the majors;
- An assessment of academic support services.

Faculty have incorporated a number of measures and methods to assess students' acquisition of knowledge, skills, and attitudes. These include but are not limited to: capstone courses and projects; oral examinations; internships; portfolio collections of student work; theses, senior papers and projects; standardized national exams; faculty developed tests; performance on licensure, certification or professional examinations; juried reviews and performances; exit interviews; opinion surveys; external evaluators; focus group interviews; graduation and retention rates; graduates follow-up studies; and job placement data.

These assessments are closely linked to outcomes and expectations for which faculty have designed learning experiences. The results of the assessment of academic achievement are used by faculty to improve instruction and student learning. Refer to individual academic departments for assessment requirements.

ACADEMIC SUPPORT PROGRAM.

The Office of Academic Support was established as a "one stop" academic support center for students to anchor the retention efforts at CSU. In addition to monitoring the academic progress of students, the staff makes referrals to other support services on campus which assist students with qualifying examinations, study and learning skills, counseling and personal development. Special activities are also offered for freshman students, which include an early alert dropout prevention program, community volunteers, mentorship program, monthly freshman forums and a summer bridging program. Other programs and activities in the Office of

Academic Support include a program to monitor students on academic probation and CSU freshman orientation course – FRSE 1500. The Office of Academic Support is located in the Reed Student Union, Room 158 (telephone: (773) 995-4510).

LEARNING ASSISTANCE CENTER.

The Learning Assistance Center is located in the New Library – 4th Floor (773/995-2273). Chicago State University students may come to the center for free tutoring in the following subjects:

English: All students enrolled in English composition courses are provided English tutoring on a one-to-one or small group basis when referred by their instructors. In addition, Chicago State University students may take part in workshops on grammar and composition. Self-paced learning materials are also available for independent work.

Mathematics: One-to-one and small group tutoring is available to all Chicago State University students enrolled in the following mathematics courses: 0990, 1010, 1020, 1200, 1400, 1500, 1800. Students may be referred to the center for advisement on preparation for the math placement/proficiency exam.

English as a second language, accounting, biology, chemistry, French, physical science, and Spanish tutoring is presently available on a one-to-one or small group basis. Tutoring hours may vary from one semester to another. Students must make appointments to receive tutoring services.

STUDENT SUPPORT SERVICES PROGRAM

This program is funded by the U.S. Department of Education. The program targets low-income, first generation college students or handicapped students who might benefit from a program of supportive services. Its goal is to provide a variety of services designed to enhance academic and social skills, increase retention and graduation rates, and stimulate career interests beyond the undergraduate level of achievement. The program provides individual and group counseling, workshops, tutorials, cultural activities, social activities, mentorships, advocacy, and coping skills, which enhance personal growth and self confidence. Student progress is monitored daily and remediation is individually prescribed to increase opportunities for success (Douglas Hall, 2nd Floor, Suite B, 773/995-3864).

FRESHMAN SEMINAR 1500

This program is designed to provide the fundamental skills essential to successful performance in college. The course promotes: learning and study skills techniques with application to subject matter courses; practice in basic computer skills, word processing, spread sheet development; e-mail as a communication tool; utilization of the internet and other electronics media as research tools and resources in explaining career choices; using the library; and writing a term paper. The Freshman Seminar is required for provisionally admitted students and students who fail two or more basic skills examinations. Three hours of credit may be earned for successful completion of FRSE 1500, but may not be applied towards graduation or general education.

PART V

ADMINISTRATIVE SUPPORT SERVICES AND FACILITIES

OFFICE SPACE, SUPPLIES, AND EQUIPMENT

The assignment of faculty office space is made through the department chairperson in consultation with the appropriate dean. Departments are encouraged to develop written policies on the assignment/reassignment of faculty office space as part of their department by-laws.

Each department maintains a current supply of frequently used commodities obtained by requisition from Central Stores.

Major pieces of equipment need to be anticipated for budgetary purposes. Requests for such equipment should be made by the department chairperson through appropriate administrative channels. Large purchases generally require competitive bidding, and in all cases purchase requisitions signed by the department chairperson must be submitted prior to purchase.

All materials, supplies, equipment, repairs, and maintenance are secured by the Purchasing Office, and no department may order directly.

Requests for normal maintenance services should be made to the Office of Physical Plant Services on a work request form. Work request forms are available from the Office of Physical Plant.

A request for change of location and status form should be filled out, and forwarded to the Office of Property Control when one wishes to have furniture or equipment moved.

MEETINGS

Appropriate facilities request forms may be obtained from the Reed Student Union must be reserved through Student Affairs (CRSUB room 160, 773/995-2448). Hosting summer camps and programs must be approved through the Office of Continuing Education and Non-Traditional Programs (JDC, Room 201, 773/995-2545). All summer programs are required to complete a packet available through Continuing Education prior to approval for campus space. New Academic Library, (NL 438, 773/995-4414) and the Jones Convocation Center (JCC , 773/821-4964). All other University facilities can be scheduled for use by on-campus and off-campus groups and organizations, if the intended use is consistent with the university's goals. A rental fee as well as costs incurred for overtime of custodial, police, and/or facilities staff maybe charged for usage of the facilities by all groups by Facilities Administration (O & M 209. 773/995-3899).

A faculty member responsible for organizing or hosting a meeting, lecture, social, or cultural event, either on or off campus, should inform the University Relations of the time, place, and purpose of the meeting or event so that the information can appear in the University's

appropriate publications and on the web calendar, which is available online at: www.csu.edu/calendars. If the President, provost, Board or senior administrators are asked to speak at an event, advance notice is required. Both the provost and President have forms available for such requests.

TELECOMMUNICATIONS SERVICES

The Office of Telecommunications provides oversight and administration of voice communication services for CSU's campus and satellite sites. Our state of the art voice network is comprised of a Nortel Meridian converged IP telephony and TDM solution that delivers seamless and scalable real-time communications. Each department office is equipped with a direct dial number, voice mail, and a fax number to conduct university business. All department and individual numbers can be found on the university on-line electronic directory that is accessible via TIMS (Telecommunications Information Management System) or by calling BEV at 773-995-3600. BEV is the campus Automated Speech Attendant that allow you to state the name of the person or department of inquiry. We also publish a "Department Campus Telephone Directory" (hardcopy) every two years. To access TIMS go to <http://callaccounting.csu.edu/csupinn/app/web/cust/maincust.login.pshtml>. For unlisted numbers please contact the Office of Telecommunications at 773-995-2559 (extension 2559).

The Office of Telecommunications is responsible for the installation and maintenance of all voice communication services, cable infrastructure, and equipment i.e. (telephones, voice, and data jacks) at CSU campus and satellite sites. To request voice services for departmental Adds, Moves, Changes, or Removal, please visit Telecommunications home page and download, complete, and submit a voice service request form to our office located in the Cook Administration Building, Room-106. All voice repair request are to be placed via TIMS. You may access TIMS via the Office of Telecommunications Home Page or go to <http://callaccounting.csu.edu/csupinn/app/web/cust/maincust.login.pshtml>.

For additional services such as: conference calling, web conferences, public directory information, telephone user guides, wireless communications, billing, operator services, and other communication services, visit the Office of Telecommunications home page or go to : <http://www.csu.edu/is/telecommunications/index.htm>.

TELEPHONE USAGE

Chicago State University follows the Illinois State Regulations, (44 Illinois Administrative Code, Chapter I, and Paragraph 5030), and is the guideline for authorized usage of state telephones. This statue along with the CSU policy can be found on the Office of Telecommunications website: <http://www.csu.edu/is/telecommunications/index.htm>. The CSU Institutional Policy Manual can be found at <http://www.csu.edu/ipm/>. Interpretations of these guidelines and definitions, which affect the university telephone usage, are highlighted below (Article V. Information Technology and Telecommunications, Section 1.3 Policy of Telephones and Usage, *Institutional Policy Manual*).

Chicago State University as an agency of the State of Illinois provides its employees with telephone service to conduct State/University business (5030.130). According to the policy, telephone calls should be of a “reasonable” duration and “frequency.” CSU interprets duration as less than 30 minutes, with most business calls lasting 2 to 3 minutes according to our policy. However, the policy does allow “other authorized uses” of the telephone which are not business related, such as calling a family member when working late or making alternative transportation or child care plans; making brief calls within the commuting area to speak to those responsible for eldercare or childcare providers or a spouse; or calling others that need to be reached during working hours such as a government agency, physician or others. The policy also allows an employee to place calls charged to a home phone, toll-free number, pre-paid phone cards or calling cards or from an employee’s personal wireless telephone.

All calls exceeding 30 minutes and/or \$5 will be flagged by TIMS (Telecommunications Information Management System) and a Telephone Call Alert Notification will be sent to the employee and their direct manager. The Office of Telecommunications requires that the employee and manager identify the call as either business or personal. If the call is business related, the employee is required to respond in writing only; however, if the call is personal, the employee must respond in writing and is required to reimburse the University within five business days for the call after receipt of the notice. Payments are made to the Cashier’s Office (Cook ADM 211). A copy of the receipt should then be taken to the Office of Telecommunications in Cook ADM 106.

EMERGENCY NOTIFICATION AND SERVICES

Chicago State University offers two emergency systems for faculty, staff, and students. (1) RAVE Alert is our emergency notification system that sends immediate electronic notification messages to inform you of: emergency events, school closings, and other important information to the entire campus community. (2) Rave Guardian is our emergency safety system that transforms your mobile phone into a personal alarm beacon. In the event of requiring an escort or surveillance while walking around campus, you are able to send a request to the Chicago State University Police Department through the use of Guardian. These services are provided to you free of charge by Chicago State University. To sign-up for these free services, go to <https://www.getrave.com/login/csu>.

In addition, to the aforementioned emergency notification systems, the university has several Code Blue and Emergency telephones located throughout our campus. Each Code Blue and emergency telephone is strategically placed on our campus grounds and on each university building to provide safety for our faculty, staff, students, and visitors. When accessed our Code Blue and Emergency telephones rings directly to our university police dispatch center for a fast response. In addition, the university offers 911 services to our campus community. In case of an emergency on campus dial 911 from **any university** telephone and CSU police will respond promptly.

STAFF TELEPHONE DIRECTORY

The Office of Telecommunications offers an on-line electronic directory that is frequently updated. The on-line direction is accessible via TIMS (Telecommunications

Information Management System). In addition, we create and distribute every two-years a campus department telephone directory, (hardcopy) and provide a voice Automated Speech Attendant referenced as BEV. You may access BEV by dialing EXT 3600 and state the name or department of inquiry. To access TIMS go to the Office of Telecommunications Home Page or <http://callaccounting.csu.edu/csupinn/app/web/cust/maincust.login.pshtml> to obtain updated listings for departments, faculty, and staff. For unlisted numbers please contact the Office of Telecommunications at 773-995-2559 (extension 2559).

The *Directory* is revised as frequently as possible. When revisions are made faculty members are asked to complete up-date forms that request: name, location, telephone extension, email address, college, department, program, title, and degree.

Home addresses and phone numbers of faculty members are filed in the Office of Human Resources. As per the *Contract*, it is the faculty member's responsibility to provide a current address and phone number.

POLICY ON APPROPRIATE USE OF INFORMATION TECHNOLOGY AND SYSTEM

The purpose of this policy is to establish the appropriate use of Chicago State University's information technology resources, computers, and networking systems, collectively defined here as CSU Information Technology Resources and Systems.

CSU reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately. The drafted policy adopted security regulations of ISO/IEC 27002-2005 control 11.8.1 through 11.8.5 as its framework in the implementation and administration of its guidelines along with the Federal and State of Illinois audit guidelines. The policy applies to all CSU campus community constituents' as follows:

1. To all Illinois state employees, designated contractors and sub-contractors,
2. To all Internet activity, including inter-agency, state, and Internet email uses,
3. To all email and Internet records in the possession of state employees or other e-mail users of electronic mail services provided by the state.

This technology policy is intended to insure the electronic systems and services will be used by the University community in an ethical and considerate manner in compliance with applicable law and policies, including policies established by the University and its operating units, and with respect for the public trust through which these facilities have been provided.

I. Scope

CSU Information Technology Resources and Systems are owned by the University and are to be used in support of the educational, research and public service mission of the University. Individuals are responsible for using CSU Information Technology Resources and Systems, (whether from on campus or off campus), in an effective, ethical, and lawful manner. In addition, the use of CSU Information Technology Resources and Systems is subject to all applicable state and federal laws. as well as all University policies

II. Policy

A. Access Responsibility

An individual user of CSU Information Technology Resources and Systems is responsible for compliance with this policy; specific responsibilities include but are not limited to:

1. Conditions of Access

A user is responsible for following the University Conditions of Access available at <http://www.csu/itd/informationsecurity/compolicy.htm/>. These conditions require the use of University anti-virus protection as well as user responsibility for keeping operating systems up to date with critical security patches.

2. Ownership of University Logon ID

University-supplied identifiers, including but not limited to, your University Logon ID (ULID), are the property of the University and may be revoked at any time.

3. Responsibility to Maintain Privacy of Passwords

Passwords associated with an individual's ULID, or other University identifier, should not be shared without authorization. Compromised passwords may affect not only the individual, but also other CSU Information Technology Resources and Systems users.

4. Violations

A user accepts responsibility for all violations that occur from a computer system (university owned or private) while utilizing any CSU information Technology Resources and Systems, including but not limited to when the system is connected to a University network or using the user's ULID.

5. Reporting Violations

A user should report observed security violations to abuse@csu.edu.

6. Email Accounts

University email accounts are assigned solely for the purpose of conducting the mission, goals and objectives of the University in instruction, research, and public service. Email at CSU is not a right, but a privilege. Any email addresses or accounts assigned by the University to individuals, sub-units, or functions of the University are the property of the University. A CSU mailbox for CSU employees is not intended for private correspondence, but to serve the communication needs of the campus community. As such all communications on CSU computer systems, whether personal or business-related, are the property of Chicago State University. Email users are required to comply with the state and federal law, University policies, and normal standards of professional and personal courtesy and conduct. Unacceptable uses of email and Internet include, but are not necessarily limited to:

1. Use for any purposes which violate a U.S. or State of Illinois law or Illinois Administrative Code;
2. Use of intercepting and forwarding csu.edu email addresses to outside internet service providers (ISP) unless specific in writing by the CIG in the information technology division.
3. Use for any commercial activities, including commercial advertising, unless specific to the charter, mission, or duties of Chicago State University;
4. Use to publish, post, distribute, disseminate or link to any: (a) inappropriate, profane, defamatory, infringing, obscene, indecent, harassing or unlawful topic, name, material or information; (b) software or other material protected by intellectual property laws, rights of privacy or publicity, or other proprietary rights, unless the individual owns/controls such rights or has received all necessary consents for the use of such software and other materials; (c) software or other material that contains viruses, corrupted files, or that may or are intended to damage the operation of another's computer;
5. Use to gather or otherwise collect information about others for commercial or private use, including e-mail addresses, without the express consent of the individuals;
6. Use for fundraising, political campaign activities, or public relations activities not specifically related to Chicago State University activities;
7. Use to conduct or forward illegal contests, pyramid schemes, or chain letters, or to spam;
8. Use to sell access to the Internet;
9. Use to conduct any activity which adversely affects the availability, confidentiality, or integrity of CSU's office technology;
10. Use to benefit personal or financial interests of any employee or student.

Email messages shall not give indicate that the users is reflecting, representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University unless expressly authorized to do so. The Help Desk phone number is 773/995-3963.

MAIL SERVICES

Departmental offices are served twice daily, Monday through Friday, for pick-up and delivery of inter-office and United States mail. Outgoing mail should be placed in an area provided for this purpose in the departmental office.

Special envelopes are available for inter-office mail. Their re-use is advisable. Postage will be provided for United States mail only when it is in university envelopes, and deals with official university business. Additional information about mail service is available from Mail Services (O & M, Room 107, 773/995-4516).

The following types of mail items are accepted by Mail Services for general distribution to all faculty members: (1) items from faculty or staff organizations, which bear the name of the organization, and are dated and signed by the officer responsible for the distribution; (2) items from a recognized student organization, which bear the name of the organization, and are dated and signed by the officer responsible for distribution; and (3) items from individual faculty or staff members, which are identified by the name of the person responsible for the distribution.

MARKETING AND COMMUNICATIONS

The Marketing and Communication (ADM, Room 129, 773/821-4976) is responsible for the overall public affairs strategy for CSU. Marketing and Communications work closely with all offices and departments of the university and helps CSU accomplish its mission by building sound relationships with its constituencies and public groups.

Marketing and Communications Relations coordinates all aspects of publication and publishes internal and external publications. Information for inclusion in these publications can be sent directly to the Marketing and Communications. Marketing and Communications is responsible for news releases, public service announcements, and all media relations. It also provides assistance to faculty and staff who wish to write professional editorial pieces for major newspapers.

CSU's marquee is managed by the Marketing and Communications. Messages regarding University events can be posted by contacting the office.

PUBLICATIONS, DESIGN, DUPLICATING, AND COPY SERVICES

The Office of Publications, located in Room 117 of the Williams Science Center, provides assistance in communications to those units that reflect the image and purposes of CSU. The office has responsibility for the review and preliminary approval of all publications for external distribution, including promotional materials and materials incorporating the name or symbols of the university in their design. A copy of CSU's "Publications and Procedures" is available from the Office of Publications, as well as the University Relations (ADM 208, 995-2387).

The Office of Publications includes the following units: Design Services (Room 117, Williams Science Center, 995-2016), Duplicating and Copy Services (Room 130, Cook Administration Building), 995-2013). Services include advice on the use of CSU's logo and seal and preparation and production of promotional posters, flyers, brochures, annual reports, programs, newsletters, magazines, bulletins, invitations, NCR forms, business cards, and specialty items.

Design Services provides job preparation including the following: (1) comprehensive digital and photomechanical imaging; (2) computer-to-plate technology; (3) MAC/PC desktop production and support; (4) expert scanning, color correction, and special-effects imaging service; and (5) web page design.

Duplicating Services is responsible for printing and binding. Copy Services offers eleven (11) satellite centers across campus, color copy services and high speed copying for 50 copies or more. It should also be noted that many unit offices have copying capabilities beyond those offered by Copy Services.

Services are charged against unit/department budgets. Copy and design services are charged to contractual services, while Duplicating Services are charged against commodities. Additional services provided by the Office of Publications include: (1) fax, (2) laminating, and (3) booklet making.

SMOKING AND FIRE REGULATIONS

Smoking is prohibited in most areas of the campus, including offices, classrooms, and corridors. Fire regulations are promulgated by the state fire marshal and the Chicago Fire Department. When fire alarms sound, all faculty members, students, and staff must evacuate all classrooms, offices, and other spaces in the building. Failure to do so may result in the closing of the University.

CAMPUS SECURITY REPORT

CSU crime statistics can be found on the CSU website at the Police Department's home page, www.csu.edu/CSUPolice/index.htm. This information also appears in each student file on the CSU website. Individuals can request a paper copy of this report by submitting a *written* request to the University Police in O & M, room 210 (773/995-2111). This information will be given or mailed to all prospective students and employees. It is also available online.

SECURITY EMERGENCIES

Emergencies involving security, fire, or accidents should be reported immediately to the Office of University Police (extension 2111), which is open 24 hours a day. If necessary, faculty members will be contacted for further information by the university police.

MEDICAL EMERGENCIES

An illness or injury to an employee or student must be promptly reported to the university police (extension 2111). If required, the university police will call 911. In some cases the university police may direct sick or injured individuals to the Wellness Center. The center is open daily from 8:30 a.m. to 4:30 p.m., Monday through Friday.

In the event of serious illness or injury, the nearest relative or legal guardian of the victim should also be contacted.

UNIVERSITY CLOSINGS/CLASS CANCELLATIONS

The University can be closed or classes officially canceled by the President or her/his designee. Whenever classes are canceled due to inclement weather, and/or other emergencies, the University will be closed. If possible, this information will be made available by 6:30 a.m. to the following radio stations: WBBM, WCFL, WBMX, WGN, WLS, WMAQ, WJCP, WIND, and WVON. Faculty members may obtain further confirmation regarding the open or closed status of the university by calling 773/995-2000. A taped message will indicate whether the University is open or closed. By enrolling in the RAVE system, faculty and students can receive this information directly on their cell phones, home phones or e-mail address.

If the closing information is unobtainable from the radio stations listed above, or through the taped message, faculty members should call the chairperson of their department. Information regarding the condition of the parking lots/campus facilities may be obtained by calling the University Police: 773/995-2111.

PARKING

Faculty members may pay for the use of campus parking facilities by purchasing a University decal from the Parking Office, or by paying the entry fee (\$5.00) upon entering the campus each day. Decals must be affixed to the windshield on the driver's side, lower left-hand corner.

Free parking is available to: (1) volunteers who provide services for the University's programs; (2) officials of the Board of Trustees; and (3) emeritus or retired faculty and staff members with prior arrangement with the Parking Office. For additional information relating to parking, the Parking Office should be contacted (O &M, Room 103, 773/995-2141).

CHECK CASHING

The Cashier's Office, located in the Cook Administration Building, Room 211, will generally cash personal checks up to \$50.00 for faculty and staff when appropriate identification is presented.

FOOD SERVICE

During the academic year, cafeteria service in the Student Union is available from 7:00 a.m. through 7:30 p.m., Monday - Thursday; 7:00 a.m. through 6:30 p.m., Friday; and 10:00 a.m. through 6:00 p.m., Saturday and Sunday. Vending machines are also available in most buildings on campus.

The food service staff can also arrange to provide food for special occasions on campus. Arrangements should be made through the university food service manager who is housed in the Reed Student Union. A document titled "Catering Procedures" is available from the food service manager (773/995-2264). Go to www.csu.edu/DOSA/ThompsonHospitality for more information about food service and catering.

CULTURAL AND SOCIAL OPPORTUNITIES

The Office of Student Affairs plans and implements a broad array of programs. Faculty members and their families are invited and encouraged to attend and participate in curricular programs.

Discount tickets for theatrical and athletic events are sometimes available through the Office of Student Affairs as well as the Office of University Relations. These events are announced through campus media. Contact the Office of Student Affairs for additional information (Reed Student Union, Room 160, 773/995-2248) or read the "Up to the Minute" newsheet online about campus events. Announcements also are made through the telephone system.

A number of recreational facilities in the Jacoby Dickens Athletic and Physical Education Center (JDC) are available for faculty members. Facilities include the gymnasium, swimming pool, indoor and outdoor tracks, tennis courts, and softball field. In addition, faculty members may purchase memberships for use of the Fitness Center located in the Jacoby Dickens Center. For additional information contact the Department of Athletics (JDC 201, 773/995-2295).

LOST AND FOUND

Lost items should be reported and found property should be turned over to the university police, unless the faculty member believes she/he can return the property more easily her/himself. Records are kept and the owners are identified whenever possible. Items held for over six months are given to charitable organizations in the city.

KEYS

Keys that open offices, classrooms, and laboratories are issued to appropriate personnel by the University Police upon written request of the departmental chairperson. The person accepting the key then signs a key requisition form. When a staff member no longer needs a key for which he/she has signed, the key must be returned to the University Police. Keys are not to be returned to department chairpersons, nor should they be duplicated and given to others. The key is the faculty member's responsibility. Failure by the faculty member to return a key for which she/he signed will result in his/her being charged a fee to replace the lock.

TRAVEL REGULATIONS

The *Board of Trustees Regulations* state, "Travel regulations issued by the Travel Regulation Council, as may be amended from time to time, shall govern the reimbursement of employees and members of the Board of Trustees from all fund sources except appropriately restricted funds donated to university foundations." The *Travel Guide for State Employees*, published by the Governor's Travel Control Board, provides regulations established by the Travel Regulation Council to guide the travel of State of Illinois employees. This is available through the Office of Financial Affairs (ADM 213, 773/995-4531) or on-line at www.csu.edu/financial_affairs/accountingandfinancial.hdm.

The types of travel covered by these regulations are as follows: business travel – travel necessary to carry out required administrative, instructional, research, and public service functions of the university; professional travel - travel of the faculty and the staff to professional and scientific meetings for the sake of professional enrichment; organization travel - travel of the faculty and staff to organization meetings when the university holds official membership in the organization, if the university is requested and agrees to send a representative, or the university has assisted in the promotion of the research, education, or service activities of the professional organization concerned; and special travel - official representation not otherwise provided in these regulations but approved by the president.

TRAVEL AUTHORIZATION

When any type of official travel is planned, the traveler must first prepare the Travel Authorization and Encumbrance Request form, indicating the purpose and dates of travel, the points of departure and destination, and the mode and cost of transportation.

In addition to being the authorization form for both in-state and out-of-state travel, this form serves to encumber funds, which are to be reimbursed to the traveler after completion of the trip. Travel within the state of Illinois must be authorized and approved by the appropriate fiscal officer prior to the beginning of travel. Whenever the fiscal officer is the traveler, the approval of her/his supervisor is also required. Out-of-state travel requires the additional approvals of the appropriate dean or vice president.

Additionally, all requests for travel outside the 48 states of the continental United States or Canada must be approved by the appropriate dean or vice president 15 days prior to the beginning of the trip. Questions regarding travel should be directed to the appropriate fiscal officer. In all cases, the method of travel should serve the best interest of the University. The mode of transportation may include airline, train, or privately owned vehicle (see section Travel Regulations). Chicago State University Policy states that all University employees who submit travel vouchers for mileage when they use their private vehicles on state business must establish on the Travel Authorization form that they possess a valid U.S. driver's license prior to the trip. Failure to follow this procedure may result in the request for reimbursement being denied.

Travel should be arranged through an authorized agency. Airline or train tickets may be purchased in advance through the Purchasing Office. The faculty member should provide the Purchasing Office with a copy of the approved Travel Authorization form, and a purchase requisition signed by the chairperson which shows the destination, and dates and times of departure and return. The requisition must be provided sufficiently in advance of the date of departure, so that the Purchasing Office can make necessary arrangements.

TRAVEL REIMBURSEMENT: GENERAL STATEMENT

Upon completion of an authorized trip, the traveler must fill out a Travel Voucher in order to be reimbursed for expenses. The Travel Authorization number must be entered on the Travel Voucher in order for payment to be processed, and the voucher should be submitted within 14 days after completion of the trip. If a traveler does not submit their Travel Voucher requesting reimbursement within 60 days of the last date of travel, according to the IRS regulations, the amount reimbursed may be treated as compensation, subject to tax withholding, and reported on the employee's Form W-2.

The method of itemization of expenses is the same for all types of travel. When a privately-owned vehicle is used, the Travel Voucher must show the dates, points of travel, and mileage. If the distance traveled between two given points is greater than the usual route between these points shown on a road map, the reason for the greater distance must be stated. Travel Vouchers must be supported by receipts in all instances for railroad and airplane transportation, for lodging, and, individually, for all other items in excess of \$10.00 except for meals and incidental items as described in the regulations.

All copies of the voucher must be signed by the individual who has incurred the expense, and by her/his supervisor. The individual's name should also be typewritten or printed below the signature line. In addition, each voucher for traveling expenses shall indicate the purpose of the travel.

Individuals submitting travel vouchers are personally responsible for their accuracy and propriety. Any misrepresentation shall be cause for disciplinary or legal action.

TRAVEL REIMBURSEMENT: TRANSPORTATION EXPENSES.

All travel shall be the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel

include automobiles, railroads, airline, buses, taxicabs, and other usual means of travel. The rental of an automobile while on travel status is allowed if circumstances require. The most economical vehicle available shall be obtained.

Privately owned vehicles may be used when authorized. Faculty members using private vehicles must have insurance coverage in an amount required by the state of Illinois. Reimbursement for the use of a private vehicle shall be on a mileage basis. At present the mileage rate is 50 cents per mile. Reimbursement for the cost of automobile parking fees and tolls is allowed.

All travel must be by the most direct route. Travel by other routes may be allowed only when the official necessity is established. If an individual for his/her own convenience travels by an indirect route, or interrupts travel by direct route, he/she shall bear the extra expense. Reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and economical route. Taxis including reasonable gratuities are reimbursable.

TRAVEL REIMBURSEMENT: LIVING EXPENSES.

Personal living expenses of travel are reimbursed on the basis of either a “per diem” allowance, or “meal” allowance. For travel of less than 18 hours during the same calendar day, or when a night’s lodging is not required, the per diem allowance is not permitted, and the meal allowance is used. The maximum meal allowances to be used for travel lasting less than one day are as follows: For breakfast if departure is at or before 6:00 a.m. - \$5.50 in state and \$6.50 out of state and for dinner if return is at or after 7:00 p.m. - \$17.00 in state and \$19.00 out of state. No meal allowance is given for lunch. It is not necessary to submit receipts with travel vouchers to support the meal allowance per meal. The per diem allowance is permitted only when the travel period is overnight or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance. Travelers are allowed to request reimbursement for every quarter of the day that they are on travel status. The per diem rate for in-state travel is \$28.00 per day or \$7.00 per quarter for each partial day traveled, and the per diem rate for out-of-state travel is \$32.00 per day or \$8.00 per quarter for each partial day traveled.

Reimbursement for lodging is paid at the actual cost of accommodations. For actual cost, go to the website: www.stateuniv.state.il.us/travel for Chicago, downstate and out-of-state allowance.

Receipts are to be submitted with Travel Vouchers to support the accommodation expenses claimed. If a conference fee includes a meal, the meal or per diem allowance shall be reduced by the actual value of the meal or the amount of the applicable meal allowance provided by the state of Illinois, whichever is less.

TRAVEL REIMBURSEMENT: SPECIAL EXPENSES.

Travelers may be reimbursed for the cost of related special expenses, if reasonable. Examples of such expenses include: hire of room, exhibit space, set up, and such for official business; storage and handling of baggage; taxis including reasonable tips; telephone calls on official business including calls of three minutes or less to announce safe arrival or delay or change in plans; telephone calls to secure lodging; and laundry or dry cleaning, if on travel status

for at least seven consecutive days. Meals purchased for non-state of Illinois employees while on travel and in connection with business are reimbursable in reasonable amounts. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher.

OFF CAMPUS TRAVEL COMPENSATION:

Bargaining unit employees who are commuting to teach at an off-campus site are paid a stipend depending on the distance from the CSU campus to the site. Distance is calculated using www.Travelocity.com. Information on the rate of pay can be found in Article 29.11 and 41.8 of the *Contract*. This compensation is only for campus-based teaching faculty.

CHANGES IN TRAVEL REGULATIONS:

From time-to-time the rates listed above are changed. If there are questions regarding the rates listed above or any other aspect of the travel regulations, contact the Office of Financial Affairs at extension 4531.

PART VI

STUDENT AFFAIRS AND SERVICES

ACADEMIC REGULATIONS AND REQUIREMENTS

Information on University admission policies, registration, fees, examinations, grades, attendance, course-load, and the like is contained in the *Undergraduate and Graduate Catalogs* and, is not duplicated here. Such services as advisement, counseling, financial aid, placement, health, and athletics are also described in the catalogs but are described below for ease of reference.

COUNSELING CENTER

The Counseling Center provides free, confidential and psychological services to the University Community. The professional staff is concerned with the mental health of individual students and with maintaining an educational environment that is conducive to educational growth, human development and personal well being.

The Counseling Center offers individual counseling for a variety of personal, social, educational and career concerns: including but not limited to academic achievement, self esteem, family and interpersonal conflict, anger and stress management depression, and anxiety. The Center offers personal and vocational assessment group counseling, and psychoeducational workshops. Ongoing programming includes the Effective Study Program for improving study skills strategies, Anger Management groups for learning to control hostility and aggression, and year-round special events of relevance to women, e.g. during Women's History Month and Domestic Violence Awareness Month.

The Counseling Center makes referrals to community mental health and human services agencies for concerns that may require specialized services, more intensive care or for services that are beyond the scope of the Center (for example, emergency housing, drug addiction, acute/severe mental illness, etc.).

Faculty and staff should use the Employee Assistance Program through their medical benefits (see Human Resources, ADM 203, (773) 995-2040).

The Counsel Center is located in the Cordell Reed Student Union Building-Room 190 (773) 995-2383). No appointment is necessary for first time visit/intake.

TUTORIAL ASSISTANCE

The Learning Assistance Center is located in New Library – 4th Floor 773-995-2273). Students may come to the center for free tutoring in the following subjects:

English: All students enrolled in English composition courses are provided English tutoring on a one-to-one or small group basis when referred by their instructors. In addition, all CSU students may take part in workshops on grammar and composition. Self-paced learning materials are also available for independent work.

Mathematics: One-to-one and small group tutoring is available to all CSU students enrolled in the following mathematics courses: 0990, 1010, 1020, 1200, 1210, 1250, 1400, 1500, 1410, 1415, 1420, 1800 and 2430, as well as computer science 1050. Students may be referred to the center for advisement on preparation for the Math Placement/Proficiency Exam.

Accounting, biology, chemistry, French, physical science, and Spanish tutoring is presently available on a one-to-one or small group basis. Tutoring hours may vary from one semester to another. Students must make appointments to receive tutoring services.

CAREER DEVELOPMENT

The Career Development Center serves as the foundation for providing advice, information and resources to enable the student to develop a career plan and job search strategy to ultimately land a job consistent with her/his academic background, goals and interests. Individual student appointments and group workshops provide valuable information to enhance the student's ability to compete in the challenging job market. Specific services include effective resume writing, successful interview techniques, career fair preparation, and decision-making on offers and graduate schools. The experienced Career staff develops relationships with employers resulting in companies coming to CSU for Career Fairs, campus interviews and employer presentations. An internet-based system allows students and alumni 24-hour access to all job postings and permits students to store resumes and other important marketing documents. Location: Cordell Reed Student Union, Room 180 (773-995-2327).

DISABLED STUDENT SERVICES

Chicago State University is committed to providing all students equal access to education. The Abilities Office of Disabled Student Services is the office on campus where students with verified disabilities will be provided with reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA). These accommodations are provided to address the barriers to educational access that are caused by the symptoms of the disability. Students with disabilities should make contact with the Abilities Office upon acceptance to Chicago State University and provide documentation of their disability to the Coordinator. The Abilities Office is located in the Cordell Reed Student Union Building in Room 190 and can be contacted at 773/995-4401.

FINANCIAL ASSISTANCE

CSU makes every effort to assist students in financing their education. A variety of federal, state, institutional, and private programs are available to qualified students. In some cases, the student applicant must demonstrate financial need; in others, financial need is not considered when awards are made. The programs are administered by the Office of Financial

Aid (ADM, Room 207, 773-995-2304). Financial support is available to CSU students in the form of (1) scholarships and Federal Pell, and State of Illinois Monetary Award Program (MAP) grants, (2) Federal Direct Stafford loans, and (3) student employment. For additional information, see the Undergraduate and Graduate Catalogs.

ACADEMIC SUPPORT PROGRAM

The Office of Academic Support was established as a “one stop” academic support center for students as the anchor of retention efforts at CSU. In addition to monitoring the academic progress of students, the staff makes referrals to other support services on campus which assist students with qualifying examinations, study and learning skills, counseling, and personal development. Special activities are also offered for freshman students which include a mentorship program, monthly freshman forums, and a summer bridge program. Other programs and activities in the Office of Academic Support include: Parent in Action, an organization of freshmen parents; and CSU 090, the extended freshman orientation course. The Office of Academic Support is located in Room 158, Reed Student Union Building (773/995-4510).

STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services (Douglas Hall, 2nd Floor, Suite B, 773-995-3864) program is funded by the U.S. Department of Education. The program targets low-income, first-generation college students or persons with disabilities who have need for academic support. Its goal is to provide a variety of services designed to enhance academic and social skills, increase retention and graduation rates, and stimulate career interests beyond the undergraduate level of achievement. The program provides individual and group counseling, workshops, tutorials, cultural activities, social activities, mentorships, and advocacy and coping skills which enhance personal growth and self-confidence. Student progress is monitored daily and remediation is individually prescribed to increase opportunities for success.

STUDENT LIFE

The Division of Student Affairs (Reed Student Union, Room 268-A, 773/995-2448) is responsible for the formulation of policy governing student activities on campus. It serves as a resource and referral center for any student concern, and as coordinator of matters relating to student life. The Division provides leadership for, and maintains close liaison with students, student publications, student organizations, and other administrative units of the university as these relate to students’ adjustment to the university. The division is staffed by persons with experience and training in student development and other areas of student personnel service. The staff is available to assist students in a variety of ways including the interpretation of student life policies and the resolution of personal, social, and academic concerns.

Areas of responsibility include Campus Ministry, Office of Student Activities, and the Student Government Association. Family Life Center, Residence Hall, Career Development, Child Care Center, Financial Outreach Center, Counseling Center, Women Resources Center, Ombudsperson, Intramural and Fitness, Judicial Affairs and Latino Resource Center. The *Undergraduate and Graduate Catalogs* contain additional information about these units. Adjunct responsibilities include administering the student judicial system, developing support services for

students with disabilities, providing leadership and support to the student activity fees committee, commencement, and developing, in cooperation with the university community, other activities and events which promote student growth and adjustment.

STATEMENT OF MUTUAL RESPONSIBILITY

[Excerpt from *Student Handbook*]

The main goal of campus life at Chicago State University is to maintain a strong educational community. While living and learning in such a community brings privileges, it also carries responsibilities. Students, by virtue of their enrollment at CSU, agree to accept the responsibilities of membership in the University community including adapting to the rules that foster the kind of campus atmosphere that Chicago State University desires. These responsibilities are detailed in the Student Judicial Code. Students are held accountable for adhering to the rules and regulations while enrolled or participating in any University program on or off campus from the beginning to the end of each semester. Graduating undergraduates and graduating master's degree candidates remain accountable throughout commencement activities.

STATEMENT OF APPROPRIATE DRESS

[Excerpt from *Student Handbook*]

Chicago State University (CSU) is committed to fostering an environment in which learning is supported by mutual respect, courtesy, and concern for the feelings of others. All members of the CSU community are expected to demonstrate this commitment by wearing clothing that expresses the dignity of the individual and the scholarly purpose of the University. The various colleges, departments, and programs within CSU may establish and enforce additional standards of dress they consider appropriate for the accomplishment of their educational missions.

ATHLETICS

There are three levels of athletic activity at CSU: intercollegiate athletics, intramural athletics, and campus recreation, all under the Athletics Director.

Intercollegiate sports for men are basketball, baseball, cross country, indoor/outdoor track and field, tennis and golf. Intercollegiate sports for women include basketball, volleyball, cross country, indoor/outdoor track and field, tennis and golf. The University is a member of the National Collegiate Athletic Association (NCAA), Division I AAA, and the Great West Athletic Conference. Two types of athletic assistance are available: full scholarships, which cover all expenses, and talent scholarships, which cover tuition only. Questions on eligibility should be referred to the Athletics Director. The Athletic Department Jones Convocation Center, Room 1502 (773/995-2295) offers a comprehensive tutorial and study hall program for all athletes.

A comprehensive program in intramural athletics and recreation is available for the traditional and nontraditional student.

POLICY ON STUDENT CONDUCT

A document, *Policy on Student Conduct (revised Fall, 2000)*, embodies CSU's official statement regarding the rights and responsibilities of students, the kinds of offenses subject to disciplinary action, and the judicial process by which disciplinary action may be taken. All students are expected to acquaint themselves with the standards for student conduct. Copies of this document may be acquired from the Office of Judicial Affairs.

STUDENT MISBEHAVIOR INCLUDING CLASSROOM DISRUPTION

The manual titled *Policy on Student Conduct* has been developed by the Office of Judicial Affairs. This document deals with violation of the student judicial code in the following areas: safety; property; personal identification and honesty; noise or disruptive behavior; obstruction or disruption of activities; accessory responsibility; academic misconduct; and violations of rights.

A specific policy for classroom disruption has been adopted. Specifically, the policy is designed to promote a classroom environment that encourages and allows for the free and open exchange of ideas critical to the learning experience. A faculty member may ensure such conditions by excluding from the classroom any individual, who in his/her determination: (1) threatens or engages in physical violence toward another individual; (2) threatens another or interferes with the property of others; or (3) otherwise disrupts the class. If a faculty member believes that condition 1, 2, or 3 exists, she/he should attempt to issue a verbal warning to the student(s) involved. If the individual(s) continues to be disruptive, the faculty member should again attempt to instruct the individual(s) to leave the classroom. If the student(s) does not comply, the faculty should call the university police at extension 2111 for assistance. It is required that the university police receive a signed complaint requesting the removal of a student from a classroom.

Additional information related to student conduct may be acquired from the Office of Judicial Affairs (RSUB 247, 773/995-2823).

POLICY ON THE RELEASE OF STUDENT INFORMATION

All students enrolled at the University have the right to inspect and review their official records, to request corrections or deletions, and to limit access to such records by other persons in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and university guidelines issued pursuant thereto. Copies of the Guidelines for Implementation of the Family Educational Rights and Privacy Act of 1974 are available in the Office of the Registrar.

The primary academic record of a student is located in the Office of the Registrar. Other records may be located in Admissions, Alumni Affairs, Business Operations, Career Planning and Placement, Wellness Center, Graduate Office, Financial Assistance, Student Development, and collegiate and academic departmental offices.

Students have the right to file complaints regarding alleged failure of the university to comply with FERPA. Students should file a written request for a hearing with the office responsible for maintaining the record.

STUDENT GRIEVANCE PROCEDURE

CSU has defined a student grievance procedure. The specifics of the procedure are described in the *Undergraduate and Graduate Catalogs*. Grievances are handled through the Division of Student Affairs.

PARENT PARTNER ORGANIZATION

The Parent Partners Organization (PAO) is an organization of parents and guardians of freshman students at CSU. PPO was organized by a group of parents of entering freshman students who wanted to extend their support to the university and students, particularly those first-year students entering college for the first time. Each semester, PAO develops a calendar of activities that includes orientation meetings, workshops, support groups, and fund-raising for student scholarships. Information about PAO is disseminated in a biannual newsletter called *Parent Talk*. The organization is administratively housed in the Office of Academic Support.

CHILD CARE CENTER

The Child Care Center is equipped to provide quality care for pre-school and school-age children two and one-half through five years of age. The basic goal of the Child Care Center is to provide an environment in which social, physical, intellectual, and emotional growth is encouraged by a professional staff and a well-planned curriculum. Services are available full time, five days per week, from 7:00 a.m. to 5:30 p.m. Head Start and Title XX programs for low income families are available. Families with handicapped children are encouraged to apply. Although CSU students have first priority, services are open to all members of the academic community. For further information contact the Child Care Center (773-821-2560).