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Section A General Interpretation of Institutional Philosophy

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Philosophy of Administration and Operation

Administration

The Administration has the responsibility for developing policies, procedures, and practices and for inviting employee input when appropriate. However, certain decisions are the prerogative of the Administration and the Board of Trustees.

The administrative approach is intended to be cooperative in spirit and democratic in operation, allowing all University employees participation at various levels in the decision-making processes of the institution. Such an approach requires individual responsibility. Employees are obligated to consider the total welfare of the institution, while at the same time representing their teaching and service needs.

The administration not only invites but also seeks constructive suggestions and discussions.

Operations

The basic philosophy and objectives of the University are described in the Vincennes University Catalog. All employees should familiarize themselves with the philosophy and objectives and utilize them in their work.

The University is an “open door” institution in the tradition of all comprehensive public two-year or community colleges. Being an open door institution means that any student who has a diploma from an accredited high school, has successfully completed the General Education Development test (GED), or is in good standing from an accredited college may enroll at Vincennes University and receive the benefit of University services. Vincennes University also welcomes students graduating from schools which are not yet accredited or from home schooling programs under specific conditions. (See the Catalog, “Requirements for Admission” for complete details.)

Students without high school diplomas may sometimes be helped to overcome deficiencies through special tests, correspondence and special courses, and/or the Adult Basic Education (ABE) program. Such students may be probationally admitted to certain programs when they can demonstrate satisfactory evidence of their ability to carry the work and have completed ABE requirements.

Vincennes University’s philosophy is that all properly motivated and dedicated high school graduates should have the opportunity to attempt a college education. College success involves a variety of factors including motivation, readiness to work, personal adjustment, ability, and past educational development, some of which are not easily measured by standardized tests. While a correlation exists between success in high school and success in college, sincere students, regardless of educational backgrounds, should have the right to attempt a college education.

Furthermore, the University offers a “comprehensive program,” which means that a variety of educational programs is available to meet the needs, talents, interests, and present developments of the students and the community. Such a variety of programs is necessary and crucial in an open door

institution.

Institutional Vision and Mission

Vision Statement

Vincennes University is a premier learning institution, widely recognized for leadership in innovation and delivery of successful educational experiences. A broad range of program offerings and a commitment to superior service ensure the University's role as an important link in Indiana's economic and cultural vitality. VU is a diverse community whose members all share responsibility for supporting the University's mission and are respected for their contributions.

Mission Statement

Vincennes University, Indiana's first college, is the State's premier transfer institution and leader in innovative career programming. The VU community ensures educational access, delivers proven associate and baccalaureate programs, and offers cultural opportunities and community services in a diverse, student-centered, collegiate environment.

Approved by the VU Board of Trustees at its September 28, 2005 meeting.

Institutional Functions and Objectives

For a complete listing of the institutional functions and objectives, refer to the University Catalog.

Section B Administrative Organization

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The Board of Trustees

The Board of Trustees has the legislative responsibility and authority for the operation of the University and is specifically empowered by statute to perform the functions outlined in I.C. 23-13-18-4 through 23-13-18-6. The Trustees approve all University policy, degree programs, promotions, tenure appointments, budgets, and requests to the legislature. In addition, the Trustees review and approve any grant applications, contractual matters, and bids over \$100,000. The Trustees have the final authority and responsibility in all matters concerning University policy, employee, and fiscal matters. The Trustees employ and delegate the administration of the University to the President.

The Governor of Indiana appoints nine Trustees to serve three-year staggered terms. Each year, three of the Trustees' terms end, and the Governor makes new appointments. In addition, the Governor annually appoints a Student Trustee. Serving as ex-officio members of the Board of Trustees are the President of the University and the Superintendents of the Vincennes Community, North Knox, and South Knox School Corporations.

The Trustees meet in regular and open session the fourth Wednesday of each month at an announced time and site. The Trustees' meetings are open for all University and community people to attend. The meeting agendas, prepared by the President in consultation with the Chair of the Board and published via the University's e-mail system, usually include a review of past minutes, decision items, and information items. A brief summary of the actions and deliberations that occur at the meetings is also published in the VU Vision, and the minutes of the Trustees' meetings are available from the Record Clerk.

The Trustees have standing committees to assist with the work of the Board. Recommendations of the standing committees are presented for action to the full Board, as appropriate. Members of the standing committees are appointed annually by the Chair of the Board.

Governance

Vincennes University employees are represented through three governing bodies: the University Senate for the Faculty of Vincennes University, the Vincennes University Congress for Professional Staff, and the Vincennes University Support Staff Council.

As described in the respective bylaws, each governing body is formed by an election of representative members in apportioned numbers. The work of each body begins in committees, and recommendations are transmitted to the full governing body for final action. The actions taken by each governing body are recorded in the minutes of the meetings, and these recorded minutes are transmitted to the Board of Trustees by the University President. If actions are necessary by the Trustees, the actions are discussed by the Trustees' committees and recommended to the full Board for final action. The Trustees look to the University President for recommendations on actions forwarded from the governing bodies.

For copies of each governing body's bylaws, see Section H – Faculty, Section J – Support Staff, and Section I – Professional Staff.

Presidential Services

University Relations and the Vincennes University Foundation, which oversees the Alumni Office, comprise Presidential Services and report to the University President.

President

As Chief Executive Officer, the President has the responsibility for the overall operation of the University, which includes the basic responsibility of developing broad policies and basic planning for the operation of the institution.

In addition to the specific areas listed below, the President works directly with the vice presidents to help coordinate the administration of all programs and services of the University. In cooperation with the vice presidents, the President is also responsible to represent the University to educational, governmental, and business and community leaders across the state.

External Relations

The Senior Director of External Relations has administrative responsibilities for the University relations, marketing, and enrollment management functions of the University, including admissions.

Admissions

The Admissions Office supervises and coordinates admissions procedures and activities, including high school visits, mailings, visitations, and tours.

Marketing

The Marketing Office oversees internal and external marketing and information efforts, plans and implements strategic marketing campaigns, and researches potential students' needs to better reach them.

Parent Services

Parent Services addresses issues and concerns of parents, maintains a log of parent contacts, assists in the Blue Ribbon Tours, and takes an active role in the New Student Orientation and Registration Program.

Conferences and Workshops

Conferences and Workshops coordinates conventions, conferences, and workshops conducted by the University and supervises the preparation of printed materials for them.

Vincennes University Foundation

In 1950 the VU Foundation was founded to receive, hold, and invest monies for the benefit of the institution. Of importance at that time was assuring contributors that their funds were being used for the purposes for which they were given, particularly for campus expansion. As the University's programs have expanded, so too have the tasks of the Foundation. The Foundation's Board of

Directors cooperates in conducting financial campaigns for the expansion of the University. The Foundation is the depositor and investor of funds by various constituents in support of the University's mission. Contributions may be made in the following areas: annual fund programs (unrestricted funds), restricted funds, and bequests and other estate gifts.

Alumni Office

The Alumni Office provides selected services in order for the alumni of the University to continue to enjoy a positive relationship with their Alma Mater. It also provides to the University services that depend on current information about alumni, involvement of alumni, or special communications with alumni. The Alumni Association is a voluntary association of alumni directed by its own Board of Directors. The Association's activities develop a fraternal spirit among alumni, encourage support of the University in a variety of ways, and continue the relationship of alumni with the University.

Instructional Services

Instructional Services oversees educational programs and curricula both on- and off- campus.

Provost and Vice President for Instructional Services and Dean of Faculty

The Provost and Vice President for Instructional Services and Dean of Faculty is responsible for the instructional programs and student affairs of the University and sees that the instructional programs and student services are carried out in harmony with the philosophy and purpose of the institution. The Provost and Vice President for Instructional Services and Dean of Faculty also has responsibilities for the University system and serves as the spokesperson in the absence of the President.

Assistant Provost for Academic Affairs

The Assistant Provost for Academic Affairs oversees outcomes assessment, new curriculum development, and professional development as well as developmental education, accreditation, program review, advising, and program articulation.

Assessment

The Office of Institutional Assessment encourages, promotes and facilitates institution-wide assessment activities leading to the development and implementation in both academic programs and administrative departments. The Office of Institutional Assessment works closely with the Office of Institutional Research to provide consultation, training and technical assistance to faculty and staff with their assessment activities.

The Office of Institutional Assessment is responsible for providing leadership and assistance to faculty and staff, and for overseeing a program of evaluation and feedback to enhance the effectiveness of the programs and services of Vincennes University. The director has the responsibility to facilitate and sustain Vincennes University's assessment efforts and of coordinating the efforts of faculty and staff on the Assessment Committee.

As an additional service, the Office of Institutional Assessment acts as the central repository of assessment information as well as the distribution point for those assessment activities conducted at the university level.

Curriculum Specialist

The Curriculum Specialist serves as an advocate for academic transfer and occupational development. The Curriculum Specialist works with faculty, department chairs, division deans, and university administration from program concept through approval by the Indiana Commission for Higher Education.

Accreditation

The NCA Coordinator provides leadership and coordination on matters relative to institutional accreditation. The Coordinator serves as a liaison with NCA and provides information to the campus community regarding accreditation requirements and procedures.

Advising Center

The role of the Advising Center is to assist students in the development of an education plan, registering for classes, changing academic majors, and issues related to transfer. In addition, the Center serves as a resource for faculty and staff regarding policies and procedures related to advising and registration. The Advising Center provides workshops to assist new faculty advisors in their transition to advising at VU, as well as participating in START VU and New Student Orientation.

Office of Institutional Research

The Office of Institutional Research designs, conducts, and reports research studies that guide the continued growth and development of the University.

Instructional Deans

The Instructional Deans supervise educational programs in their respective divisions: Humanities and Social Science, Science and Mathematics, Health Science and Human Performance, Business and Public Service, and Technology, which includes the Aviation Technology Center (ATC) in Indianapolis.

Department and Program Chairs

Department and Program Chairs are appointed for all instructional departments and programs. A chair is appointed when a program requires someone to provide academic leadership and curriculum development and oversight, provide academic advising to students, seek and maintain program accreditation, establish teaching schedules, order supplies, and perform other duties necessary for the operation of the program. A program becomes a department when five FTE faculty are employed. If a department drops below five FTE faculty for four consecutive semesters, it may revert to a program.

Aviation Technology Center (ATC)

The ATC provides postsecondary education in Aviation Maintenance Technology and other University programs. Besides allowing students to earn an A.S. degree from VU, the University has developed articulation agreements with Purdue University to enable graduates to pursue a baccalaureate degree at the Indianapolis International Airport location. The ATC also offers a Certificate in Tractor-Trailer Driver Training leading to a Commercial Driver's License (CDL) and courses in general education and developmental studies.

Jasper Campus

The Vincennes University Jasper Campus (VUJC), consistent with the overall mission of VU, offers both academic transfer and occupational programs. A wide variety of classes is offered each semester, most being scheduled to meet once a week during fall and spring semesters. This enables students to carry a full schedule of classes by attending only two or three days a week. Extensive evening class offerings permit those who are employed full-time to carry a full schedule of classes if they so desire.

Learning Resources Center (LRC)

The Shake Learning Resources Center offers a variety of print, non-print, electronic, and media

resources and services to students and employees of Vincennes University. The LRC houses an extensive reference collection, a periodical and browsing area, conference and meeting rooms, a microform-use area, and computer classrooms. Students have access to holdings of other libraries throughout Indiana, to a CD-ROM network of library resources and indexes, and to the First Search service, which provides access to dozens of reference sources through the Internet. The LRC also provides full Internet access.

The Center for Teaching and Learning

The Center for Teaching and Learning is a focal point for faculty development related to the use of instructional technology and pedagogical training. The Center provides faculty with hands-on access to state-of-the-art computers and multimedia equipment for curriculum development. The center conducts workshops and seminars that promote awareness of teaching strategies and instructional issues. The Center's Instructional Designer assists faculty in the use of instructional strategies and methodologies that have been shown to engage students, improve learning, and promote retention. In addition, the Center maintains a resource library of professional educational materials for enhancing instructional design and curriculum development.

The Vincennes University Assessment Center

The Assessment Center administers various types of tests to prospective and currently enrolled students, and is a public testing center for certification tests offered by Pearson VUE, Certiport, and LaserGrade hosting services. The Assessment Center is located in Room 130 of the Shake Learning Resources Center.

Photo identification must be presented for all tests.

Tests given include:

- Accuplacer Computerized Placement tests (CPT)
- CLEP Proficiency tests for course credit
- DANTES Proficiency tests for course credit
- Written placement tests (DTLS/DTMS)
- GENED Accuplacer Math Achievement tests for graduating students
- G.E.D. High School Equivalency Exam
- National SAT (see VU web page for test dates)
- National ACT (see VU web page for test dates)
- Department tests on VU Blackboard
- National certification tests-Microsoft IT, Microsoft Office Specialist (MOS)
- CompTia+ and Network+, Cisco IT, and FAA Flight and Maintenance certifications
- Proctoring testing services for other colleges and universities

No appointment is necessary for Accuplacer Placement, Entry, or GENED testing. Walk-ins are welcome for these tests only. Appointments and/or advanced registration required for CLEP, DANTES, Certification, G.E.D. or other tests.

Students who have applied and been accepted for admission to the University may take

their Entry/Placement test early by reporting to the Assessment Center, or they may take the test during START VU. All incoming students must take the Entry/Placement test prior to course registration.

Lewis Historical Collections Library

In addition to housing the VU archives, the Lewis Historical Collections Library contains a Regional History Collection of documents, letters, and other valuable papers concerning the area that originally made up the Indiana Territory. The Lewis Library has a strong collection of standard genealogical reference materials including county and state records. It serves as a historical reference for faculty, staff, and students of Vincennes University and is open to the general public. However, the Lewis Library does not lend books nor participate in interlibrary loans, but in unusual circumstances, certain books and materials can be taken from the library following a written request approved by the Director.

Media Services

Equipment Loan Procedure

The primary objective of the LRC's AV equipment pool is to support instruction and all University-related activities. Basic procedures are as follows:

1. AV equipment may be borrowed by University employees for University-related activities. Borrowers may be asked to present appropriate identification, such as University ID.
2. Equipment may be picked up at the equipment reservations office. Those wishing to have equipment delivery and set-up at designated areas on campus should provide twenty-four (24) hours advance notice or risk the possibility that the desired equipment and/or personnel for delivery and set-up will not be available. Equipment should not be moved from one location to another without prior approval from the AV equipment office. Equipment should be returned promptly after use. Those wishing to borrow equipment for extended periods should obtain approval to do so from the Dean of Learning Resources or the Director of Media Services.
3. Students may not borrow equipment for use outside the LRC unless they are doing so in the name of an instructor or University staff member. The instructor or University staff member should clear the check-out in advance and assume full responsibility for return of the equipment and for any damages that might be incurred.
4. Non-university groups, businesses, and organizations may rent certain specified kinds of AV equipment under the following conditions:
 - a) The loan of the equipment will not interfere with the support of University-related activities.
 - b) The equipment is not readily available from another source.
 - c) The individual, group, or organization assumes full responsibility for any damage or loss that might occur to the equipment.
 - d) Appropriate identification is presented.
 - e) Subject to the conditions listed above, non-university groups, businesses, and

organizations may rent the following items for a fee of \$10.00 per day:

- slide projectors
 - 16mm film projectors
 - filmstrips projectors
 - filmstrip/cassette tape projectors
 - slide/cassette tape projectors
 - overhead projectors (if available)
 - audio cassette players and records
 - opaque projectors (when available)
- f) Equipment will not be loaned for more than three days unless special arrangements to do so are made in advance.
- g) Video cameras, players, and recorders are not available for rental.
5. Users of AV equipment are asked to report any problems connected with the use of the equipment to the Equipment Technician or the Director of Media Services.

Production Procedure

The primary objective of the LRC AV production services is to support instructional and University-related activities. The audio-visual staff assists University personnel in the design, development, and production of materials for classroom and University-related activities. Approval from the Dean of Learning Resources and the Director of Media Services must be obtained for non-university work. Approval is given only if such work does not interfere with the performance of University-related work. University work must take priority over non-university work.

1. Production work for students is not performed if there are other suitable production facilities on campus to which students have access. Otherwise, student work is subject to the same charges and guidelines that apply to all LRC users.
2. The LRC does not produce personal photographic work. Commercial photographers should be contacted for all personal work.
3. University departments and/or individuals are charged the cost of materials for work performed for them by the Media Services Department. The department account number against which the charges are to be made must be included on the appropriate LRC service request form.

All requests for audio-visual services that might involve significant commitments of staff time and resources must be made directly to the Dean of Learning Resources. It is the Dean's responsibility to establish priorities for AV production requests and services and to monitor their completion and performance.

In consultation with the Director of Media Services and appropriate staff, the Dean of Learning Resources establishes priorities in accordance with AV production procedures as outlined in the University Manual. LRC production and service priorities may be modified by the Provost/Vice President for Instructional Services and Dean of Faculty.

Continuing Studies

Distance Education/Degree Completion

The Distance Education/Degree Completion Program (DE/DC) offers students the advantage of completing college courses at home in a self-directed way. Students may elect to enroll in courses available in correspondence, online, two-way video, CD-ROM, or satellite TV format.

Military Education

The Out-of-State Military Education Program serves two distinct populations. The Out-of-State Weekend Program serves full-time Army, Army Recruiters, Army Reserves, and the National Guard. The Military Education Program (MEP), which has its office located on the Vincennes Campus, administers the provision of courses, on request, at military facilities throughout the United States. The Vincennes office currently administers the delivery of the Noncommissioned Officer Leadership Development Program for this population.

Indiana Higher Education Telecommunication Systems (IHETS)

Since its authorization in 1967, the Indiana Higher Education Telecommunication System (IHETS) has grown into a sophisticated telecommunications system that includes a statewide audio conference network, a statewide data network (INDet), which provides access for Vincennes University to the Internet, the State Universities Voice Network (SUVON), which is for voice and data transmission, and a compressed satellite-based television network.

IHETS is governed by a Board of Directors, which is composed of the Presidents of the Public Colleges and Universities in Indiana and representatives of the private postsecondary institutions. Various standing committees, which are comprised of representatives from the member institutions, including VU, (Management Committee, the Indiana Partnership for Statewide Education (IPSE), the Integrated Technologies Committee, the Data Network Committee, the Voice Committee), assist with the on-going management and operation of the system.

Questions regarding IHETS should be directed to the VU Dean of Continuing Studies or the IHETS Executive Director at 317-263-8900.

Conference Facilities

Conference calls are also possible through the use of SUVON. These voice conferences may be arranged between any sites that have SUVON capabilities. Such conference calls may save individuals a great deal of travel time and expense and may make it possible to conduct meetings when factors such as severe weather make travel difficult.

The conference system includes two bridges. One permits smaller conferences of up to twenty participants while the larger will accommodate up to twenty-eight participants. These conferences may be scheduled through the IHETS office by calling 317-263-8900.

Data Network

IHETS provides a data network that links member campuses, including VU, and approved non-members users (i.e., K-12 schools) via a digital network. This network provides opportunities for data and information sharing between users in a wide variety of applications.

One of the greatest advantages of being a participant in the Data Network is its ability to provide access to the nationwide Internet. Current users of the Internet have found numerous, extensive, easily accessible databases that provide research and information on a broad range of topics.

Questions regarding the Data Network should be directed to the VU Chief Information Officer (CIO) and Director of the Management Information Center or the VU Dean for Learning Resources.

SUVON

The State Universities Voice Network, or SUVON, provides a state-wide telephone system that enables personnel at the state's postsecondary institutions to conduct official business in a cost-effective way. The system connects all campuses and regional centers of the public and private institutions in the state. For a more detailed explanation of the use of the system, consult the campus telephone directory or contact the campus operator.

Television Network

The television network is used to transmit programs and seminars (credit and non-credit) to campuses and other authorized locations that wish to take advantage of an offering because of student or community interest. A "talk-back" system permits individuals at any location to converse with speakers in the television studio from which a program originates. The video system is distributed across Indiana and elsewhere utilizing satellite technology.

Student Affairs

Vincennes University believes that more than the educational needs of students must be met. The University sees each student as an individual and acknowledges and treats each one accordingly. The University's mission is to accommodate each student and meet every need as completely as it can to further each student's educational and human development. The Student Services area is organized to carry out this part of the mission by providing programs for the personal, social, cultural, financial, health, and safety needs of every student.

Assistant Provost for Student Affairs

The Assistant Provost for Student Affairs supervises and coordinates the Student Services area, which includes, but is not limited to, directing the development of philosophies and policies in the Student Services area.

Athletics

Vincennes University has a well-rounded intercollegiate sports program. Both the men's and women's teams are competitive on the national level, have won numerous national championships, and have had numerous All-American athletes on various intercollegiate teams.

COPE Student Support Services

Funded by the U.S. Department of Education, COPE Student Support Services is a program of academic support for students who are low-income individuals, first-generation college students, and/or physically disabled. After students are admitted to the University, they may apply to admission to the program. Students are eligible to be in the program if they meet the low-income guidelines, are first-generation college students, or have a physical disability, which includes documented learning disabilities. The COPE program accepts a limited number of students with physical and learning disabilities each semester.

Counseling Center

The Counseling Center provides emotional and behavioral counseling, including substance abuse counseling, to students and employees. The center also consults with University personnel regarding students with behavioral or emotional problems and serves as liaison with the Samaritan Center. In addition, the Counseling Center also provides workshops and presentations to classes and University groups upon request and assists in the New Student Orientation and Registration Program.

Career Exploration Center

The Career Exploration Center offers assistance with career planning to both students and community persons. Services include career counseling, testing, and personal assistance in using the center's resources. A library of occupational information and college transfer materials, including directories, catalogs, applications, and financial aid resources, is available. The center also maintains a part-time employment service that matches VU students with employment requests from the community.

Office of Disability Services

The Office of Disability Services provides students and employees with information on services available to students with disabilities and on appropriate accommodation procedures; coordinates services with Vocational Rehabilitation, COPE, STEP, faculty, staff, and students; evaluates disability documentation for reasonable and appropriate accommodations; assists in policy and procedure development regarding students with disabilities; assists in recruiting monitor readers, tutors, and American Sign Language interpreters; maintains accurate records on all accommodations of students enrolled in and receiving services; serves as a campus-wide repository of information on all students with disabilities; assists students with disabilities during orientation, advising, and registration when necessary; refers students to specific community agencies when appropriate; and notifies appropriate University personnel of policies, practices, or physical structures that are possibly noncompliant with the law or spirit of the ADA.

Dean of Students

The Dean of Students supervises and directs the disciplinary process for Student Conduct Code violations, supervises and directs Attendance Policy procedures, supervises the maintenance of students records for disciplinary action and attendance purposes, coordinates and directs the New Student Orientation and Registration Program, acts as an advisor to the Student Senate, directs activities for the development of student leadership and positive student morale, and gives leadership to the development of policies and philosophies dealing with campus regulations and student life.

Associate Dean of Students

The Associate Dean of Students serves as a hearing officer for disciplinary cases and implements appropriate disciplinary procedures when assigned by the Dean of Students, counsels students who have class attendance problems, serves as a hearing officer for appeals for drops for non-attendance, reviews the status of academically high-risk students, and coordinates the student staff for the New Student Orientation and Registration Program.

International and Multicultural Student Affairs Office

The Multicultural Services Office provides academic support, cultural activities, and involvement for both international and minority students, gives attention to factors affecting retention of both populations, and provides support services in areas that may be unique to these students.

Student Activities Office

The Student Activities Office strives to develop, promote, and supervise a program of activities for all students, including Student Senate, student clubs, the Student Volunteer Service Program, Blazerettes and Cheer Team, Greek organizations, and the All-campus Events Program. This office also assists in special summer projects (e.g., summer band, drill team, and cheerleader workshops) as well as New Student Orientation and Registration. In addition, the Student Activities Office organizes and promotes a program for developing student leadership.

Student Health Office

The Student Health Office administers first aid and treatment of minor accidents and illnesses according to standing orders by the University physician; makes referrals and appointments with physicians if patient symptoms warrant further attention; teaches, counsels, and advises patients regarding proper health practices, prescription medications, and treatments; keeps accurate records for each patient served; initiates and writes policies and procedures for the Student Health Office; evaluates each incoming student's medical record and requests additional information when necessary; and gives yearly flu injections to employees.

Food Services

Sodexo Marriott provides food services to the Food Court, the Tecumseh Dining Center, vending machines, and all catering done on campus and for the University.

Housing and Residential Life Office

The Housing and Residential Life Office supervises and coordinates on-campus for residential and off-campus housing, processes all housing contracts, coordinates and supervises residential hall activities and personnel, makes room assignments and maintains records of residential students, recommends renovations for existing residential facilities, and files addresses of all students enrolled at VU.

Placement and Veterans' Affairs Bureau

The Placement and Veterans' Affairs Bureau collects and maintains a depository for candidate credentials and arranges on-campus interviews for prospective employers with qualified students. The bureau sends letters of application and placement credentials to all employers that contact the office and also at students' requests. In addition, the office maintains a current job order board for student review and seeks new contacts with business, industry, and institutions to enhance employment opportunities for graduates. The bureau also completes annual and five-year follow-up studies of all graduates to determine their success and to provide valuable information to administration, division deans, and faculty.

The Veterans Affairs Office assists veterans, dependents, and National Guard and Reserve students in obtaining educational benefits and coordinates various types of veteran aid available to war orphans, veterans with disabilities, children of veterans with disabilities, and veterans. This office also serves as the University's liaison with governmental agencies that deal with veterans' affairs. In addition, the Veterans Affairs Office develops special programming for veterans.

Program for Adult Student Success (PASS)

The Program for Adult Student Success (PASS) provides transitional and support services to non-traditional students attending VU. Through a combination of individual assessment and University and community linkage, PASS assists non-traditional students with educational opportunities and career information, financial aid resources, and a variety of community and social agencies in a six-county area.

Registrar's Office

The Registrar's Office is responsible to coordinate registration, student schedule changes, graduation audits, recording of grades, verification and certification of transcript services, evaluation of incoming transcripts, FOCUS reports, changes in student data, microfilming, evaluation of military credit, orientation and registration of new students, and records depository.

Religious Centers

Campus Ministries and Catholic Campus Ministries provide religious counseling, special discussion groups related to religion, and additional religious experiences for interested members of the student body. Students may also participate in Christian Campus Fellowship, which is recognized as a student club.

Reservations Office

The Reservations Office coordinates and supervises the reservation of University facilities.

VU Police Department

The VU Police Department cooperates with all facets of the University community and other law enforcement and public safety agencies to ensure the most effective police and safety program possible.

Educational Opportunity Programs

Educational Talent Search

Educational Talent Grant is funded by the U.S. Department of Education to provide services to facilitate education for clients who are seeking to enter the formal education system. Clients can be junior high students through non-traditional students. Vincennes University is authorized to provide services to students in Knox, Sullivan, Greene, Warrick, and Vanderburgh counties.

Indiana Teen Institute (ITI)

Individuals and teams work with ITI facilitators to gain knowledge in the areas of leadership, team building, action planning, problem-solving, and creativity. ITI also coordinates a central Indiana hub of the newly reorganized VOICE movement (Indiana's youth led tobacco control movement). In addition, ITI provides capacity building sessions for VOICE youth and adult allies throughout the state of Indiana.

Upward Bound

Upward Bound selects and provides support services to freshman and sophomore students who are academic underachievers from Knox, Daviess, Pike, Gibson, Vanderburgh, Sullivan, Warrick, and Greene counties. Field counselors assist with recruitment and supervise the academic year program, which includes monthly campus meetings, college visitations, and tutoring sessions.

Upward Bound Math and Science

The Upward Bound Math and Science program is designed to strengthen the math and science skills of participating students. The goal of the program is to help students recognize and develop their potential to excel in math and science. Students are encouraged to pursue postsecondary degrees in these fields. During the academic component students attend weekly study sessions and monthly campus meetings. For six weeks in the summer students live on the Vincennes University campus and attend classes that match those in which they will enroll during the upcoming school year. Participants who have graduated from high school can take six to twelve credit hours at Vincennes University in the Summer Bridge program. The program serves fourteen high schools in Daviess, Gibson, Greene, Knox, Sullivan, and Vanderburgh counties in Southwestern Indiana.

Project ASPIREE

(Achieving Success through Participation in Reaching Educational Excellence), an Educational Talent Search program at Vincennes University serves approximately 600 young people in grades six through twelve in Sullivan, Greene, Daviess, Martin, and Orange counties in Indiana and Lawrence county in Illinois as well as non-traditional students to the age of twenty-eight who are not high school graduates. In addition to academic and career counseling, participants receive information about college admissions requirements, scholarships, and various student financial aid programs. Project ASPIREE is one of 361 Talent Search TRIO programs which serves over 323,541 Americans nationwide.

Twenty-First Century Scholars Program

The Twenty-First Century Scholars Program works to enhance the quality of life of Indiana residents by working with students in eighth through twelfth grades to provide them with educational opportunities for continuing into postsecondary education. While in eighth grade, eligible students pledge to graduate from an Indiana high school, achieve a high school GPA of at least 2.0 on a 4.0 scale, not use illegal drugs or alcohol, not commit any crime, apply for admission to an Indiana college, university, or technical school as a high school senior, and apply for financial aid as a high school senior. If the students' pledges are fulfilled, they are guaranteed 100 percent tuition for four years of college.

Statewide Services

Statewide Services promotes educational opportunities and client services throughout the state. It provides opportunities for all participants, whether they are economically disadvantaged, young, old, or working professionals, to enhance their quality of life and to achieve their maximum potential.

Vice President for Statewide Services

The Vice President for Statewide Services supervises and coordinates the Statewide Services area, which includes, but is not limited to, meeting regularly with leaders and groups from area communities to determine interests and needs for which Vincennes University may provide services; supervises, counsels and assists the Statewide Business and Industry Program, Continuing Education Off-Campus sites, Adult Non-credit Courses and Project EXCEL, Generations Program, Employment and Training Center; and explores and develops unique approaches to statewide services. The Vice President for Statewide Services also oversees three programs in Indianapolis: Veterans Upward Bound, Truck Driver Training, and the Indiana Military Programs. The Truck Driver Training and Indiana Military Program offices are located at the Aviation Technology Center.

Continuing Education

The Continuing Education component of Statewide Services includes off-campus credit courses within the University's immediate service area, the Non-Credit Education Program, non-credit Internet-delivered courses, advising and registration of part-time evening students being served at the off-campus sites, including phone-in registration, and the awarding of Continuing Education Units.

Non-Credit Education Program

The Non-Credit Education Program provides courses, training sessions, seminars, and workshops on- and off-campus for business, industry, service agencies, farmers, and special groups. The Non-Credit Education Program also administers the Computer Application Certificate Program.

Project EXCEL

Project EXCEL is a cooperative program between participating high schools and Vincennes University through which high school students may enroll in college-level courses prior to high school graduation. Through Project EXCEL, approved high school teachers teach Vincennes University's courses during the regular high school schedule. The course materials, assignments, and grading standards used in the courses must meet the same standards as regular VU courses. Policies and procedures have been established and adopted to ensure consistent quality throughout the program.

Employment and Training Center

The Employment and Training Center (ETC) encompasses programs that identify adults, economically disadvantaged youth, and dislocated workers in need of training, retraining and associated support services. The ETC administers Adult Basic Education, the Business and

Workforce Assistance program, Workforce Investment Act program, the Corrections Education program, and the Toyota Assessment Center.

Adult Basic Education (ABE)

Adult Basic Education (ABE) is a federally funded program that provides instruction for adults in basic academic and practical literacy skills so that they can complete high school equivalency requirements through the General Education Development (GED) testing program.

Business and Workforce Assistance Program

The Business and Workforce Assistance Program provides technical, managerial, and economic development assistance to communities and to existing and emerging small businesses. This program also assists with developing expansion and training needs of these small businesses. The Pathways Assessment Program is a component of Business and Workforce Assistance that allows individuals to obtain an assessment of their skill levels as well as providing employers with an assessment tool for applicants.

Corrections Education Program

ETC provides educational services to the inmate population at the state Wabash Valley Correctional Institution in Carlisle, Indiana. Both ABE and vocational programs are provided.

Workforce Investment Act Program

The Workforce Investment Act Program provides assistance to job-seeking adults, economically and educationally disadvantaged youth, dislocated workers, and other targeted populations. Two regional areas are provided administrative, fiscal management, and client services. These areas encompass fifteen Southern Indiana counties, each with offices staffed by University employees.

Toyota Assessment Center

The ETC staffs the Toyota Motor Manufacturing of Indiana (TMMI) pre-employment assessment center in Princeton, Indiana. This Center is responsible for processing all applicants prior to their being selected for hiring by the firm.

Generations

Generations is designated as the Area Agency on Aging for six counties and provides a broad spectrum of services, including case management, support, referral, legal, nutritional, employment, and volunteer services.

Area Nutrition Program

The Area Nutrition Program provides hot, nutritious meals and the opportunity to engage in positive social relationships to seniors throughout a six-county area.

CHOICE - Community and Home Options to Institutional Care for the Elderly and Disabled

CHOICE identifies high-risk individuals and assists them with community services to maintain their independent living status. Eligible individuals are those under the age of sixty with physical and mental impairments or those over the age of sixty at risk of institutionalization.

Community Services for the Elderly and Pre-Admission Screening

Community Services for the Elderly and Pre-Admission Screening provides case management, which includes assessing client needs and coordinating potential sources for services to meet those needs. This program provides service linkage, advocacy, monitoring, and reassessment.

Ombudsman and Legal Services

The Ombudsman investigates, verifies, and works to resolve complaints made by, or on behalf of, residents of long-term care facilities concerning care, financial assistance, rights, and other issues affecting their dignity and well-being. The Ombudsman also investigates complaints against licensed Home Health Care Agencies regarding the treatment and care of their clients. Legal Services provides assistance to the elderly regarding legal problems, which includes individual assistance, Pro Bono panel, and education.

Retired Senior Volunteer Program (RSVP)

The Retired Senior Volunteer Program (RSVP) provides a variety of opportunities for retired persons over the age of sixty to participate more fully in their communities through significant volunteer service.

Indiana Military Programs

The Indiana Military Programs are divided into two separate categories: the Indiana Military Program (MIP) and the Defense Finance and Accounting Services (DFAS) program. These programs were developed to assist military personnel and federal civil service employees in furthering their education.

Statewide Business and Industry Training Program

The Business and Industry Training Program's mission is to make education and training programs available to all interested companies throughout the State of Indiana. Curriculum is designed and tailored to meet the training needs of each specific company. The Business and Industry Training Program strives to provide quality education and training that produces measurable improvement in the job performance of incumbent workers and gives companies the competitive edge needed to compete in the marketplace. In order to reach out and provide adequate services statewide, Business and Industry offices are located in Northern, Central, and Southern Indiana regions.

Truck Driver Training Program

In addition to specific training for Indiana's business and industry communities, the

Statewide Business and Industry Training Program is responsible for VU's Tractor-Trailer Driver Training Program located at the Aviation Technology Center (ATC) in Indianapolis. This program is open to the general public and provides students with the opportunity to earn a twenty-one credit hour certificate and qualify for a Commercial Driver's License (CDL).

Veterans Upward Bound

The Veterans Upward Bound Program provides educational services and assistance to veterans in need of secondary skills for college or further training. Offices for this program are located in Indianapolis and Muncie.

Financial Services and Government Relations

Financial Services and Government Relations oversees the operation of the business, financial, and government affairs of the University. Financial Services and Government Relations encompasses the Affirmative Action Office, Architectural Services and Facilities, Business Services and Budget, the Controller, Human Resources, and the Physical Plant.

Vice President for Financial Services and Government Relations

The Vice President for Financial Services and Government Relations is responsible for the operation of the business, financial, and government affairs of the University and serves as the Treasurer for the Board of Trustees.

Affirmative Action Office

The Affirmative Action Office exercises the general management of and monitors the University's Affirmative Action Program. See Section G – General Institutional Philosophies and Policies for the Affirmative Action Office's role in specific procedures in the workplace.

Architectural Services and Facilities

Architectural Services and Facilities provides architectural services as directed by the President. This department plans and supervises campus development, including necessary major repairs and rehabilitation.

Business Services and Budget

The Office of Business Services and Budget primary responsibility is to function as a major support area to all levels of the University by providing useful, timely, and accurate information that facilitates decision-making in resource management. The focus in this office is to insure that financial responsibility, control, and compliance are maintained, both internally, as established by the University budget, and externally, as defined by generally accepted accounting principles and audit guidelines. Through various activities, the staff in this office ensure that the financial resources of the University are used in the most efficient and productive manner possible in order to provide our students the greatest return for their investment dollars.

Controller

The Controller has administrative responsibility for the Accounting, Bursar and Purchasing offices, the Bookstore and Print Media Services.

Accounting Office

The Accounting Office, Payroll, and Accounts Payable serve as the hub of the Financial Services area. Responsibilities include all accounting functions and serving as a major support area to all levels throughout the University by providing useful, timely, and accurate financial information to facilitate decision-making. This office also ensures that financial responsibility, control, and compliance are maintained both internally, as established by the University budget, and externally, as defined by generally accepted

accounting principles and audit guidelines. Other major areas of responsibilities include all payroll processing, processing of all University disbursements, and managing the University's fixed asset system.

Bursar's Office

The Bursar's Office receipts all monies payable to the University and maintains and bills all student accounts.

Bookstore

The Old Post Bookstore provides textbooks, trade books, school supplies, health and beauty aids, snack food, and a large assortment of apparel and novelty items promoting the Vincennes University name and logo. The Bookstore also provides a full postal service, fax service, copying service, and check cashing service for students and employees. In addition, the Bookstore is responsible for the office supply needs of the University. Except for textbooks, VU employees receive a 20 percent discount on all regular purchases.

Purchasing

Purchasing receives and approves requests for purchasing from the departments of the institution. If they are within the budget, the Purchasing Director approves the purchases. If they are not within the budget, the Purchasing Director secures approval of the appropriate administrative authority. See Item D3 - "Purchasing" for a fuller description of Purchasing.

Print Media Services

Print Media Services prints or arranges to print all forms and commercial printing for the University and provides the following additional services: artwork, paste-up and typesetting, word processing, interfacing, four-color printing to single color, bindery, and assistance in material preparation, layout arrangement, and paper selection.

Financial Aid Office

The Financial Aid Office administers student financial aid programs, including awarding and disbursing federal, state, and institutional funds; provides financial counseling for students; prepares and supervises the scholarship and performing arts grants budgets; and seeks new sources of funds for student financial aid.

Grants Office

The Grants Office supports faculty, staff, and administration in seeking grant support and in the preparation of grant application materials. In addition, the Grants Office aids in the development of grant projects by evaluating conflicts of interests, reviewing guidelines, assisting in the drafting process, writing and/or editing proposals and budgets, and directing all on-line submissions, routing and the coordination of all proposals/submissions on behalf of Vincennes University.

Human Resources

The Human Resources Office implements policies and programs relating to employment, wage

and salary administration, orientation of new employees, employee benefits, and employees relations. See Section G – General Institutional Philosophies and Policies for the Human Resources Office’s role in specific procedures in the workplace.

Mail Room

The Mail Room provides mail services, bulk mailings, duplicating, and photocopying for the University. See Item D15 for a more description of Mail Room services.

Management Information Center (MIC)

The Management Information Center is a centralized service unit, providing both administrative and academic computing support for Vincennes University and the faculty/staff. The MIC provides services and support for the mainframe systems, operations, programming, networking, and desktops/servers. In addition, the telecommunications department provides support for the telephone systems, voice mail, and all voice/data lines. All of these services are provided at the Vincennes and Jasper campuses and other primary remote locations.

Physical Plant

The Physical Plant maintains buildings, streets, utility systems, grounds and grounds equipment, and refurnishings and provides support services for special events. In addition, the Physical Plant directs the Environmental Safety Office, which provides campus engineering and campus environmental safety services.

Auxiliary Enterprises

Vincennes University conducts a number of auxiliary enterprises which support or supplement educational activities. Some of these enterprises provide special services for the faculty.

Robeson Hills

Robeson Hills consists of approximately 545 acres of woodland, nature preserve, wetlands, and croplands. The dedicated nature preserve is a part of the national and Illinois nature preserve system. Essentially this means that it must remain undisturbed for perpetuity except in the instance of research and education. Nothing may be removed or altered in the preserve, including all flora and fauna as well as Mycetes. Other exceptions are stated in the Illinois statutes governing nature preserves. There is a nature trail just off of Illinois 33 on the O'Neal property for the pleasure of the public. Activities are limited to the nature trail. No pets are allowed on or off leash by law. Organized nature activities are encouraged, and numerous elementary students from the area have availed themselves to the facilities for several years. Activities by groups are to be coordinated by the curator of Robeson Hills through the Vice President for Financial Services and Government Relations. Any activities at the campsites or groups course must have prior approval from the curator through the Vice President for Financial Services and Government Relations.

WVUB-Radio

WVUB is a public radio station providing educational, public affairs, and adult contemporary music programming. It is a 50,000 watt station and is the center for the Broadcasting Program. The program also utilizes the facilities of WVUT; however, WVUB is largely student operated, broadcasting its programs throughout southwestern Indiana.

WVUT-TV

WVUT-TV is a public television station providing educational, public affairs, and cultural programming to over a half million potential viewers in the lower Wabash Valley. WVUT-TV transmits over UHF channel 22 and local cable channel 12. Many of the programs carried over WVUT-TV are excellent supplemental classroom aids of faculty

Organizational Chart

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Vincennes University Board of Trustees

Policy Manual

December 2005

Preface

Policy Summary Statement of Purpose

This Policy Manual organizes Vincennes University policy statements for members of the Board of Trustees to assist them to fulfill their statutory responsibility to govern the implementation of the University's mission and philosophy. The Policy Manual is reviewed annually, and the Board of Trustees reserves the right to make alterations, additions and deletions as the University's policies evolve with the institution.

Policy Summary not an Employment Contract

Nothing contained in this Policy Manual constitutes, is intended to constitute, or should be construed as creating a contract of employment between an employee and Vincennes University. Further, this Policy Manual should not be construed as part of any employment contract, nor does it add to or incorporate any terms of an employment contract, unless the written employment contract between the employee and Vincennes University makes specific reference to specific provisions in this Policy Manual.

Vincennes University Board of Trustees
Policy Manual

The Board of Trustees for The Vincennes University By-Laws As Amended

Section 1.

Regular Meetings and Annual Meeting. There shall be regular meetings of the Board of Trustees held each year at a time and place to be designated by the Chairman of the Board and the President of the University. The annual meeting shall be held on the first Monday of October each year in accordance with the statutes of the State of Indiana. Written notice of the regular meetings and the annual meeting shall be mailed to all members two (2) days in advance of said meeting. Notice of all meetings shall also be given the news media in compliance with Indiana statutes.

Section 2.

Special Meetings. A special meeting of the Board may be called by the Chairman of the Board or by any four (4) trustees at any time and place within the State of Indiana. There shall be a forty-eight (48) hour advance notice given of any special meeting, unless the Chairman of the Board or the President of the University declares that an emergency exists. Said notice may be given personally or in writing and if an emergency is declared, the minutes of said meeting shall contain a certificate of the secretary to that effect.

In cases of a special meeting called to deal with an emergency involving actual or threatened injury to person or property, or actual or threatened disruption of the governmental activity under the jurisdiction of the Board of Trustees by any event, then the time requirements of notice shall not apply, but:

1. News media which have requested notice of meetings must be given the same notice as is given

- to the members of the governing body; and,
2. The public must be notified by posting a copy of the notice.

Section 3.

Waiver of Notice.

- A) Board Members. In lieu of notice, a written waiver of notice of any meeting may be signed by any Board of Trustee member forty-eight (48) hours before or at the time of said meeting.
- B) News Media. If a meeting is called to deal with an emergency, involving actual or threatened injury to a person or property, or actual or threatened disruption of a governmental activity under the jurisdiction of the VU Board of Trustees, then the time requirements of notice under this Section shall not apply, but:
 1. News media which have requested notice of meetings must be given the same notice as is given to members of the governing body; and,
 2. The public shall be notified by posting a copy of the notice as require by statute.

Section 4.

Authority to Act at Monthly and Special Meetings. The Board of Trustees for the Vincennes University may act on any subject within the power of a corporation at all regular or special meetings.

Section 5.

Board of Trustees and Quorum Defined. The Board of Trustees as used herein shall include ten (10) Trustees appointed by the Governor of the State of Indiana, plus four (4) ex-officio members of the Board created by statute. [I.C. 23-13-8-4 (c)] Six (6) Trustees shall constitute a quorum.

ARTICLE II Officers

Section 1.

Officers of the Board. Board Officers shall consist of a Chairperson of the Board, one or more Vice Chairpersons, a Secretary, and an Assistant Secretary, and such other officers as it may desire. Any member of the Board shall be eligible to election as Chairperson, Vice-Chairperson, Secretary or Assistant Secretary of the Board. The Chairperson of the Board shall be elected at the annual meeting held on the first Monday of October of each year. Other officers shall be elected at the next regular monthly meeting.

All officers shall serve for a term of one (1) year and until their successors are duly chosen and qualified.

Section 2.

Chairperson. The Chairperson shall, as herein provided, call and preside at all meetings of the Board and shall have such authority of the Board of Trustees for the Vincennes University and as may be prescribed by said Board.

Section 3.

Vice-Chairperson. There shall be one (1) or more Vice-Chairpersons of the Board. The Vice-Chairperson shall have the authority and perform the duties of the Chairperson in the event of the

Chairperson's absence or incapacity and perform such other duties as may be prescribed by the Board of these By-Laws.

Section 4.

Secretary. The Secretary or in said Secretary's absence, the Assistant Secretary, shall attend all meetings of the Board and make and have custody of the records of the Board's proceedings. The Secretary shall give all notices of meetings, maintain a record of the terms of office of the Board members and attest to the execution of documents as may be required. The Secretary shall have authority and perform such other duties as usually attached to such office and as may be prescribed by the Board.

Section 5.

Assistant Secretary. The Board may, in its discretion, name an Assistant Secretary, who shall have the authority and perform the duties of the Secretary in said person's absence or incapacity.

Section 6.

Bond of Officers and Employees. All officers and employees handling funds of the University shall procure bonds in such amounts and with such companies as the Board shall approve and direct. The premiums for such bonds shall be paid by the University.

ARTICLE III - Faculty and Staff of the University

Section 1.

President of the University. The Board of Trustees for the Vincennes University shall in accordance with this Charter, appoint a President of the University.

The President of the University shall be the chief executive officer of the University, subject only to the control of the Board of Trustees. He/She shall manage, direct, and be responsible for the conduct of all University affairs, and shall attend all meetings of the Board and make such reports as are deemed appropriate from time to time. The President of the University shall have the power, in the name of the University, to make, execute or authorize the making and execution of all contracts and written instruments made in the ordinary course of the operations of the University, except those that may specifically be approved and authorized by the Board of Trustees.

Section 2.

Treasurer of the University. The Board of Trustees shall, by and with the consent of the President of Vincennes University, appoint a person, not a member of the Board of Trustees, to act as Treasurer to the Board. Said Treasurer shall be the chief financial and business officer of the University and shall be known as Treasurer of Vincennes University. The Treasurer shall, in accordance with the policies established by the Board, and under the supervision of the President of the University, manage all assets and property of the University. The Treasurer shall have the power to invest and reinvest all funds, including trust funds, in accordance with policies established by the Board of Trustees. Said person shall submit the financial report to the Board as requested and shall give bond in a sum established by the Board and approved by it for the faithful performance of the duties of said person's office.

Section 3.

Record Clerk. The Board of Trustees shall by and with the recommendation and approval of the President of the University, appoint a Record Clerk, whose duty it shall be to keep full and accurate minutes of the meetings and proceedings of the Board of Trustees of the various committees, with proper books and journals provided for that purpose. The Record Clerk is also authorized to execute and certify copies of the records and documents of the Board of Trustees and its minutes and to attach thereto the Corporate Seal of the University as may be required.

Section 4.

Other Employees. The Board shall authorize the President of the University to employ such other members of the Administrative Staff and Faculty and to negotiate their terms of employment and fix their compensation as the President deems necessary, all within applicable budget appropriation and subject to the approval of the Board.

ARTICLE IV - Committees

Section 1.

Committees. The Chairman of the Board may by and with the consent of the Board of Trustees establish such committees as are deemed appropriate from time to time. The scope of each committee shall be established at the time of its creation.

Section 2.

Minutes of Proceedings of Committees. Full minutes of all committee meetings shall be kept and recorded in a Permanent record book of the Board. Copies of said minutes shall be submitted to the Board in advance of their meetings.

ARTICLE V - Fiscal Year

The fiscal year of the University shall be from July 1 to June 30, inclusive.

ARTICLE VI - Budget

Prior to the beginning of the fiscal year, the President of the University, with the assistance of the Treasurer, shall prepare and submit to the Board for its consideration, a Comprehensive operating budget, which, when approved by the Board, shall be spread of record in its proceedings. After approval of the Board, no appropriation therein shall be increased and no funds shall be transferred from one appropriation to another without the consent of the Board.

ARTICLE VII - Depositories

The Board of Trustees shall have power to designate the official depositories of the University, and all of its funds, other than petty cash, shall be deposited in appropriate accounts in said institutions.

ARTICLE VIII - Books and Records

The books and financial records of the University shall be kept in accordance with the system recommended by the Indiana State Board of Accounts. A full and complete financial report shall be submitted to the Board at the close of each fiscal year and more often when requested by the Board.

ARTICLE IX - Amendments

These By-Laws may be amended or repealed and new By-Laws adopted by a majority vote of the Trustees present at any regular meeting of the Board or at a special meeting called for that purposes, provided, that a ten (10) day advance notice of said action had been given to all Board members.

Approved by the Board of Trustees on March 26, 2003

Admission and Financial Aid

**The policies contained in this section are presented as they appear in the University Catalog.*

Requirements for Admission

Vincennes University maintains an "Open Door" admissions policy. Students are eligible for admission on the basis of graduation with a diploma (a certificate of completion is not sufficient) from accredited high schools, successful completion of the General Education Development Test (GED), or transfer in good standing from accredited colleges. Vincennes University also welcomes students graduating from schools which are not yet accredited or from home schooling programs. Students completing these programs should supply the Admissions office with an academic portfolio or detailed transcript (each course briefly described) annotated with graduation date. Home schooled students must submit scores from either the SAT, ACT or GED. Special consideration may be given to those who have not completed one of the above. Vincennes University supports the State of Indiana's Core 40 high school curriculum (See explanation below.). It is strongly recommended that students meet the Core 40 requirements, but completion of the Core 40 curriculum is not required for Admissions. Please note: Families employing home schooling should know that certain types of Federal Financial Aid require a diploma or GED. Vincennes University reserves the right to deny admission or continuing enrollment to those persons who cannot benefit from the educational services available. Students should contact the Director of Admissions.

CORE 40 -- INDIANA'S HIGH SCHOOL CURRICULUM

Indiana students, who want to be considered for regular admission to Indiana's four-year colleges and be eligible for additional state financial aid, must successfully complete the Indiana Core 40. The same courses are suggested for students planning to seek admission to a two-year public college or entry into the workforce. The following represents Core 40 as adopted by the Indiana Department of Education.

1. Take 28 to 30 credits from this list. In order to graduate from high school in Indiana, you must earn a minimum of 38 credits. The Core 40 goes beyond this state minimum. In addition, your high school may have additional requirements for high school graduation. (One credit equals one semester or one-half of a school year, except for physical education.)

Language Arts - 8 credits in literature, composition, and speech

Mathematics - 6-8 credits of Algebra I, Geometry, Algebra II, Trigonometry, Calculus

Science - 6 credits in laboratory science from the following:

2 Biology

2 Chemistry or Physics

CORE 40 -- INDIANA'S HIGH SCHOOL CURRICULUM

2 additional credits from Chemistry, Physics, Earth/Space Science, Advanced Biology, Advanced Chemistry, or Advanced Physics

Social Studies - 6 credits distributed as follows:

2 U.S. History

1 U.S. Government

1 Economics

1 World History and/or Geography

1 additional course from above or other approved social studies area

Physical Education - 1 credit (two semesters)

Health/Safety - 1 credit (two semesters)

2. Choose 8 credits in courses from the list above or the list below.

Foreign Languages - Such as Chinese, French, German, Italian, Japanese, Latin, Russian, Spanish

Arts - Take 1 or more years of art, music or drama

Computers - Computer applications, computer programming

Career Area - At least six credits in a logical sequence from a technical field.

Choose 2 to 4 more credits from any courses at your school.

Admission into selected programs, whether associate or baccalaureate degree, is necessarily limited by facilities and other resources. In the same way admission to the University may, from time-to-time, be capped or deferred when our capacity to serve students has been reached. The following credentials are required for admission as a beginning freshman:

1. **Formal Application for Admission.** A non-refundable matriculation fee of \$20 must accompany the completed application.
2. **Transcript of High School Record.** An official transcript and/or the results of the GED test must be on file in the Admissions Office. A student should request these be forwarded by the high school counselor.
3. **Placement Test Scores.** All applicants should submit SAT or ACT results. While only required for health occupations programs, these scores are used for placement in all course areas other than mathematics at course levels appropriate to the students' academic preparation and for academic advising and general counseling. All students who have applied and been accepted for admission to the University must take the Accuplacer Computerized Placement Test (CPT). Students may take the test early, prior to Start VU registration, by contacting the Assessment Center, Shake Learning Resources Center, 812-888-5404, or they may take the test when they report for Start VU registration.

Transfer applicants, in addition to the above credentials, must provide an official transcript (transcripts mailed from another college or university directly to Vincennes University) from each college attended, showing evidence of honorable release. Grades below C- may not be transferred for credit. Students dismissed from another college are normally not eligible for admission until one semester has elapsed. However, applicants with unusual circumstances may warrant special consideration.

Transfer applicants for junior status in Vincennes University's baccalaureate programs must submit documentation (an official transcript from the degree-granting institution sent directly to the Registrar

of Vincennes University) of a completed associate degree in one of the “feeder” programs designated within the curriculum pages of those programs. Both native and transfer applicants who are within six hours of their associate degree completion may conditionally begin their intended baccalaureate program if the remaining courses are not prerequisites for the courses to be taken in that first semester; conditionally admitted students must complete those remaining credit hours by the end of their first semester as juniors. If the courses involved are sequential and not prerequisites to courses required in the first two semesters of the program, students will have two semesters to complete the missing hours. Entrance into all baccalaureate programs requires at least a 2.0 G.P.A. in lower division courses. Some programs, like the Teacher Education programs, will require at least a 2.75 G.P.A. for program admission.

Entrance into certain health sciences programs is based upon adequate academic qualifications. These programs of study are Associate Degree Nursing, Funeral Service Education, Health Information Management, Physical Therapist Assistant, Practical Nursing, Radiography, and Surgical Technology. Acceptance involves an evaluation of candidates in terms of academic grades, test scores, class rank, and, in some instances, personal interview. All applicants for these programs are reviewed by an admission committee composed of the Health Sciences and Human Performance Division Dean and appropriate health program director. Applicants must file all required credentials prior to being evaluated.

Provisional admission may be offered to students who do not provide the university with all the necessary documents for official admission. High school students who apply for admission will be admitted provisionally pending receipt of a final transcript with a graduation date posted. Students who submit a copy of their diploma will be provisionally admitted pending receipt of a final transcript from the high school. Transfer students, who apply with an unofficial college transcript, but a grade point average of at least a 1.5, will be admitted provisionally pending receipt of a final, official transcript. All students who are admitted on a provisional basis will have one semester to produce their official transcripts. Failure to produce the official transcripts might result in the student being unable to register for subsequent semesters. Other provisional admission decisions will be made at the discretion of the Director of Admissions.

Conditional acceptance may apply to students whose native language is one other than English. Such applicants must submit all credentials required of a beginning freshman. In addition, these students are required to submit one copy of the Official Sponsor's Statement, a certified bank statement, translations of secondary and postsecondary transcripts (where applicable), and results of the Test of English as a Foreign Language (TOEFL). At the current time, the Aviation Technology Center will employ a 500 TOEFL score for unconditional acceptance to the Aviation Maintenance Technology program at the Indianapolis International Airport. Students with a TOEFL score of 528 or above will receive unconditional acceptance at all other Vincennes University sites.

Upon completion of ESL requirements, students must take the College Placement Test before entering college-level courses.

Financial Aid

Purpose

To provide students an opportunity for post-secondary education and to promote academic excellence at Vincennes University, the financial aid program is designed to function as a multipurpose financial assistance service for students. One important purpose of the program is to reward outstanding students for past academic accomplishments and those who seem to have outstanding potential. Another purpose is to provide assistance to students who, without such aid, would be unable to attend college. Basic to this philosophy is the belief that the educational opportunities of able students should not be hindered by their financial resources.

Vincennes University provides a variety of financial aid for students in the form of grants, loans, part-time employment, and scholarships.

Eligibility

The eligibility for receiving financial assistance is determined by comparing the cost of attending Vincennes University with the parents' and the student's ability to contribute toward his/her expenses. Financial aid is viewed as being supplemental to all other resources to meet these costs. The goal of the Financial Aid Office is to meet the evaluated need of all eligible students.

The evaluated financial need equals the difference between the total estimated cost of attending Vincennes University (including all university charges--room and board, books and supplies, personal expenses, and allowable travel expenses) and the ability of the family to contribute to those educational costs. The factors taken into consideration when evaluating the expected family contribution include parental income and assets, and benefits such as those from Veterans' Administration, rehabilitation awards from outside agencies, and the student's assets and expected savings from summer employment. The basis for determining the family contribution is from the U.S. Department of Education Student Financial Assistance Programs' Free Application for Federal Student Aid (FAFSA).

Each year that a student wishes to be considered for aid, a FAFSA Form must be filed, listing VU as a school of choice. Approved awards for each year will be based upon proper completion of and timely filing of applications and financial statements, availability of federal and/or university funds, eligibility for the individual programs for which the student is applying, and the applicant's continued enrollment. The amount of assistance may increase or decrease from one year to the next depending upon the educational costs, the financial circumstances of the family, and the level of program funding.

Continued eligibility for the various financial aid programs will require the following: (1) continued enrollment; (2) satisfactory academic standing and the progression toward a degree; (3) properly completed and timely filed applications; (4) all university accounts due and payable being current; (5) satisfactory employment if previous student worker; (6) remain eligible by the individual program guidelines; (7) sign an affidavit that all federal financial aid funds received will be used for the applicable payment period for educational expenses; (8) sign necessary documents for the receipt of aid awards; (9) not be in default on a Federal Family Education Loan

Program loan; (10) not owe a refund on a Pell Grant, Perkins Loan, or Supplemental Educational Opportunity Grant previously received.

Selection of Recipients

The criteria for selecting applicants for financial aid varies depending upon the program.

Pell Grants will be considered first for all undergraduate students applying for federal aid at Vincennes University. Students are automatically considered for all financial aid programs on a priority deadline basis and the Financial Aid Office uses the FAFSA in selecting applicants for various programs. The office awards respectively from grants, scholarships, college work study and the Federal Family Education Loan Program. Nursing Student Loan recipients are selected based upon evaluated financial need, availability of funds and upon the applicant's enrollment in Associate Degree Nursing at Vincennes University.

Students Responsibilities

Students receiving financial aid have certain responsibilities under the Pell Grant, Supplemental Educational Opportunity Grant, College Work Study Program, Federal Family Education Loan Program (Perkins, Stafford, and Plus Loans), and other aid programs. The applicant must, without exception, report any of the following changes to the Financial Aid Office: (1) withdrawal from school; (2) transfer to another school; (3) dropping below half-time status; (4) name change; (5) address change or parents' address change; (6) joining military service, Peace Corps, or VISTA.

If student loans have been received, an exit interview must be arranged with the Financial Aid Office and the Accounts Payable Office before graduating or withdrawing from Vincennes University. Failure on the aid recipient's part to make some satisfactory arrangements for the settlement of a campus account by the due date may result in one of the following official actions: (1) a hold placed on the student's records; (2) refusal of future financial awards.

The financial aid applicant is responsible for obtaining, completing, and filing each year the proper financial aid application, statements, forms, etc. on a timely basis. The applicant has the right to seek and receive full information and counsel from the Financial Aid Office in regard to any financial matter. If the family's financial circumstances change due to death, divorce, marriage, disability, long-term unemployment, the applicant may become eligible for more assistance. The applicant must take the initiative in notifying the office of these changes in writing.

Applicants must provide correct information. Knowing and intentionally misreporting information on financial aid application forms is a criminal offense which could result in indictment under the U. S. Criminal Code.

An applicant for financial aid must return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application or financial statement.

Applicants are responsible for reading and understanding all forms that they are asked to sign and to keep copies of them.

Applicants must accept responsibility for agreements that they sign.

When accepting a College Work Study award, recipients must perform the work that is agreed upon.

Students are also responsible for understanding the school's refund procedures and policies.

Refunds

A student who completes official withdrawal or is dismissed may receive a refund of registration fees in accordance with the refund policy as found in the "Tuition, Fees and General Expenses" section of this catalog. The Bursar's Office is responsible for refunds.

Students withdrawing before the end of the semester who receive financial aid may have a portion of the university refunds returned directly to the applicable program account. In some cases, students who withdraw during the refund period and who receive financial aid funds will be required to return a portion of the award to the appropriate fund since the semester was not completed.

Costs

Student estimated expense budgets are derived from directly related educational expenses, such as registration fees, room and board, books and supplies, personal and transportation expenses. Budgets are constructed based upon the status of each applicant such as single, married, dependent, independent, etc. Complete student budget data is available from the Financial Aid Office at Vincennes University.

Method of Application

Completing the FAFSA will allow students to apply for all types of assistance. If the CPS Processing Center receives the FAFSA by March 10, Indiana students will also be applying for aid through the Commission of Higher Education's Division of Student Financial Aid. Prior to consideration for aid, Vincennes University requires that a student file an application for admission. The FAFSA is considered to be the official application for financial assistance.

Grants

Most grants are awarded on the basis of financial need as determined by the U.S. Department of Education and do not require repayment upon completion of a certificate or degree. The maximum award varies with each grant, usually depending on the availability of funds.

Pell Grants

are awarded by the U.S. Department of Education according to its guidelines. The University processes the award notification and applies the award to the student's account. Qualified undergraduate students who are enrolled in one or more credit hours are eligible to receive Pell Grants. However, part-time students will receive a reduced amount.

Those who change universities during the academic year may use the Pell Grant at the new school or campus. If you drop any classes, your Pell Grant may be reduced in amount.

Supplemental Educational Opportunity Grants (SEOG)

are for students who have an expected family contribution (EFC) of zero and need.

Indiana Higher Education Grants

awarded by the Commission of Higher Education Division of Student Financial Aid are awarded to Indiana residents who have demonstrated financial need. Students must carry at least twelve credit hours. The grant may be used for a total of eight semesters at a college in the state of Indiana.

State Student Assistance Commission of Indiana Educational Grant must be renewed by reapplying directly to the Commission through use of the FAFSA.

Work Study Program

The College Work Study program is a federally funded financial aid program which is designed to award students employment, the earnings from which must be applied toward educational expenses.

Eligibility for the program is determined by the Financial Aid Office. Placement and employment in the job opportunities are handled by that office also. Total wages that can be earned by the student may not exceed the Work Study award.

Students who have been awarded funds through the College Work Study Program should contact the Financial Aid Office, Main Campus, at 812-888-4361 after classes begin to apply for available Work Study employment.

Community Service Work Study Program

The community services component of the Federal Work Study Program was authorized by the Higher Education Technical Amendments of 1995 for the community service oriented student. The purpose of the community service Work Study is to encourage the Federal Work Study recipient to participate in community service activities. Vincennes University has select non-profit community service organizations that have agreed to participate in the community service component of the Federal Work Study Program. Recipients of a Federal Work Study Award who desire to participate in the community service work study program, should contact the Financial Aid Office, Main Campus, for further details.

Loans (Federal Family Education Loan Program)

An entrance counseling session is required for all first-time loan recipients. Loans awarded by the Financial Aid Office must be repaid at a specified time in the future. What makes these loans attractive to the student are their easy repayment terms. While students are in school, no payments have to be made on Perkins and Stafford Loans. Upon leaving school, students generally have a grace period before repayment starts. In addition, interest rates are lower than standard bank rates; they currently range from four percent to eight percent.

Perkins Loan:

This low interest (five percent) loan is made directly to needy students by the college or school that has received federal money for this purpose. Students who qualify you may borrow up to a maximum of \$5,000 for the first two years.

Stafford Loan:

This loan is available to the student that qualifies based on the level of need as determined by completing the FAFSA. The U.S. Department of Education makes this loan directly to the student. A first-year dependent student can borrow up to \$5,500 depending on need. Independent students as well as dependent students whose parent's PLUS loan application has been denied may be eligible for additional Stafford loan amounts.

Federal Regulation for First Time Stafford Borrowers. The Higher Education Act--Federal Regulation S-428G(b)(1)--requires that Vincennes University, as well as all colleges and universities throughout the nation, not deliver the first installment of a Stafford loan to any student who is entering the first year of a program of undergraduate education at an institution and who has not previously received a Stafford loan until 30 days after the first day of the student's program of study.

Benefits

Benefits are funds some people are entitled to under special conditions. Like grants, benefits do not have to be repaid.

GI Bill Benefits:

If you were honorably discharged from the Armed Forces, education benefits may be available upon application to the Veterans' Administration.

Child of Disabled Veteran Grants:

The Indiana General Assembly legislated this grant program for children of servicemen who were disabled or are deceased by a war-related cause. To be eligible, you must have on file with the Financial Aid Office an approved Remission of Fees form from the Veterans' Administration regarding your parent's disability prior to receiving the benefit. Payment of benefits begins with the semester that the Financial Aid Office receives the approved Remission of Fees Form and is not retroactive to prior semesters of attendance. Eligibility lasts for 124 credit hours.

Scholarships**Indiana Higher Education Grants**

are awarded to Indiana residents who meet certain academic standards. You must carry at least twelve credit hours to be eligible. To become eligible for a scholarship, your high school counselor must make the recommendation during your senior year in high school.

Performing Scholarships and Athletic Grants

(Main Campus) are awarded (contingent on annual funding levels) in varying amounts to main campus students with talent in areas such as music, drama, athletics, cheerleading, and other areas. Additional information about the following athletic grants and scholarships is available from the appropriate coach.

- Baseball Scholarships
- Basketball Scholarships

- Bowling Grants
- Golf Scholarships
- Tennis Scholarships
- Track and Cross Country Grants
- Volleyball Grants

Additional information about the following performing scholarships and grants is available from the appropriate department chairperson or activity sponsor.

- Blazerette Scholarships
- Cheerleader Scholarships
- Art Scholarships
- Music Scholarships
- Theatre Grants

Non-Performing Scholarships and Grants

Scholarships are awarded in varying amounts both from organizations outside the university community and from various university organizations. Eligibility may be determined by county of residence or by the students' choice of major. Additional information and scholarship applications are available from the Financial Aid Office.

Academic Scholarships

- American Business Women's Association Scholarships
- M.S. Badollet Memorial Student Loan Fund
- Charles and Ruth Ballard Scholarship (sponsored by Sigma Phi Epsilon Alumni Association)
- Isaac K. Beckes Alumni Scholarship
- Hilda Begeman Memorial Mathematics Scholarship
- E. Bierhaus and Son Foundation Scholarship
- Curt Brown Memorial Journalism Scholarship
- Campbell Memorial Pre-Medicine Scholarship in Memory of Lilbert O. Campbell
- Doug Carroll Journalism Grant
- Dennis and Linda Cripe Journalism Scholarship
- D.B.A. Products Scholarship in Memory of John Picchetti, Sr.
- Oscar L. Dunn Memorial Scholarship
- Frederick H. Evans Scholarship
- Robert E. Forbes Memorial Scholarship Award
- William G. Galligan Memorial Scholarship
- Gardner Funeral Service Scholarship
- Atto Gardner Nursing Scholarship
- Charles Gardner Memorial Scholarship
- Carl and Eulala Gray Music Fund
- Phil Harris Scholarship
- Martha Hart Scholarship (sponsored by Lambda Chi Alpha)
- Dean J. and E. Hill Academic Scholarship
- I.S.P.L.S./Peggy Archer Memorial Scholarship

- James L. Jernigan Memorial Flight Scholarship
- Jay Linn Memorial Scholarship
- McCormick Scholarship in Memory of Clarence McCormick
- McGlone Memorial Scholarship in Memory of Forrest McGlone
- McKinley Avenue Presbyterian Church Foundation Scholarship
- McQuaid Memorial Scholarship in Memory of James McQuaid
- David G. Meinhart Memorial Journalism Scholarship
- Morris Memorial Scholarship in Memory of Phillip Morris
- Patterson Memorial Scholarship in Memory of Mr. and Mrs. George M. Patterson
- Gregory L. Pittman Law Enforcement Scholarship
- Printing Industry of Indiana Association Scholarship
- Eugene C. Pulliam Journalism Scholarships, Central Newspapers Foundation
- Meredith Reed Scholarships
- Rotary Club of Vincennes Scholarship
- Lester W. Routt Memorial Scholarship in Chemistry
- Noble P. Sartor Educational Fund in Banking
- Shircliff Memorial Business Scholarship in Memory of Charles Shircliff
- Marjorie Sims Memorial Scholarship in Respiratory Therapy
- James Skinner Aviation Scholarship
- C. B. Smith Hotel/Restaurant Management Scholarship
- Grace Smith Scholarship in Nursing
- State Police Career Camp Grants
- George R. Tolson Memorial Scholarship
- Edward O. Trull Memorial Journalism Scholarship
- Vincennes University Class of 1972 Scholarship Award
- Vincennes University Student Senate President Scholarship
- Vincennes University Student Senate Scholarship
- Vincennes University Student Union Board Scholarships
- Dyal and Violet Wadsworth Scholarship
- Fred Walker Jr. Journalism Scholarship (Washington, Indiana, Monday Afternoon Club)
- Watts Flight Scholarship in Memory of Harry T. Watts
- Dorothy J. Wilkes Memorial Scholarship
- Helen and Hugh Williams History/Political Science Scholarship
- Kathryn Louise Zimmerman Memorial Scholarship

Jasper Campus Scholarships:

The following scholarships are available exclusively at the VU Jasper Campus:

- Scott Bleemel Memorial Law Enforcement Scholarship
- Raphael Blessinger Lion's Club Scholarships
- Julius C. Buettner Memorial Scholarship
- Furniture Production Grants
- Sr. Mary Walter Goebel Memorial Scholarship
- Mauri Gutgsell Memorial Scholarship
- Arnold F. Habig Scholarship
- Jasper K-Mart Scholarship

- Mabel L. Kuebler Memorial Scholarship
- Patoka Valley Bank Advisory Group Scholarship
- Rumbach Journalism Scholarship
- Henrietta (Sis) Ruxer Nursing Scholarship
- Hilda Ruxer Memorial Nursing Scholarship
- Robert and Vivian Seng Memorial Scholarship
- Cheryl Harder Stiles Memorial Scholarship
- VUJC Academic Scholarships
- VUJC Alumni Scholarship
- VUJC Foundation Scholarships
- WBDC Dubois County Scholarship

Satisfactory Academic Progress

Vincennes University is required under Title IV of the Higher Education Act to define and administer standards of satisfactory academic progress for students receiving federal financial aid. Recipients must maintain sufficient progress to assure successful completion of their educational objectives as measured by qualitative and quantitative standards.

Qualitative and Quantitative Measures.

All courses assigned a letter grade of A, A-, B+, B, B-, C+, C, D, WF, WN, or F contribute to the grade point average (GPA) that determines the qualitative measure and count in the quantitative measure, as do transfer credits accepted toward degree programs and any repeated courses.

Attempted credit hours are those hours in which students are enrolled at the end of the first week of each semester (add/drop week).

After attempting 12 credit hours, students must earn a cumulative GPA of at least 1.8 and complete at least 60% of their cumulative attempted credit hours with passing grades.

After earning 30 quality hours, students must earn a cumulative GPA of at least 1.9 and complete at least 60% of their cumulative attempted credit hours with passing grades.

After earning 45 quality hours, students must earn a cumulative GPA of at least 2.0 and complete at least 60% of their cumulative attempted credit hours with passing grades.

Students who do not meet these conditions will be placed on financial aid probation.

Financial Aid Warning.

Students who fail to meet the GPA or completion rate/pace standards for the first time will be on financial warning for the next semester. Students on warning status for the qualitative (GPA) standard must raise their cumulative GPA to at least the minimum relevant to the number of credits attempted, and students on warning status for the quantitative (pace) standard must raise their completion rate to at least the minimum relevant to the number of credits attempted.

Financial Aid Suspension.

Students who, while on financial aid warning status, do not raise their cumulative GPA to at least the relevant required minimum or do not raise their cumulative completion rate/pace to at least the relevant required minimum will have their financial aid suspended. Also, students who have attempted more than 150% of the number of credits required to complete their degree or certificate will be placed on financial aid suspension. Since this means they will not receive the financial aid for which they would otherwise be eligible, students may appeal their suspension.

To appeal financial aid suspension, students must be able to cite and document significant extenuating circumstances that prevented them from meeting the minimum semester requirements. Significant extenuating circumstances include but are not limited to extended illness, a death in the family, or some other serious personal or familial situation. Examples of acceptable documentation include death certificates, diagnostic statements from physicians, and written statements from an objective third party familiar with the situation. Appeals will not be granted unless significant extenuating circumstances can be documented.

Financial Aid Probation.

Students whose appeals have been accepted will be placed on an academic plan that specifies target GPA and completions standards for one or more semesters. As long as they meet the conditions of the academic plan they have signed, students continue to be eligible to receive financial aid. Those who fail to meet the conditions of their academic plan will be placed on suspension again with the right to appeal again.

Additional details about Satisfactory Academic Progress

- Developmental courses are counted as attempted courses. For financial aid purposes a GPA is calculated that includes the grades from developmental courses, even though for academic transcript purposes, developmental courses do not contribute to the GPA.
- Courses with a grade of W, WF, or WN are counted as attempted courses.
- Courses with a grade of I (incomplete) or RD (report delayed) are counted as attempted courses but are not counted as passed completed courses until the final passing grade is available. In cases where a course with a grade of I or RD makes a difference in whether an appeal or suspension can be approved or not, we will have to wait on completion of the course to render a decision on the appeal.
- Repeated courses are counted as attempted courses.
- Transfer courses are counted as both attempted and passed courses for the completion rate (pace) purposes.
- For checking GPA progress, i.e., whether a student has to meet the 1.8, 1.9 or 2.0 standard, until a student has attempted 12 credits at Vincennes University, we will not count the transfer credits as attempted credits. After the student has attempted 12 credits at Vincennes University, we will use the total number of credits attempted, including transfer credits.
- For appeals on the maximum timeframe standard (150%) some exceptions might make it

possible for the university to provide federal financial aid for additional credits. The university may exclude:

- Up to 30 credits of developmental courses attempted
- Credits transferred from another college or university, which do not meet requirements for the degree or certificate toward which the student is seeking at Vincennes University
- Credits that do not meet current program requirements and earned more than five years ago from the time of initial consideration of appeal if there has been a break in enrollment of at least two consecutive academic semesters
- Credits earned while the student was still in high school that do not meet requirements for the degree or certificate at Vincennes University. This is true whether the courses were undertaken because required for the high school diploma or because the student thought the courses might be required in college
- Credits earned in completion of one degree or certificate at Vincennes University which do not meet requirements for a second or subsequent degree or certificate.

Withdrawal from Classes

Since acceptance of the financial aid package indicates an agreement to meet the minimum credit hour requirements for awards, withdrawing from one or more classes may jeopardize aid. In other words, if students drop below the minimum number of hours or drop out completely, they may be required to repay the University some or all of the aid they received. For example, if a student received a Pell Grant based on full-time enrollment and dropped to eleven hours or to five hours, the student may have to refund some of the grant to the University or the Department of Education. Also, remember that students must make academic progress to maintain eligibility for future aid. Before dropping classes, it might be wise to check with the Financial Aid Office.

Student/Parent Consumer Information

All enrolled and prospective students will be provided the following information in accordance with Federal Requirements:

- Rights under Family Education Rights and Privacy Act (FERPA);
- FFEL/Direct Loan deferments for Peace Corps or volunteer service;
- Vincennes University available financial aid assistance;
- Vincennes University institutional information;
- Completion/graduation rate and transfer-out rate;
- Campus Security Report;
- Report on athletic program participation rates and financial support data; and
- Policy on Return of Title IV funds.

Priority Deadline

The Free Application for Federal Student Aid (FAFSA) must be received by the CPS Processing Center by March 10.

For more information contact the Financial Aid Office, Vincennes University, 1002 North First, Vincennes, IN 47591. Toll Free Number: 1-800-742-9198.

Tuition, Fees, and General Expenses

**The policies contained in this section are presented as they appear in the University Catalog.*

Tuition and Fees Listing

Important Note

The following charges are made for tuition and fees each semester. **The following fees are given as a guideline and are subject to change for the 2015-16 academic year upon action of the Board of Trustees:**

Tuition and Academic Facilities Fees

Residents of Indiana, cost per credit hour

Levels 009-299	\$158.40
Levels 300-499	\$183.94

Residents of Crawford, Richland, Lawrence, and Wabash Counties of Illinois, cost per credit hour

Levels 009-299 (\$393.74 less tuition discount of \$235.34)	\$158.40
Levels 300-499 (\$457.56 less tuition discount of \$273.62)	\$183.94

Non-residents of Indiana and Residents in all counties in Illinois except Crawford, Richland, Lawrence, and Wabash Counties, cost per credit hour

Levels 009-299	\$393.74
Levels 300-499	\$457.56

Tuition and Academic Facilities Fees – Distance Education

Residents of Indiana, cost per credit hour

Levels 009-299	\$182.46
Levels 300-499	\$211.72

Residents of Crawford, Richland, Lawrence, and Wabash Counties of Illinois, cost per credit hour

Levels 009-299 (\$227.92 less tuition discount of \$45.46)	\$182.46
Levels 300-499 (\$264.82 less tuition discount of \$53.10)	\$211.72

Non-residents of Indiana and Residents in all counties in Illinois except Crawford, Richland, Lawrence, and Wabash Counties, cost per credit hour

Levels 009-299	\$227.92
Levels 300-499	\$264.82

Technology Fee, cost per credit hour	\$3.22
Capital Improvement Fee, cost per credit hour	\$3.12

Residence Hall Room and Board (per semester)¹

¹ In addition, there is a Blazer Bucks Program available to all V.U. students. Students should refer to the Student

Harrison, Vigo, Morris and Godare Halls

10 meals per week.....	\$4,235.00
14 meals per week.....	\$4,300.00
19 meals per week.....	\$4366.00

Vanderburgh Hall Residence Hall Room and Board

10 meals per week.....	\$4,470.00
14 meals per week.....	\$4,535.00
19 meals per week.....	\$4,601.00

Ebner Hall Residence Hall Room and Board

10 meals per week.....	\$4,485.00
14 meals per week.....	\$4,550.00
19 meals per week.....	\$4,616.00

Clark Hall Residence Hall Room and Board

2 bedroom, 4 student, 2 private bath

10 meals per week.....	\$4,705.00
14 meals per week.....	\$4,770.00
19 meals per week.....	\$4,836.00

4 bedroom, 4 student, 2 private bath

10 meals per week.....	\$5,913.00
14 meals per week.....	\$5,978.00
19 meals per week.....	\$6,044.00

Private Room with bath

10 meals per week.....	\$6,148.00
14 meals per week.....	\$6,213.00
19 meals per week.....	\$6,279.00

Residence Hall Deposit Fee (Refundable damage deposit).....\$150.00

Private Room in Residence Hall (per semester).....\$1,032.00

Residence Hall Contract Cancellation Fee.....\$750.00

Malpractice Insurance Fee (For Health Occupations Majors).....\$15.00

Student Activity Fee (charged all students taking more than four hours).....\$116.00

Off-Campus Meal Tickets (purchased at Tecumseh Dining Center)

40 meals per semester plus \$200.00 Flex Dollars.....	\$475.00
80 meals per semester plus \$150.00 Flex Dollars.....	\$665.00
80 meals per semester plus \$50.00 Flex Dollars.....	\$1,050.00

Handbook for an explanation of this program.

Dorm Flex Meal Plans

10 meals per week.....	Additional Charge - \$250.00
14 meals per week.....	Additional Charge - \$150.00
19 meals per week.....	Additional Charge - \$50.00

Students may use VISA, Master Card, or Discover Card to pay for all fees billed by the Bursar's Office and for bookstore purchases. Students may also pay on-line through the MyVU account.

The Bursar's Office is open for business from 8:00 a.m. to 5:00 p.m. Monday through Friday.

E-BILL. All billing statements are e-mailed to the student's university email address on file. Students are responsible for authorizing others to view statements through the MyVU portal.

Check Cashing. The bookstore no longer cashes checks. All Regions Bank locations in Vincennes will now cash checks no matter what bank they are drawn on for a small fee. Contact Regions Bank at 812-882-3050 for their Check Cashing Policy.

Refunds. Initial refunds for students will be processed using Blazeronecard.com. Students must activate their BlazerOne card to direct the refund preference. All refunds are processed through BlazerOne.

Students are encouraged to view their account information on MyVU to determine when their refund will be available. Refunds are identified by the description of "BlazerOne Card Refund" with a corresponding effective date.

Replacement Check Fee. A \$25 fee will be charged for the stop payment of a refund check and the subsequent replacement of the check. Refund checks are mailed to the student's permanent address; therefore, it is extremely important for students to update any address changes with the Records Office.

Financial Encumbrance. Students who have a financial obligation to the University at the end of a semester will not receive their official transcripts until the obligation has been paid in full. Students who have past-due accounts at time of advance registration for future terms may not be eligible to register until their account is current or paid in full whichever applies for that time period. Students registering at mid-term for eight-week classes beginning after mid-term will be required to pay for the added hours at the time of registration.

Special Course Fees. Additional fees for specific classes are assessed to cover cost for equipment or individualized instruction. The cost for each class that has a special course fee is noted in the class schedule for the term. Students enrolled for classes that lab fees and subsequently withdraw from school or drop the specific classes do not have their account adjusted according to the refund policy. Accounts are adjusted when the Bursar's Office receives written notification of adjustment from the specific department or college responsible. Flight time is pro-rated accordingly.

Off-Campus Meal Tickets. During the Fall and Spring semesters student may purchase a meal ticket at Tecumseh Dining Center. During the Summer Sessions, meal ticket purchases are for an entire five-week session and only the 19-meal plan is offered. Cost will be pro-rated if term will end prior to normal length of meal ticket plan.

Parking Permits and Fines. Students parking on campus must have their vehicles registered with the Vincennes University Campus Police Department. Refer to the Vincennes University Handbook for cost of stickers, fines and parking regulations.

Purchase of Books and Supplies. Books and supplies are to be paid for at the time of purchase at the bookstore or charged against a student's credit balance using a Fast Pass voucher. These are available outside of the bookstore in the Grand Hall during the semester openings.

Residency Status Regulations for Assessment of Tuition

General. Vincennes University is a public institution supported by funding from state of Indiana tax revenue. As a state tax-supported institution, the University extends preference in tuition charges to residents of the state of Indiana whose circumstances conform to the University's definition of resident status stated below.

Principal elements which determine residency are domicile in Indiana and actions which indicate the intent to make Indiana the permanent residence. A person has but one domicile at any time. Mere physical presence in Indiana, regardless of how prolonged, is insufficient to establish residency without action and intention to make the place a permanent residence and principal home. To establish residency in Indiana under this policy, a person must demonstrate presence and intent to reside permanently in Indiana for reasons other than education objectives.

The burden of establishing that a person is domiciled in Indiana for other than educational purposes is upon the person. The regulations, factors, and procedures outlined in this policy will be considered by the University in determining residency status.

Residency Status Regulations are subject to change at the discretion of the Vincennes University Board of Trustees. A person holding nonresident status is subject to rules in effect when the petition seeking Indiana residency is filed. Nothing in these rules shall be retroactive to reverse in-state residency status previously granted under former regulations.

Vincennes University's definition of the term "resident" may be different from other, non-University agencies. Accordingly, a person who is an Indiana resident for tax or voting purposes, for example, is not necessarily a resident for tuition purposes.

Regulations. The following regulations are used to determine the resident status for tuition assessment purposes.

1. A person's domicile is presumed to be that of the parent(s) or legal guardian unless the person is independent and establishes a separate domicile. For the purposes of these Regulations, legal guardian and parent are interchangeable.
2. A person who is dependent upon his/her parent(s) or other person in authority, other than spouse, for financial support shall not be considered independent for the purpose of these regulations. A person claiming independence may be requested to present satisfactory evidence that his/her parent(s) has not contributed significantly to his/her support nor claimed him/her as a dependent on federal or state income taxes during the period in which the person attempts to establish and/or maintain residency. Filing and payment of Indiana income tax is necessary to

- establish residency.
3. In order to be classified as a resident for tuition purposes, an independent person shall be domiciled in Indiana and a bona fide resident for at least six months immediately preceding the first scheduled day of classes for the term for which residency is sought.
 4. During the six-month period in which a person attempts to establish residency, a person must be financially independent. He/she must rely upon gainful employment in Indiana or prove reliance upon resources in Indiana for more than fifty percent of the income sufficient to provide for tuition, fees, and normal living expenses, e.g., food, clothing, housing, and transportation. Income earned as a result of University enrollment, such as educational loans
 5. or student employment, is not considered evidence of intent to establish residency.
 6. A person who is not a citizen of the United States of America may establish resident status
 7. unless the person holds a visa which precludes an intent to permanently reside in the United States. Further information about visa classifications may be obtained from the International Student Advisor Office.
 8. Non-citizens may commence establishment of residency with notification of permanent residency status by the United States Citizenship and Immigration Service provided the person meets and complies with all the applicable requirements of these Regulations.
 9. The minor child of persons who, having resided in Indiana for at least six months immediately prior to such a transfer, are transferred by their employers to some location outside Indiana shall be considered an Indiana resident for purposes of tuition assessment. However, this Section shall apply only when the minor child of such parents enrolls in Vincennes University within one year from the time the parents are transferred to some location outside Indiana.

If a resident parent(s) establishes a domicile outside Indiana after a dependent is admitted, the dependent shall continue to be classified as a resident until degree completion, assuming timely matriculation, continuous enrollment, and maintenance of a separate residence in Indiana.

10. A person who claims Indiana domicile while living in another state or country must provide proof of continued Indiana domicile. Proof may include, but is not limited to, evidence that the person (or parent or legal guardian) has not acquired a domicile in another state, has maintained a continuous voting record in Indiana, and has filed and paid regular Indiana resident state income tax returns during the absence.
11. A person whose parent(s) moves to Indiana may become a resident at the beginning of the next term of enrollment following the move.
12. An independent person whose parent(s) has established and is maintaining a bona fide residence in Indiana will be regarded as a resident if the independent person lives in Indiana.

In the case of divorce or separated parents, if either parent is a bona fide resident of Indiana then the person shall be classified a resident.

13. A nonresident shall be classified as a resident if his/her spouse is a resident of Indiana and meets the applicable requirements of these regulations. A non-citizen may establish residency through his/her resident spouse, provided the non-citizen complies with Section 4 of these Regulations.
14. A person who is actively serving in the Armed Forces of the United States and who is stationed and/or present in the state in connection with that service, may be eligible for a waiver of the nonresident portion of tuition as long as the person remains stationed and/or present in Indiana. The waiver is extended to the person's spouse and dependent children who also live in the state. A resident of Indiana, and the spouse and dependent children, who is stationed outside of

Indiana in active service in the Armed Forces of the United States and who has maintained residency under Section 7 shall be classified as a resident.

Factors in Determining Residency. Bona fide residency must be maintained in Indiana for at least six months immediately preceding the first scheduled day of classes for the term for which resident classification is sought. The following circumstances, although not necessarily conclusive, have value in support of a claim for resident classification for tuition purposes.

1. Continuous physical presence--defined as no more than a three-week absence from the state of Indiana--for at least six months as described above.
2. Domicile in Indiana of parent(s), legal guardian, or spouse.
3. Voting or registration for voting in Indiana.
4. Indiana driver's license and automobile registration.
5. Financial independence and payment and filing of Indiana income tax during the tax year or partial tax year immediately preceding the term for which the person is requesting resident classification. Just the filing of Indiana State income taxes, filing without substantial Indiana income earned, will not be judged as a significant criterion for reclassification.
6. Six months of gainful employment in Indiana and prove reliance upon resources in Indiana for more than fifty percent of the income sufficient to provide for tuition, fees, and normal living expenses, e.g., food, clothing, housing, and transportation. Reliance upon income earned from loans and/or grants is not viewed as evidence of intent to establish residency. Employment must be in other than normal part-time student employment.
7. The lease of living quarters and payment of utility bills for six months immediately preceding the term for which the person is seeking residency.
8. Admission to a licensed profession in Indiana and the date of admission.
9. Domicile for six months in the state for other than educational purposes.
10. The State of residence claimed by the personal federal income taxes, and other documents requiring information as the person's State of residence.
11. Public records, such as birth, marriage records, etc.
12. Establishment of financial accounts at Indiana institutions.
13. Other official documents verifying legal, official connection with Indiana or with organizations of institutions within the state of Indiana.
14. Exclusive use of the Indiana address when home or mailing address is requested.

Administration. The Director of Admissions, or a designee, shall determine the initial residence classification of each person at the time the person enters or re-enters the University.

A person who is not satisfied with a determination concerning his/her residence classification may request the Director of Admission reconsider the determination.

The request should include the petition for change of residency status for tuition purposes at Vincennes University (available from the Office of Admissions) and all other materials which are applicable to the claim. The request and accompanying documentation will not be returned, and the person is advised to maintain a copy for his/her record.

If the person is still not satisfied with the determination after it has been reconsidered, the person may make a final appeal to the Residency Appeals Board which consists of the Dean of Students (who chairs the Board), and two other college officials, one of whom is appointed by the Assistant Provost

for Student Affairs and another appointed by the Senior Director of External Relations. An appeal to the Residency Appeal Board must be in writing and turned in to the Dean of Students office along with the documentation supporting the person's claim. The decision of the Residency Appeals Board shall be final.

A person who fails to notify the University of a change of facts or provides false information which might affect classification or reclassification from resident to nonresident status and/or who provides false information or conceals information for the purpose of achieving resident status may be subject to appropriate disciplinary action, as well as other penalties which may be prescribed by law.

Institutional Refund Policy

Credit Adjustments for Withdrawal

Official Withdrawal from Enrollment. Students who participate in advance or late registration must notify the Dean of Students if they elect not to attend any classes prior to or during the term for which the student registered.

Students who officially withdraw during the first week of regular day classes during a semester will receive a 100 percent credit adjustment of tuition and student activity fees; during the second week, a 75 percent credit adjustment; during the third week, a 50 percent credit adjustment; and during the fourth week, a 25 percent credit adjustment. During the fifth week or after, no credit adjustment will be given.

Please note: A credit adjustment is based on the charges and not on the amount paid toward the student account if a person elects the payment plan. For example, a student's charge is \$900 for the semester that elects the payment plan, making their first payment \$330 (one-third of \$900 equals \$300 plus the \$30 payment plan fee). The student withdraws during the third week which is the 50 percent adjustment period. The credit adjustment of \$450 would leave a balance owed of \$150 (50 percent of \$900 equals \$450 minus the \$300 tuition payment equals the \$150 balance still owed). The payment plan is a convenience to the student to spread payments throughout the semester; it does not release the student's obligation to pay charges that have been incurred, in accordance with the University's stated refund policy, because they withdraw from school during the semester. The refund policy adjusts the charges and is not relevant to the amount of the partial payment the student pays when electing the payment plan.

Dropping of Courses (for Fall and Spring semesters). Students who drop one or more courses during the first week of regular day classes will receive a 100 percent credit adjustment of tuition and student activity fee; during the second week, a 75 percent credit; adjustment during the third week, a 50 percent credit adjustment; during the fourth week, a 25 percent credit adjustment; during the fifth week or after, no credit adjustment. The University refund policy will be pro-rated for those classes which meet less than normally prescribed for a regular enrollment period.

Dropping of Courses (for Summer Sessions - five weeks each). Students dropping courses or withdrawing from school the second day of regular classes will receive a 100 percent credit adjustment; the third or fourth day, a 75 percent credit adjustment; fifth or sixth day, a 50 percent credit adjustment; seventh or eighth day, a 25 percent credit adjustment; and no credit adjustment after the eighth day a

class meets.

Refund Checks. Initial refund checks for full-time students will be available for pick-up on Thursday of the second week of classes. No refund checks will be released prior to this time.

Refund checks will be held for pick-up for one week. After that time checks will be mailed to the student's permanent address.

Beginning the third week of each semester, refund checks will only be processed on Tuesday nights. Those checks will be available for pick-up after 2:00 p.m. the following day.

To pick up a refund check, a student must have attended at least one class and present a picture I.D. In order to protect both the student and VU, refund checks will only be released to the student.

Students are encouraged to view their account information on Campus Pipeline to determine when their refund check will be available. Refund checks are identified by the description of "Refund of Credit Balance" with a corresponding effective date.

Student Loans. Payee of a GSL must endorse the check before it can be receipted to their student account. All charges on a student's record regardless of due date (i.e., room and board charges) must be paid in full before a refund check can be processed. No GSL will be endorsed or monies refunded to a student unless the account is paid in full and the term for which the GSL is intended has started.

Students choosing to receive paper checks rather than electronic fund transfers must endorse them or claim within ten days of the first day of classes or the disbursement date. Students must bring a picture ID to have loan checks endorsed over to them.

Degree Completion Program Refund Policy. Students who withdraw from degree Completion Program courses during the first 30 days after official enrollment are eligible to receive a 100 percent credit adjustment of tuition if no lessons have been completed during that period. If the student has completed less than 50 percent of the lessons, an administrative fee of 10 percent of the tuition for the course plus any amount(s) paid to faculty for evaluation of lessons may be charged. Refunds may not be made if enrollment exceeds 30 days and/or more than 50 percent of the lessons have been completed.

Return of Title IV Funds

Under Re-authorization of 1998, rules were revised to govern the return of Title IV funds (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loans, Federal Stafford Loans, Federal Plus Loans and Federal Work Study) disbursed to a student who completely withdraws from a term. The new rules only impact federal aid received by a student. Vincennes University institutional refund policy will continue to remain in effect and will not be dictated by federal law or regulation.

Earned and Unearned Aid. The new rule assumes that a student earns his or her aid based on the period of time he or she remained enrolled. Unearned Title IV funds, other than Federal Work Study, will be returned to the Department of Education. Unearned aid is considered the amount of disbursed

Title IV aid that exceeds the amount of Title IV aid earned under the new formula.

To determine how much aid was disbursed, a snapshot of the student account will be evaluated as soon as the institution becomes aware that a student withdrew. If earned aid exceeds disbursed, additional funds may be disbursed as a late disbursement to an eligible student. Institutional costs no longer play a role in determining the amount of Title IV funds to which a withdrawn student is entitled. During the first 60 percent of the period of enrollment a student earns Title IV funds in direct proportion to the length of time he or she remains enrolled. That is, the percentage of time during the period that the student remained enrolled is the percentage of disburseable aid for that period that the student earned. Aid is disburseable if the student could have received it at the point of withdrawal. Total disburseable aid includes aid that was disbursed and aid that could have been (but was not) disbursed as of the student's withdrawal date. A student who remains enrolled beyond the 60 percent point will earn all aid for the enrollment period.

Determining the Percentage of Earned Aid. In order to determine the percentage of aid that a student has earned, a student will take the number of days enrolled at the University and divide it by the number of calendar days in the period. A period at Vincennes University will be defined as a semester. It should be noted that any break in a semester that has a minimum of five calendar days will be excluded from the numerator and denominator in calculating the percentage of earned aid.

Repayment of Unearned Aid. The responsibility for repaying unearned aid will be shared by Vincennes University and the student in proportion to the aid each is assumed to possess. The share for Vincennes University will be the lesser of the total amount of unearned aid or institutional charges multiplied by the percentage of aid that was unearned. The student's share will be the difference between the total unearned amount and the institution's share. Vincennes University's share will be reallocated among the Title IV programs, in an order specified by statute, before the student's share. After the student's share is fully allocated among the Title IV programs, any remaining amount owed to a grant will be reduced by half.

Timeframe for Returning Funds. Vincennes University will return its share of unearned Title IV funds no later than 30 days after determining that a student withdrew. Students receiving unearned aid attributable to a loan will return their share under the terms and conditions of the promissory note. Students will be responsible to repay unearned aid attributable to a grant under a satisfactory payment arrangement with the Department of Education.

Determination of Student Withdrawal from Vincennes University. Vincennes University will determine the withdrawal date by using the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw or the midpoint of the period for a student who leaves without notifying the institution (unofficial withdrawal).

Official Student Withdrawal Policy. Students registered for classes at any Vincennes University site that wish to withdraw from all classes must contact the following offices at their specific campus site to declare their intent to officially withdraw.

Vincennes Campus.....Dean of Students
Jasper Campus.....Student Services Director
Aviation Technology Center.....Student Service Advisor

Payment of Residence Hall Charges

Residence hall charges are billed with tuition and fees. Bills are emailed to students MyVU account approximately two weeks before the due date. For those choosing to make payments, the following payment schedule applies:

Fall Semester.....1/3 of total charges due August 1
.....1/3 due September 1
.....Final Payment due October 1

Spring Semester.....1/3 of total charges due January 2
.....1/3 due February 1
.....Final payment due March 1

Summer Session.....100 percent of cost due upon moving into residence hall

Students are not charged for living in the residence halls on a monthly basis. The above payment schedule is designed to spread the cost throughout each semester. Payments may be made for the entire semester charge any time prior to the due dates. All financial aid and guaranteed student loans will be applied to the entire semester charge for housing regardless of due date before any excess of aid is refunded.

For students who move out of the residence halls during the semester or summer sessions, the account is adjusted to reflect the number of days student actually resided in the dorm. Net charge is pro-rated on a weekly basis and is based on the move-out day recorded by the Housing Office. Special consideration will be given to teacher education majors during their practice teaching semester.

Student Policies and Support Services

[See University Catalog](#)

Student Records Policies and Procedures

[See University Catalog](#)

Annual Notification of Rights Under FERPA

[See University Catalog](#)

The Family Educational and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; an elementary, middle school, or secondary school official serving as a practice teaching supervisor; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Vincennes University to comply with requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

[See University Catalog](#)

Student Regulations

[See University Catalog](#)

Accident Policy

[See University Catalog](#)

Automobile Policy

[See University Catalog](#)

Racial, Ethnic, and Religious Harassment Policy

[See University Catalog](#)

Sexual Harassment Policy and Grievance Procedures

[See University Catalog](#)

Policy on Public Speaking, Leaflet Distribution, and Demonstrations

[See University Catalog](#)

Sales Policy

The Board of Trustees has adopted the following policy governing sales and solicitation on the Vincennes University campus.

Vincennes University requires prior approval for soliciting or sales on campus by any person or organization. An individual or organization that represents or uses the name of the University must also obtain approval for sales off-campus. The Dean of Students will retain the right of approval of the product or activity as well as the date, time, and location of the sales. If the use of buildings other than the Student Union is requested, additional approval must be obtained from the respective building supervisors.

Partnerships with the University will be encouraged while direct competition with vendors of which the University has an agreement will be discouraged. Sales is defined as the exchange of property or services for a determined amount of money or its equivalent.

Vincennes University also requires prior approval for all solicitations on campus by any person or organization. Again, the Dean of Students will approve the date and time of the solicitation. He will also notify the appropriate University personnel regarding the campus location for the solicitor. The designated area on campus for solicitation is the brick walkway directly in front of the Beckes Student Union. Solicitation is the act of seeking to obtain by persuasion; to entice a person to action; or the recruiting of possible sales.

All policies of Vincennes University as well as all local, state, and Federal laws will be observed.

Prohibition of Advertising and Sales of Beer, Wine, Liquor and Tobacco Products

The University prohibits the advertising or sale of beer, wine, liquor, and tobacco products on University campuses property.

The University prohibits distribution of samples of tobacco products or coupons redeemable for tobacco products on University campuses or property.

The University further prohibits any tobacco company or beer, wine, and liquor company from sponsoring campus events or campus organizations.

This policy shall not prohibit the advertising of an instruction course on home breweries or wineries, or a temporary exhibit of racing vehicles that display tobacco or alcohol advertising decals, as long as the decals are historically accurate and significant to the vehicle. In addition, this policy shall not prohibit restaurants or bars from advertising on campus, as long as there is no advertisement of tobacco, beer, wines, or liquor as part of the advertising or sponsorship.

Administration of this policy shall be the responsibility of the President.

Standards of Student Behavior

I. INTRODUCTION

Vincennes University is a community dedicated to personal, academic excellence and growth. Choosing to join this community obligates each member to a standard of ethical behavior as stated in the Student Creed.

As a Vincennes University student, I commit to a code of civilized behavior.

I will practice personal academic integrity; I will respect the dignity of all persons, including myself; I will respect the rights of others; I will not condone bigotry; I will strive for the openness to learn from differences in people, ideas and opinions; I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development. Allegiance to these ideals requires me to refrain from behavior that threatens the freedom and respect every individual deserves.

The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the university community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Standards of Student Behavior is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, appropriate consequences are imposed in the form of sanctions.

The Vincennes University Standards of Student Behavior is a statement of expectations for students and student organizations on the basis of the philosophy of Vincennes University as well as Federal and State laws. These regulations are prepared to protect the health, welfare, and safety of the students of Vincennes University. Most of the regulations, accordingly, reflect the policies of Vincennes

University, state and Federal laws or ones of common sense. This Standards of Behavior policy applies to all students enrolled in Vincennes University courses. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the university community, and contribute positively to student and university life. Therefore, students should understand the specifics of the conditions they have accepted when they enroll. Students need to be aware that violations of the University Standards of Behavior may result in some form of disciplinary action.

DEFINITIONS

The following definitions apply to terms found in the Student Standards of Behavior:

- 1) "University" and "campus" are used interchangeably and both apply to Vincennes University.
- 2) "Student" includes all persons taking courses at the university, both part time and full time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered "students". Therefore sanctions can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from the university while a disciplinary matter is pending.
- 3) "Standards" represents the Standards of Student Behavior.
- 4) "University official" includes any person (student, faculty or staff) employed by the university and performing administrative or professional duties, or any person serving the university in an official capacity.
- 5) "Member of the university community" includes any person who is a student, university official, trustee, or any other person serving the university in an official capacity, university guests on university property or at a university related activity.
- 6) "University property" includes all real or personal property in the possession of or owned, used, or controlled by the university and all university facilities whether utilized by the university or a university auxiliary organization.
- 7) "Organization" means any registered student club or organization.
- 8) "Shall" and "will" are used in the imperative sense.
- 9) "May" is used in the permissive sense.
- 10) "Day" applies to a day when the university is open for normal business, regardless of whether classes are in session (e.g., the day preceding Thanksgiving). In determining any deadlines as set forth in the Code, references to a number of "days" prior to or after occurrence of an event shall not include the day of the event.
- 11) "Health" applies to physical or mental well-being.
- 12) "Deliberate Indifference" refers to the conscious or reckless disregard of the consequences of one's actions or inactions.
- 13) "Standards of Behavior Administrator" includes the Dean and Associate Dean of Students, or any other university official assigned to administer these standards and to perform the duties prescribed in these procedures.

II. JURISDICTION

This Standard addresses misconduct that takes place on university premises and addresses off campus behavior when it may have or has had an adverse impact upon the university community or, if repeated on the university, poses a threat to the safety of members of the university community.

The Standard also applies to university sponsored events, activities, trips, etc., which may occur off campus. A student who violates the Standard and breaks the law is subject to university, civil and/or criminal authorities. The university, at its sole discretion, may pursue disciplinary action against a student while the student is also subject to criminal proceedings. The university reserves this right even if criminal charges are pending, reduced, deferred or dismissed.

The Vincennes University judicial system is the responsibility of the Office of Judicial Affairs through the Dean of Student's office. The Associate Dean of Students has specific responsibility for the operation and administration of the judicial system.

III. MISCONDUCT ACTIVITIES WHICH SUBJECT A STUDENT OR STUDENT ORGANIZATION TO DISCIPLINARY ACTION

Vincennes University recognizes that it must create an environment where each student will be free to pursue her or his academic interests without interference from others. This includes upholding the integrity of the academic process as well as providing a community free of disruptions. The following restrictions are designed to foster a healthy and peaceful learning community. Apathy or deliberate indifference are not neutral acts and may be violations of this standard.

Protecting the rights of the educational process

Students are expected to be honest in all academic work. A student's placement of his or her name on any academic exercise shall be regarded as assurance that the work is the result of the student's own thought, effort, and study. The following behavior is subject to disciplinary sanctions.

1) Acts of dishonesty, including but not limited to the following:

a. Cheating, plagiarism, or other forms of academic dishonesty.

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures from another person or source without acknowledgment.

The instructor will determine appropriate student disciplinary action that is consistent with the academic dishonesty policy contained in the syllabus of the instructor.

b. Furnishing false information to any university official, faculty member, or office.

c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.

Incidents under b and c will be referred to the Dean of Students, who will determine appropriate student disciplinary action in keeping with procedures used in the handling of other types of student conduct situations.

2) Disruption or obstruction of teaching, research, administration or other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises. (This policy is not intended to hinder organized, peaceful, and orderly protests.)

Protecting the rights, safety, and dignity of the individual

Any of the following activities, the aiding, abetting, inciting, encouraging, or by his or her presence, supporting of any of the following activities, constitutes misconduct for which students may be subjected to disciplinary action. Student organizations may be subject to disciplinary action up to and including revocation of recognition. These violations include but are not limited to:

- 1) physical or verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person resulting in an individual being fearful for imminent bodily harm and/or the emotional/mental disruption of a person's daily life or educational environment;
- 2) students shall not engage in any act that is sexual in nature and which is committed under pressure, force, threat, or coercion, or without the full and informed consent of all persons involved. For the purpose of this policy, the current, active state code states that consent must be freely and actively given through mutually understandable terms or actions. A person is deemed incapable of giving consent when that person is a minor, is mentally disabled, mentally incapacitated, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent at any time during a sexual act;
- 3) theft or attempted theft of and/or damage to property either personal or public, on or off campus;
- 4) hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization; (Expressed or implied consent of the victim will not be a defense)
- 5) failure to comply with verbal and/or written instructions of university officials acting in the performance of their duties and made within the scope of their authority; (Students shall honor the official request of any university official in the performance of his/her duties. Each staff or faculty member represents the institution and the attack or threat of attack on an official is a threat against the university itself. The above is also applicable to student employees when performing their duties within the scope of their authority) Grievances against a staff or faculty member may be filed with the program and department head responsible for that area of the university in accordance with the institution's grievance policy;
- 6) violation of any policy, rule, or regulation published in hard copy or available electronically on the university website;
- 7) violation of any federal or state law;
- 8) possession of firearms, explosives, or fireworks;
- 9) the use or threat of use of a weapon, or any item or objects that simulate weapons, on university premises that could harm, threaten or cause fear to others;
- 10) falsely reporting a fire, bomb, or any other emergency by any means;
- 11) misuse or unauthorized possession of university owned emergency or safety equipment, creating a fire hazard or be in unauthorized possession of flammable or hazardous material;
- 12) disrupting the normal operations of the university and/or infringing on the rights of other

members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any university building or area;

This policy is not intended to hinder organized, peaceful, and orderly protests.

Promoting personal responsibility and integrity

The Vincennes University community strongly promotes the development of a personal values system that focuses on each person assuming responsibility for her/his own actions, and on maintaining dignity and truth. The following restrictions outline the primary parameters within each individual shall be held responsible.

- 1) Students shall not engage in behavior that is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.
- 2) Students are responsible for the actions of their visitors or guests. Students are expected to take reasonable action to prevent their guests from violating university regulations.
- 3) Failure to comply and/or interfere with the university disciplinary system.
- 4) Students shall not falsify or misrepresent facts on any university form or document and the unauthorized and/or improper use of a university form or document.
 - a) *Forms, Records, and Documents.* Falsification of records and/or misrepresentation of facts on any university form or document may result in disciplinary action and/or cancellation of registration. This includes but is not limited to housing contracts, registration material data sheets, fee receipts, checks for payment to the university, applications for vehicle registration, application to be an exception to the housing policy, applications for release from a housing contract, listing an incorrect place of residence, or failure to update a change of correct address.
 - b) *ID Card Policies.* It shall be illegal for a student to allow his/her Student Identification Card to be used by another person (whether a student or not). These cards are the Property of the university and entitle the student to certain privileges. Therefore, no student shall have access to the privileges on the basis of any but his/her own Student Identification Card. Further, it is against university regulations for any person to alter in any way the information contained on the Student Identification Card. This card must be carried with the student always and must be shown on request to any university official.
- 5) All activities sponsored by student organizations must receive approval before the event by the Student Activities Office located in Beckes Student Union. The student organization itself, and individual students involved, will be held responsible for violations of the Standards of Behavior.
- 6) Computing resources may not be used for illegal or disruptive purposes. Examples include:
 - a) Unauthorized copying or use of copyrighted material.
 - b) Destruction of or damage to hardware, software or data belonging to Vincennes University or other users.
 - c) Disruption or unauthorized monitoring of electronic communications.
 - d) Harassment of other users.

- e) The accidental or intentional introduction of a destructive program, such as a "virus," can have serious consequences. Users should be aware of the threat of viruses on networks and in public labs and use adequate protection against spreading them to their own machines. Both freeware and commercial anti-viral programs are available from various sources. Any attempt to compromise the university computer security systems will not be tolerated.
- 7) Computing resources shall be used in accordance with the high ethical standards of the university community. Examples of unethical use which also may involve illegality include:
- a) Violations of computer system security.
 - b) Unauthorized use of computer accounts, files, and data which do not belong to the user.
 - c) Unauthorized use of access codes assigned to others.
 - d) Intentional use of computer telecommunication facilities in ways that impede the computing activities of others.
 - e) Academic dishonesty (plagiarism, cheating).
 - f) Violation of software license agreements.
 - g) Violation of network usage.
 - h) Violation of another user's privacy.

Prohibited Use of Illicit Drugs and Alcohol

As set forth in local, state, and federal laws, and the rules and regulations of the university, Vincennes University prohibits the manufacture, use, possession, and distribution of illicit drugs and alcohol by students, employees and visitors in buildings, facilities, grounds or other property owned and/or controlled by the university. This applies to all individuals participating in any university-sponsored activities.

The university will enforce all state and federal laws regarding the possession and use of alcohol and the manufacture, distribution, dispensing, possession, or use of any controlled substance. Drug and alcohol laws are vigorously enforced at Vincennes University. Violators are subject to criminal prosecution. The enforcement techniques can range from plain view violation to long-term undercover investigations by local, state, or federal agents and agencies.

The inappropriate use of a controlled substance is detrimental to Vincennes University's faculty, staff, students, and the public served. The university will attempt to assist a student or employee involved with the inappropriate use of alcohol or a controlled substance in obtaining rehabilitation. However, the ultimate responsibility for overcoming a dependency or inappropriate use of alcohol or of a controlled substance is that of the individual. Details of the policy are printed and distributed annually in the Student Handbook and University Employee Manual. Vincennes University has an alcohol abuse program emphasizing education and intervention and meets the requirements of the present drug and alcohol requirement including the Drug Free Schools and Communities Amendments of 1989.

IV. PROCEDURES FOR THE ADJUDICATION OF VIOLATIONS OF THE STUDENT STANDARDS OF BEHAVIOR.

To the Student:

This material has been prepared to assist you in understanding the proceedings which are taking place as a result of a reported incident. The presentation of this information does not presume the degree of your involvement in the reported incident, and the administrator with whom you are involved will not approach your case with any predetermination of a final disposition. Therefore, the receipt of this material should not be interpreted as a prejudgment of your involvement.

The State of Indiana has charged Vincennes University with the responsibility for providing an orderly university environment conducive to learning in which persons and property are protected from harm. Priorities inherent among these responsibilities include:

- Protect persons and property;
- Uphold Federal, state, local laws and university regulations;
- Provide an orderly environment conducive to learning;
- Encourage the individual growth of students

The Board of Trustees of Vincennes University has adopted university policies and procedures in exercise of the above responsibilities. The university administration is responsible for providing the process for dealing with violations of the policies. The process, which has been developed for handling conduct situations, includes the following:

Conduct Adjudication

Conduct adjudication is a process, which is used for all alleged violations, which may result in a change of student status. The process contains three fundamental steps:

Presentation of Alleged Violations

A student who is accused of an alleged violation of the University Standards of Student Behavior is notified, either in writing (at the last reported local address) or verbally, of the alleged violation by the Dean or Associate Dean of Students.

Hearing

Hearings may be conducted by the Associate Dean of Students, the Dean of Students or other hearing officers designated by the Dean of Students. All hearings provide the opportunity for the accused student to respond to charges, to present witnesses, and to raise questions. The hearing officer, through questioning, seeks to arrive at the truth. Should a student fail to appear at a scheduled hearing, after proper notification, the hearing may be conducted in his/her absence at the discretion of the hearing officer.

Presentation of Decision

An explanation of the action and its effect on the student is made, which may include probation stipulations and future expectations for the student's behavior. The student is informed of the right to appeal and the procedures to follow.

The right to appeal the Dean or Associate Dean of Students decision is afforded all Vincennes University students as a matter of policy and due process.

Appeal

A student has the opportunity to appeal the decision of the disciplinary hearing to the Student Life Advisory Committee. Appeal requests must be presented to the Dean or Associate Dean of Students in writing within five business days of the receipt of the decision from the hearing process.

The Student Life Advisory Committee is composed of faculty, professional staff, and support staff. They are identified during the last month of the spring semester and serve the following academic school year.

Description of Rights in Disciplinary Situations

Students have been accorded rights in disciplinary situations by the Board of Trustees in keeping with procedural due process. Basically, students have the right:

- 1) to be aware of the alleged violation a reasonable time before the hearing;
- 2) to bring an advisor to the hearing;
- 3) to have a fair hearing;
- 4) to be informed of the decision; and
- 5) to appeal decisions of the hearing.

The Complainant and Respondent may be assisted by an advisor of their own choice. Advisors are not permitted to speak or to participate in a hearing. Complainants and Respondents who choose an advisor shall notify the Associate Dean of Students or designee prior to the hearing. Advisors may not appear in lieu of the Complainant or Respondent; however, an advisor may consult with the Complainant or Respondent during a hearing and may assist with preparation for the hearing.

Standards of Proof

In many hearings, there will be strong (i.e., clear) evidence presented to persuade the hearing officer that the student did violate a particular policy. Sometimes, however, there may be ambiguities and contradictions which require that person to decide whom he/she believes or who he/she thinks is more credible. As in a court of law, the student is always innocent until proven otherwise. However, unlike a court, the standard of evidence which must be presented to prove that a student violated the policy is less stringent and the determination of a violation is made on the basis of whether it is more likely than not that the student charged violated the Standards of Student Behavior. This is known as “a preponderance of the evidence.”

In other words, if the hearing officer is weighing the evidence on some imaginary scale, he/she must be more than 50 percent sure that the student violated the policy to find him/her responsible. He/she does not need to be 100 percent or even 75 percent sure, just more than 50 percent sure.

Types of Disciplinary Actions

The actions that may be taken when a student is charged with a violation of the Student Standards of Behavior range from not in violation up to and including expulsion from the university. The action taken depends on the severity of the violation, the degree of involvement of the student, the individual circumstances of each case, the student's disciplinary record and possibly the student's academic situation.

Not in Violation - A student may be found not in violation when there is evidence presented during the hearing that shows the student was not responsible. A record of that decision will be maintained for one year.

Warning - Minor violations of the conduct code usually merit a warning. If the student has continuing minor violations, he/she is subject to further disciplinary action.

Disciplinary Probation - A report of the student's misconduct is maintained in the disciplinary records in the Dean of Students Office as a severe warning concerning future violation of the conduct code. If no further violation occurs, the incident does not become a part of the student's permanent college records.

Loss of Privileges - Denial of specified privileges for a designated period of time.

Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Discretionary Sanctions - Work assignments, essays, service to the university, or other related discretionary assignments.

Permanent Disciplinary Probation - A report of the student's misconduct is entered PERMANENTLY on his/her college records. This information concerning the violation(s) accompanies the college transcript as a matter of permanent record.

Suspension - In cases of serious misconduct, the student may be suspended from the university for a designated period. Once an individual has been suspended, he/she loses the privilege of returning to the university and/or attending any university activity during this period. When a student is suspended, he/she is expected to immediately check out of the Residence Hall and/or leave the university. Suspension becomes a part of the student's permanent records.

Expulsion - In cases of serious misconduct, a student may be expelled PERMANENTLY with no option to return to the university. This also becomes a matter of permanent entry on the student's record.

Immediate Temporary Suspension - In cases of serious misconduct, a student may be suspended from the moment of first notification of charges until the hearing. This hearing must be held within a reasonable time after the person has been notified.

Right to Appeal

The right to appeal the Dean or Associate Dean of Students decision is afforded all Vincennes University students as a matter of policy and due process. All appeals of disciplinary hearing decisions will be made to the Student Life Advisory Board and an appeals hearing will be called. The Appeals Hearing will include:

- the sanctioned student; (*who may be assisted by an advisor*)
- the Dean or Associate Dean of Students;
- an Appeals Hearing moderator; and
- the five members of the Student Life Advisory Committee

Preservation of Records

Dependent upon the type of action taken, disciplinary records are maintained on file in the Dean of Students office for specific periods of time:

- 1) not in violation - one calendar year, unless involved in additional violations
- 2) warning, loss of privileges, restitution, discretionary sanctions - one calendar year, unless involved in additional violations
- 3) disciplinary probation - two calendar years after the date of the last action taken

- 4) permanent disciplinary probation - permanently
- 5) suspension - permanently
- 6) permanent suspension - permanently
- 7) alcohol or drug-related violation - three years following the academic year of violation

V. STANDARDS REVIEW

The Standards of Student Behavior shall be reviewed annually under the direction of the Assistant Provost for Student Affairs. In addition, the Faculty Senate will, as part of the review, be invited to make recommendations with regard to the Standards of Student Behavior. These recommendations will consist of omissions, clarifications, constructive changes, and other matters germane to the proper interpretation and operation of the Standards of Behavior. Questions of interpretation regarding the Standards of Behavior or Student Handbook shall be referred to the Dean of Students office. In keeping with normal university policy approval processes, the Standards of Student Behavior and Student Handbook may, at the sole discretion of the university, be amended at any time.

Approved by the VU Board of Trustees at its November 29, 2006, meeting

Academic Guidelines

[See University Catalog](#)

Academic Policies and Procedures

[See University Catalog](#)

Definitions

[See University Catalog](#)

Effective Catalog

[See University Catalog](#)

Academic Load

[See University Catalog](#)

Recentered Scholastic Aptitude Test (SAT) Scores

[See University Catalog](#)

Acceptance of Academic Credit

[See University Catalog](#)

Indiana's Core Transfer Library

See University Catalog

Earning Credits Through Standardized Testing

See University Catalog

College Level Examination Program (CLEP)

See University Catalog

DANTES Subject Standardized Tests (DSST)

See University Catalog

Excelsior College Examinations (ECE)

See University Catalog

College Board Advanced Placement Program

See University Catalog

Departmental Exams

See University Catalog

Early Completion Credit

See University Catalog

Credit by Examination/Business Courses

See University Catalog

Non-collegiate Certification Credit

See University Catalog

Honors Program

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Developmental Studies Program

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Change of Curriculum

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Registering for Courses

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Dropping and Adding Classes

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Faculty-Initiated Withdrawal of Students from Class

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Student-Initiated Withdrawal from Class

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Withdrawal from School

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Evaluation and Grading System

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Definitions

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Repeating Courses for Recalculation of Grade Point Average

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Final Examinations

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Dean's List

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Academic Expectations

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Academic Probation

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Academic Warning

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Readmission Request Process for Academically Disqualified Students

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Disqualification Appeal for Academically Disqualified Students

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Grading System

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Credit by Examination/Business Courses

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Degree and Certificate Requirements for Graduation

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Degrees Offered

See University Catalog

Awarding of Additional Degrees

See University Catalog

Endorsements

Some options permit students to study topics related to their chosen major programs, but do not include sufficient additional coursework to qualify for additional degrees. In such instances, endorsements

may be earned if the option calls for a sufficiently rigorous prescribed set of courses beyond those required in the basic degree. Thus, an endorsement is defined to be a prescribed set of at least two (2) courses which include a minimum of at least five (5) but fewer than fifteen (15) total credit hours that must be completed beyond those courses that comprise the basic degree. Endorsements earned will be noted on the student's transcript.

General Education Skills

General education is an integral component of the learning process at Vincennes University, one which allows our students to prepare in a well-rounded fashion for future careers and educational pursuits. The skills listed below are general education skills which have been identified by the faculty as the minimum expected of a student graduating from this institution. ***Some skills (marked with an asterisk*) will be measured by basic skills assessment instruments at the conclusion of a student's program of study while others are to serve as guidelines for faculty and student as the student progresses through his/her program.***

A) Reading

The student should:

1. summarize material accurately and concisely;
2. interpret subject matter literally and inferentially;*
3. seek and acquire vocabulary through reading;*
4. seek and understand subject matter pertinent to his/her career.

B) Writing

The student should:

1. write a document showing a clear purpose, effective organization, adequate supporting details, and using a mechanically correct style;
2. critically analyze and evaluate his/her own and others' writing;*
3. appropriately incorporate ideas from outside sources into his/her own words with proper credit given;
4. be able to write a personal resume.

C) Oral Communication Skills

The student should:

1. express himself/herself clearly, using appropriate speaking styles that suit the message, purpose, and context;
2. use nonverbal cues which are appropriate to the verbal message;
3. actively listen to and critically evaluate oral communication;

D) Critical Thinking/Problem Solving

The student should:

1. use reasoning skills based on accuracy, clarity, solid evidence, depth and fairness;*
2. define the problem;*
3. analyze the problem for possible causes;*
4. develop possible strategies for solutions;*
5. select and implement strategies for solutions;*
6. evaluate the effects of the strategy(ies) for solutions.

E) Mathematics

The student should:

1. apply a combination of arithmetic and algebraic skills appropriate to his/her major;*

2. apply geometric spatial skills appropriate to his/her major;*
3. solve problems using the appropriate skills identified above in both rote exercises and novel situations appropriate to his/her major.

F) Science Skills

The student should:

1. apply the use of observation and/or measurements to propose, analyze, test, and refine explanations for various physical or biological phenomena, appropriate to his/her major;
2. express, in written or verbal mode, the level of knowledge and understanding of the current scientific explanations of the physical and/or biological phenomena, appropriate for his/her major;
3. apply the proper use of English and metric systems of weights and measures.

G) Computer Skills

The student should:

1. have the ability to start up and move into a word processing program, complete the mechanical requirements of good writing (i.e., margins, spacing, font sizes, tabbing, centering, headers), editing (including cutting and pasting), spell checking, and printing.
2. have the ability to find, evaluate, and select Internet sources to incorporate in their writing. Students will also be able to document these properly.
3. have the ability to save files to hard drives and disks, and they should be able to retrieve them.

H) Health and Physical Education Skills

The student should:

1. demonstrate knowledge and understanding of the positive effects of physical activity and exercise upon the quality of individual health related fitness by:
 - a) identifying the essential components of physical fitness and their specific positive effects upon individual health related fitness goals;
 - b) identifying and applying safe principles of fitness conditioning for development of an effective personal exercise and physical activity program;
 - c) demonstrating skills in assessing personal fitness levels and needs for the purpose of planning and initiating lifelong fitness activity;
2. recognize positive lifestyle choices and take responsibility for his/her well-being in making decisions regarding nutrition, body composition, stress management, personal safety, drugs, alcohol, tobacco, consumer health care, and other areas of life which influence personal wellness;
3. gain basic knowledge and skill in appreciation for a variety of exercise and physical activity skills useful in the pursuit of lifelong fitness.

I) Library and Research Skills

The student should:

1. use the library as a source for lifelong learning, for leisure, personal, and professional needs;
2. select and evaluate basic library reference tools and information sources, including professional journals which pertain to a student's particular field of study, and understand appropriate techniques for recording and organizing needed information;
3. use basic computerized systems for accessing library resources;

J) Cultural and Historical Awareness

To develop into a positive contributing member of society, the student should:

1. express verbally and in writing the effects of historical and political forces on their chosen career;

2. have knowledge of historical events, cultural diversity, geography, and various political and economic systems of the world;
3. have increased self-awareness of the psychological and social forces which shape and contribute to their behavior;
4. have an awareness of literature and the arts.

K) Socialization

The student should:

1. respond to others in a polite, courteous manner;
2. demonstrate respect for other people's values;
3. demonstrate responsible behavior by accepting accountability for his/her own actions;
4. present a positive attitude about learning and studying by attending class and completing assignments;
5. learn to balance extra-curricular activities with academic activities and efforts.

Vincennes University's Definition of General Education

General Education at Vincennes University focuses on two distinct but interrelated educational components. Each component is essential to ensure development of measurable basic skills, critical and creative thinking skills, and a breadth of knowledge needed both to strengthen students' work in their major and to achieve the levels of understanding expected of all college graduates. The first component of general education at V.U. is basic skills. The purpose of this study is to ensure that students read, write, speak, and compute at a college level. These skills are necessary, not only for the communication and computation crucial to a successful life after completion of a degree, but also for the active and successful participation in the pursuit of a degree. Basic skills will be enhanced as students progress through the remainder of their course work, and especially as they complete general education's second component, liberal education. The purpose of this study is to actualize the students' potential to live fuller lives as individuals and as members of different social institutions. This course work provides the opportunity for students to develop an appreciation of humanity's varied responses to life lived in the natural world, both as an individual and as a part of society. As a consequence of this study, students should achieve a better understanding of the world and people around them, and should thus be able to live a fuller and more participatory life.

General Education Model for Associate Degrees effective 2005-06

<i>General Education Program</i>	
Basic Skills Core	
	Credit Hours
Reading: Earn a C or above in at least one Reading Intensive course.	
Writing: ENGL 101 or 112 (A.A., A.S., A.A.S.).....	3
Mathematics: One 100-level or higher mathematics course (A.A.S.)	
MATH 101 or higher mathematics course (A.A., A.S.).....	3
Oral Communication: One of the following as appropriate for the major:	
SPCH 140 (A.A.S.)	
SPCH 143 (A.A., A.S., A.A.S.)	
SPCH 148 (A.A., A.S., A.A.S.).....	2-3
Total Credit Hours for A.A.S.	8-9
Total Credit Hours for A.A. and A.S.	9

General Education Program

Skills Enhancement and Liberal Education Core

For A.A.

One of the following Writing Skills Courses: ENGL 102, 107, 108, 109, 112, 205, 210, -or- the combination of LITR 220-221.....0-3

Computer Skills.....*

PFWL 100 Lifetime Fitness/Wellness.....2

Laboratory Science (chosen from the Common Core Liberal Education list).....3

Social Science (chosen from the Liberal Education Core list).....6

Humanities (the first three hours chosen from the Common Core Liberal Education list, the second three hours chosen from the Broad Core Liberal Education list).....6

Foreign Language.....8
(Foreign Language directed toward the B.A. degree must include 8 hours of intermediate language in the same language)

Total Credit Hours for A.A.....25-28

For A.S.

One of the following Writing Skills Courses: ENGL 102, 107, 108, 109, 112, 205, 210, -or- the combination of LITR 220-221.....0-3

Computer Skills.....*

PFWL 100 Lifetime Fitness/Wellness.....2

Laboratory Science (chosen from the Common Core Liberal Education list).....3

Humanities (chosen from the Common Core Liberal Education list).....3

Social Science (chosen from the Liberal Education Core list).....6

One of the following: Humanities, Science/Mathematics** (chosen from the Broad Core Liberal Education list).....3

Total Credit Hours for A.S.....17-20

For A.A.S.

Computer Skills.....*

PFWL 100 Lifetime Fitness/Wellness.....2

Science (chosen from the Common Core Liberal Education list).....3

Social Science (chosen from the Liberal Education Core list).....3

One course from two of the following areas: Humanities, Mathematics**, Science (chosen from the Broad Core Liberal Education lists) -or- Social Science or Writing (chosen from the Liberal Education Core List).....6

Total Credit Hours for A.A.S.....14

Note: Courses for Humanities, Science and Mathematics, and Social Science in the General Education Program must be selected from courses listed in the approved Liberal Education list. These courses must be outside the major specialization courses to qualify as general education.

*See explanation of Computer Skills on page 66.

**The Basic Skills Core mathematics requirement may not be used for this credit.

Major Program

Specialization Courses

All other courses, as determined and prescribed by the program, which may include additional academic skills, communication, general education, occupational, technical, free electives or other program requirements.

General Education Model for Baccalaureate Degrees effective 2005-06

General Education Program

Basic Skills Core

	Credit Hours
Writing: ENGL 101 or 112 (B.A., B.S.).....	3
Speaking: SPCH 143 or 148 (B.A., B.S.).....	3
Mathematics: MATH 102 or 103 (Proposed) or higher MATH course (B.A., B.S.).....	3
Total Credit Hours for B.A. and B.S.	9

Skills Enhancement and Liberal Education Core

For B.A. and B.S.

Writing: Choose one of the following: ENGL 102, 107, 108, 112, 205, or 210.....	0-3
Humanities and Values: 3 hours must be either PHIL 111, 212, or 313. All courses taken from either the Humanities Common or Broad Core.....	9
Foreign Language for B.A. only: 8 hours of intermediate language in the same language. May be completed during the A.A. level course work.....	8
Social Sciences and History: 3 hours must be a history course chosen from the Social Science Core; the remaining 6 hours must be taken from courses Listed on the Social Science Core.....	9
Biological and Physical Sciences: Choose at least one lab science course taken from the Common Core. One course must be a physical science and the other a biological science. All courses taken from either the Science Commonor Board Core.....	7
Computer Skills:.....	*
PFWL 100:.....	2
Diverse Cultures/Global Perspectives:.....	3
Senior Capstone Experience:.....	3
Upper Division Requirements: At least 6 hours of general education will be satisfied with 300-400 level course work designed to require greater development and synthesis of students' knowledge and skills. The Capstone course will count as 3 hours of this requirement.	
Total Credit Hours for B.A.	41-44
Total Credit Hours for B.S.	33-36
General Education Total Hours for B.A.	50-53
General Education Total Hours for B.S.	42-45

*See explanation of Computer Skills on page 66.

Capstone Experience Requirement And General Course Description

The following course description is intended to serve as a general description for a course in the major that also meets general education requirements, and thus must be approved by the General Education Committee, as well as other committees. The course is intended to synthesize and integrate content

General Education Program

and skills learning from the students' entire program, both the major course work and the general/liberal education course work.

As such, the course will require a major research project (the length will need to be determined, but the major paper should be nothing less than 10 pages and probably should be closer to 15-20, minimum), oral summary presentation of the results of the project, extensive reading and/or research, critical thinking, and possibly experiential learning as part of the projects designed with input from the students involved in the course. Additionally, the courses should be less focused on delivering new information than synthesizing and integrating knowledge and skills, and the projects should include some effort to deal with social, philosophic, economic, political or historical problems and issues related to or raised by the content of the major field of study. As such, the courses could conceivably be used as assessment of major program and general/liberal education learning, and could be used to assess student preparedness for employment.

The texts used for the courses will be more "philosophic" in nature, intended to acquaint students with the problems related to the major field, rather than being texts used to expose students to new areas of technical learning.

XXXX 490, Capstone Experience.....3 hrs

A course intended to synthesize and integrate the knowledge and skills of the major course work and the general and liberal education course work. Students will be required to complete a major research project aimed at addressing a philosophic, social, political, economic, or historical problem connected to their major field of study. Activities in the course will include a major research paper and an oral presentation based on significant research and project results. These activities will be opportunities for students to display the content knowledge, research skills, critical thinking, affective learning, and presentation skills needed to be life-long learners.

General Education: Basic Skills Core

The general education core at Vincennes University includes those courses that are designed to develop a common set of basic skills competencies for all students pursuing a baccalaureate or an associate degree. All students are required to demonstrate a minimum level of competence in all of the general education core areas, as described below, as a condition of fulfilling the requirements for the A.A., A.S., A.A.S., and the B.A. or B.S. degrees. Students are not exempt from general education requirements based on national standardized aptitude test scores (SAT, ACT) or placement exam scores, such as CPT, COMPASS, or ASSET. The common core areas and the criteria for achievement are established as follows.

Reading, Writing and Speaking Intensive courses are indicated in the course description section of this catalog using R, W and S superscripts respectfully. (Academic advisors will have a complete list available for student use.)

Students are responsible for meeting all of their reading, writing, and speaking intensive requirements for graduation. They must be aware that taking classes designated as reading, writing, and/or speaking intensive will satisfy those requirements only under the following conditions: (1) students must have

completed all reading requirements, English Composition I (ENGL 101) or Rhetoric C56 Research (ENGL 112), and/or a required speech course before taking intensive courses to satisfy intensive requirements, (2) students must successfully complete (C or better) the intensive class in order to receive intensive credit, and (3) students must complete all intensive course assignments in order to successfully complete the course (C or better).

In addition, students should be aware that they may not be enrolled in a reading intensive class without having completed all of their reading requirements. Also, students who have not completed English Composition I (ENGL 101) or Rhetoric and Research (ENGL 112) and a required speech class might not be prepared for the writing or speaking requirements of the class. These students may enroll in the intensive class, but must obtain instructor permission, on the first day of class, in order to remain enrolled in the course.

Every program includes courses that will satisfy the intensive requirements, and students should complete the requirements using these courses; however, when necessary, other intensive courses may be used to complete the intensive requirements. Only Vincennes University courses designated as intensive since Fall of 1998 will satisfy the intensive requirements described in the Vincennes University catalog. In the case where students provide adequate documentation, the division/area dean is allowed to make an exception to this policy.

READING

A) In order to demonstrate college level proficiency in reading, the student should:

1. summarize material accurately and concisely;
2. interpret subject matter literally and inferentially;
3. seek and acquire vocabulary through reading; and
4. seek and understand subject matter pertinent to his or her career.

B) Criteria for Demonstrating Achievement in Reading for the A.A., A.S., and A.A.S.:

1. Each student who is a candidate for the A.A., A.S., or A.A.S. degree must demonstrate achievement in reading by satisfying the conditions of either Criterion No. 1, or Criterion No. 2.
2. The conditions of Criterion No. 1 are:
 - a) Placement scores require no developmental/remedial reading upon initial matriculation; and
 - b) Earn a C or better in at least one Reading Intensive course.
3. The conditions of Criterion No. 2 are:
 - a) Placement scores require developmental/remedial reading upon initial placement; and
 - b) Earn a C or better in READ 009, READ 011, READ 103, OR READ 104 and demonstrate college level reading on a standardized reading test; and
 - c) Complete and earn a C or better in at least one Reading Intensive course subsequent to completion of the requirements of 3b.
4. If and only if, the student has attempted and failed to satisfy the conditions of Criterion No. 1 or No. 2, and student chooses not to repeat those steps, he or she may satisfy the Reading Intensive requirement by achieving a CPT Reading score of 93 or higher prior to graduation.

C) Criteria for Approval as a Reading Intensive Course:

1. A Reading Intensive course is one that reinforces the reading skills expected of college students; and

2. Any course will be approved as Reading Intensive if it meets at least one of the following criteria:
 - a) At least twenty percent of a student's grade is based on reading that is not covered by lecture or study guide. This reading may be part of the text(s) required for the course but not covered by the instructor in class, study guides, or study sessions, or it may be reading that is expected in addition to textbook reading and that is completed independent of normal classroom activities (such as reading expected to make up at least twenty percent of material covered on tests or research papers that constitute at least twenty percent of the course grade), or
 - b) Reading is the central activity of the approved course and a student could not pass the course without doing the required reading for the course, as, for example, in the case of Literature courses.

WRITING

- A) In order to demonstrate college-level proficiency in writing, the student should:
 1. write a document showing a clear purpose, effective organization, adequate supporting details, and using a mechanically correct style;
 2. critically analyze and evaluate his or her own and others' writing;
 3. appropriately incorporate ideas from outside sources into his or her own words with proper credit given;
 4. be able to write a personal resume.
- B) Criteria for Demonstrating Achievement in Writing for the A.A. and A.S.:
 1. Each student who is a candidate for either the A.A. or A.S. degree must demonstrate achievement in writing by satisfying the conditions of Criterion No. 1. If the student fails to meet these conditions, he/she may then attempt to meet the conditions of Criterion No. 2.
 2. The conditions of Criterion No. 1 are:
 - a) Earn a C or better in ENGL 101 and
 - b) Earn a passing grade in one of the following: ENGL 102, 107, 108, 109, 205, or 210, and
 - c) Earn a C or better in a course approved and designated as a Writing Intensive course.
 - or -
 - d) Earn a C or better in ENGL 112 and
 - e) Earn a C or better in a course approved and designated as a Writing Intensive course.
 3. The conditions of Criterion No. 2 may be met if and only if a student has attempted, but not completed Criterion No. 1 successfully. Criterion No. 2 is as follows: If the student has failed to earn a C or better in any of the approved Writing Intensive courses in his or her major or in the liberal education core and chooses not to repeat that approach, then, prior to graduation, the student must pass a writing test administered by the English Department.
- C) Criteria for Demonstrating Achievement in Writing for the A.A.S.:
 1. Each student who is a candidate for the A.A.S. degree must demonstrate achievement in writing by meeting the following criteria:
 - a) Earn a C or better in ENGL 101 or ENGL 112, and
 - b) Earn a C or better in an approved Writing Intensive course either in his or her major or the liberal education core, or
 - c) If the student fails to earn a C or better in an approved Writing Intensive course and chooses not to attempt that approach again, then the student must, prior to graduation, pass a writing test administered by the English Department.
- D) Criteria for Approval as a Writing Intensive Course.

1. While it is assumed that students will most often select a Writing Intensive course within their majors, courses identified as meeting the Liberal Education component may also qualify as Writing Intensive. For a course to be designated as a Writing Intensive course, the following criteria must be met.
2. The course uses writing as one of its tools to promote the learning of course materials.
3. Assignments involving writing should be given throughout the semester and regular feedback given to the students on ways to improve their writing. At least one of the writing assignments should require a rough draft submitted for comment and returned before the final draft is expected.
4. Individual writing assignments may vary in scope and length according to the needs of the major or the course. The type of assignment should be determined by the type of writing required for success in advanced study or in the profession. Research papers, summaries, essay exams, lab reports, journals, and other appropriate writing forms may all be used. A minimum of 2000 words, exclusive of rough drafts, for the entire course is expected. At least one writing assignment must require students to use and document outside sources in their writing.
5. Writing, as described in D.4, above, should be a significant part of the overall course grade. "Significant" is intended to mean one of the following options: (1) Written work will determine at least forty percent of the course grade. (2) If written work will count some percentage less than forty percent, then with revisions, all written work must achieve a passing grade. In the case of option 2, failure to complete writing assignments with an average grade of C or higher will result in failure of the course. It is assumed that instructors will identify, in their syllabi, writing objectives such as the type of writing expected, the number of writing assignments, and the percentage of the grade to be determined by each writing assignment.
6. Instructors will provide students with criteria used to evaluate their writing. Such criteria must reflect the standards of the profession or discipline.
7. Instructors will provide assistance to students to help them with their writing – and/or direct them to the resources available on campus to provide additional assistance. This assistance might include the following: sample papers that meet the requirement; group activities that give students feedback on their writing; requiring outlines or rough drafts that are returned with comments before the paper is completed; tutorials in the lab; and individual conferences.

ORAL COMMUNICATION

- A) In order to demonstrate college-level proficiency in oral communication, the student should:
 1. Express him- or herself clearly, using appropriate styles that suit the message, purpose, and context;
 2. Use non-verbal cues which are appropriate to the verbal language;
 3. Actively listen and critically evaluate oral communication;
 4. Seek and acquire vocabulary through speaking and listening.
- B) Criteria for Demonstrating Achievement in Oral communication for the A.A., A.S., and A.A.S.:
 1. Earn a C or better in the public speaking course appropriate to the degree sought:
 - a) A.A., A.S., A.A.S.: SPCH 143 or 148.
 - b) A.A.S.: SPCH 140.

(If the student's placement scores require concurrent registration in ENGL/READ/MATH 009, it is recommended that the student take SPCH 009 before attempting Step 1, above.)

2. Earn a C or better in an approved Speaking Intensive course either in the student's major or on the Liberal Education Core list.
 3. If, and only if, the student has attempted and failed to meet the conditions of Step 2 and chooses not to attempt that approach again, then the student must pass at a seventy percent level, prior to graduation, the Personal Report of Communication Apprehension (PRCA) and Speech Comprehension tests administered by the Speech Department.
- C) Criteria for Approval as a Speaking Intensive Course.
1. A Speaking Intensive course reinforces the oral communication skills beyond normal classroom discussion.
 2. Preferably, but not necessarily, the course occurs within the major and includes one or more of the following types of speaking experiences:
 - a) Present one oral report or participate on a symposium or panel discussion.
 - b) Deliver an oral presentation of one's work to peers or deliver oral critiques of others' work.
 - c) Deliver sales presentations.
 - d) Participate in and have evaluated oral communication activities such as role-playing or simulations of job-related experiences; i.e., interviews, peer counseling, conducting business meetings, teaching a lesson, explaining processes or procedures, among others.
 - e) Engage in some form of persuasion, debate, or argumentation.
- D) Evaluation of Speaking Experiences in a Speaking Intensive Course.
1. Just as spelling, grammar, sentence structure, and word choice are elements evaluated in written assignments, the types of oral presentations listed above under D are evaluated in the following ways:
 - a) Having a clear organization, with an introduction, body, and conclusion.
 - b) Supporting contentions with documented evidence.
 - c) Using appropriate speaking styles that suit the message, purpose, and context.
 - d) Using nonverbal cues which are appropriate to the verbal language.

MATHEMATICS

- A) In order to demonstrate Mathematics proficiency, the student should be able to:
1. apply a combination of fundamental arithmetic and algebra skills,
 2. apply fundamental geometric spatial skills, and
 3. solve problems using the appropriate skills identified above in both rote and novel situations.
- B) Criteria for Demonstrating Achievement in Mathematics for the A.A. or A.S. Degrees:
Each student who is a candidate for either the A.A. or A.S. degree must demonstrate achievement in mathematics by satisfying the conditions of one of the following criteria.
1. Earn a C or better in one mathematics course above MATH 101, or
 2. Earn a C or better in MATH 101 and then pass a standardized test prior to graduation.
- C) Criteria for Demonstrating Achievement in Mathematics for the A.A.S. Degree:
Each student who is a candidate for the A.A.S. degree must demonstrate achievement in mathematics by satisfying the conditions of one of the following criteria.
1. Earn a C or better in two 100-level or higher MATT mathematics courses, or
 2. Earn a C or better in a mathematics course above MATH 101, or
 3. Earn a C or better in one (1) 100-level or higher MATT mathematics course or MATH 101 and then pass a standardized test prior to graduation.
 4. Earn a C or better in the Apprenticeship Courses MATA 101, MATA 102, MATA 103, MATA 104, MATA 105, and MATA 106.

Computer Skills

All Vincennes University students should develop the minimum computer skills described in section G of the General Education Skills through a “computers across the curriculum” approach to developing these skills. Beginning in the basic skills courses and continuing through other general education and program course work, students will be expected to develop and apply these skills. In addition, most programs expect majors to enhance their basic computing skills with program-related computer skills. Programs requiring a skills-enhancing course identify those specific requirements on the program pages.

Liberal Education Core List

Social Science

- ECON 100 Elements of Economics
- ECON 201 Microeconomics
- ECON 202 Macroeconomics
- ECON 203 Survey of Labor Economics
- ECON 208 Personal Financial Management
- HIST 125 History of American Technology
- HIST 131 Survey of European History I
- HIST 132 Survey of European History II
- HIST 139 American History I
- HIST 140 American History II
- HIST 155 Survey of Architectural History
- HIST 235 World Civilization I
- HIST 236 World Civilization II
- POLS 111 American National Government
- POLS 112 State and Local Government
- POLS 201 Introduction to Political Science
- POLS 210 Personal Law
- POLS 211 Introduction to World Politics
- PSYC 141 Applied Psychology
- PSYC 142 General Psychology
- PSYC 201 Developmental Psychology
- PSYC 240 Human Sexuality
- PSYC 253 Introduction to Social Psychology
- PSYC 280 Health Psychology
- SOCH 211 Honors Contemporary Civilization
- SOCL 151 Principles of Sociology
- SOCL 154 Cultural Anthropology
- SOCL 164 Introduction to Multicultural Studies
- SOCL 245 Cultural Diversity
- SOCL 250 Sociology of Aging
- SOCL 252 Social Problems
- SOCL 253 Introduction to Social Psychology
- SOCL 254 Introduction to Archaeology
- SOCL 260 Sociological Aspects of Death
- SOCL 261 Sociology of Relationships and Families

Humanities Common Core

- ARTT 110 Art Appreciation
- ARTT 130 Art History I – Pre-history to 1500
- ARTT 131 Art History II – 1500 to 20th Century
- HUMH 221 Honors Humanities I
- HUMH 222 Honors Humanities II
- HUMN 210 Introduction to Humanities I
- HUMN 211 Introduction to Humanities II
- LITR 100 Introduction to Literature
- LITR 220 Introduction to World Literature I
- LITR 221 Introduction to World Literature II
- LITR 222 American Literature I
- LITR 223 American Literature II
- LITR 224 Survey of English Literature I
- LITR 225 Survey of English Literature II
- MUSM 118 Music Appreciation
- PHIL 111 Introduction to Philosophy
- PHIL 212 Introduction to Ethics
- THEA 100 Theatre Appreciation
- THEA 245 Theatre History I
- THEA 250 Theatre History II

Humanities Broad Core

- ARTT 110 Art Appreciation
- ARTT 116 Drawing I
- ARTT 130 Art History I – Pre-history to 1500
- ARTT 131 Art History II – 1500 to 20th Century
- ARTT 213 Ceramics I
- ARTT 220 Photography I
- ASLG 101 American Sign Language I
- ASLG 103 American Sign Language II
- ASLG 111 The Deaf Community
- FACS 156 Marriage and the Family
- FACS 206 Fundamentals of Nutrition
- FREN 101 French Level I
- FREN 103 French Level II
- GRMN 101 German Level I
- GRMN 103 German Level II
- HUMH 221 Honors Humanities I
- HUMH 222 Honors Humanities II
- HUMN 164 Introduction to Multicultural Studies
- HUMN 210 Introduction to Humanities I
- HUMN 211 Introduction to Humanities II
- HUMN 245 Cultural Diversity
- JOUR 216 Mass Communications
- LITR 100 Introduction to Literature

- LITR 210 Literature of the Old Testament
- LITR 211 Literature of the New Testament
- LITR 220 Introduction to World Literature I
- LITR 221 Introduction to World Literature II
- LITR 222 American Literature I
- LITR 223 American Literature II
- LITR 224 Survey of English Literature I
- LITR 225 Survey of English Literature II
- LITR 227 Introduction to World Fiction
- LITR 228 Introduction to World Poetry
- LITR 229 Introduction to World Drama
- LITR 230 Contemporary Literature
- LITR 240 Children's Literature
- LITR 250 The Twentieth Century Mystery Novel
- MUSM 100 Voice Class
- MUSM 101 Beginning Piano Class
- MUSM 118 Music Appreciation
- MUSM 140 Beginning Guitar Class
- PHIL 111 Introduction to Philosophy
- PHIL 212 Introduction to Ethics
- PHIL 213 Logic
- PHIL 220 Philosophy of Religion
- SPAN 101 Spanish Level I
- SPAN 103 Spanish Level II
- SPCH 202 Oral Interpretation of Literature
- THEA 100 Theatre Appreciation
- THEA 146 Fundamentals of Acting
- THEA 245 Theatre History I
- THEA 250 Theatre History II

Science and Mathematics Common Core for A.A. and A.S.

Laboratory Sciences

- CHEM/CHML 100 Elementary Chemistry
- CHEM/CHML 101 Elementary Organic Chemistry and Biochemistry
- CHEM/CHML 103 Introduction to Chemistry
- CHEM 104 Consumer Science
- CHEM/CHML 105 General Chemistry I
- CHEM 107 World of Chemistry
- CHEM 120 Chemistry of Hazardous Materials
- CHMH 296 Chemistry in Context
- EARTH 100 Earth Science
- EARTH/ERTL 115 Physical Geology
- LFSC 100 Human Biology
- LFSC 101 Plant and Animal Biology
- LFSC/LFSL 105 Principles of Life Science I
- LFSC 107 Essentials of Human Anatomy and Physiology
- LFSC/LFSL 111 Anatomy and Physiology I

- PHYH 232 Honors Physical Science-Physics
- PHYS 100 Physics for Health-Related Professions
- PHYS/PHYL 105 General Physics I
- PHYS 205 Physics for Scientists and Engineers I
- PHYT 101 Technical Physics
- PSCI 101 Physical Science
- PSCI 103 Basic Physics of Music and Sound

Science and Mathematics Broad Core for A.A. and A.S

Laboratory Sciences

- CHEM/CHML 100 Elementary Chemistry
- CHEM/CHML 101 Elementary Organic Chemistry and Biochemistry
- CHEM/CHML 103 Introduction to Chemistry
- CHEM 104 Consumer Science
- CHEM/CHML 105 General Chemistry I
- CHEM 107 World of Chemistry
- CHEM 108 Chemistry for the Studio Artist
- CHEM 120 Chemistry of Hazardous Materials
- CHMH 296 Chemistry in Context
- EARTH 100 Earth Science
- EARTH/ERTL 115 Physical Geology
- EARTH/ERTL 214 Historical Geology
- LFSC 100 Human Biology
- LFSC 101 Plant and Animal Biology
- LFSC/LFSL 105 Principles of Life Science I
- LFSC 107 Essentials of Human Anatomy and

Physiology

- LFSC/LFSL 111 Anatomy and Physiology I
- LFSC/LFSL 112 Anatomy and Physiology II
- LFSC/LFSL 210 Microbiology
- PHYH 232 Honors Physical Science-Physics
- PHYS 100 Physics for Health-related Professions
- PHYS/PHYL 105 General Physics I
- PHYS/PHYL 106 General Physics II
- PHYS 107 Geometrical Optics
- PHYS 205 Physics for Scientists and Engineers I
- PHYS/PHYL 206 Physics for Scientists and Engineers II
- PHYT 101 Technical Physics
- PSCI 101 Physical Science
- PSCI 103 Basic Physics of Music and Sound

Sciences

- AGRI 103 Fundamentals of Horticulture
- CHEM 106 General Chemistry II
- EARTH 101 Earth and Environmental Lectures
- EARTH 105 Geography of Indiana
- EARTH 106 Economic Geography
- EARTH 111 Introduction to Remote Sensing

- EARTH 115 Physical Geology
- EARTH 204 Oceanography
- EARTH 207 World Geography
- EARTH 208 Principles of Conservation
- EARTH 210 General Astronomy
- EARTH 214 Historical Geology
- EARTH 221 Meteorology
- LFSC 108 Principles of Human Anatomy and Physiology I
- LFSC 109 Principles of Human Anatomy and Physiology II
- LFSC 200 Heredity and Society
- LFSC 201 Issues in Biology
- PHYS 105 General Physics I
- PHYS 106 General Physics II
- PSCI 104 Energy and the Environment
- *Mathematics*
- MATH 101 Intermediate Algebra
- MATH 102 College Algebra
- MATH 104 Trigonometry
- MATH 110 Statistics
- MATH 111 Finite Mathematics
- MATH 115 Survey of Calculus I
- MATH 118 Calculus with Analytic Geometry I

Science and Mathematics Common Core for A.A.S.

Laboratory Sciences

- CHEM/CHML 100 Elementary Chemistry
- CHEM/CHML 101 Elementary Organic Chemistry and Biochemistry
- CHEM/CHML 103 Introduction to Chemistry
- CHEM 104 Consumer Science
- CHEM/CHML 105 General Chemistry I
- CHEM 107 World of Chemistry
- CHMT 100 Fuels, Lubricants and Coolants
- EARTH 100 Earth Science
- EARTH/ERTL 115 Physical Geology
- LFSC 100 Human Biology
- LFSC 101 Plant and Animal Biology
- LFSC/LFSL 105 Principles of Life Science I
- PHYS 100 Physics for Health-Related Professions
- PHYS/PHYL 105 General Physics I
- PHYS 205 Physics for Scientists and Engineers I
- PHYT 100 Physics for Technicians
- PHYT 101 Technical Physics
- PSCI 101 Physical Science

Sciences

- CHEM 106 General Chemistry II
- EARTH 101 Earth and Environmental Lectures
- EARTH 105 Geography of Indiana

- EARTH 106 Economic Geography
- EARTH 112 Cartography
- EARTH 115 Physical Geology
- EARTH 204 Oceanography
- EARTH 207 World Geography
- EARTH 208 Principles of Conservation
- EARTH 210 General Astronomy
- EARTH 221 Meteorology
- LFSC 200 Heredity and Society
- LFSC 201 Issues in Biology
- PHYS 105 General Physics I
- PSCI 104 Energy and the Environment

Science and Mathematics Broad Core for A.A.S.

Laboratory Sciences

- CHEM/CHML 100 Elementary Chemistry
- CHEM/CHML 101 Elementary Organic Chemistry and Biochemistry
- CHEM/CHML 103 Introduction to Chemistry
- CHEM 104 Consumer Science
- CHEM/CHML 105 General Chemistry I
- CHEM 107 World of Chemistry
- CHEM 108 Chemistry for the Studio Artist
- CHMT 100 Fuels, Lubricants and Coolants
- ENGT 160 Hydraulics, Pneumatics and Mechanics
- EARTH 100 Earth Science
- EARTH/ERTL 115 Physical Geology
- EARTH/ERTL 214 Historical Geology
- LFSC 100 Human Biology
- LFSC 101 Plant and Animal Biology
- LFSC/LFSL 105 Principles of Life Science I
- LFSC/LFSL 111 Anatomy and Physiology I
- PHYS 100 Physics for Health-Related Professions
- PHYS/PHYL 105 General Physics I
- PHYS/PHYL 106 General Physics II
- PHYS 107 Geometrical Optics
- PHYS 205 Physics for Scientists and Engineers I
- PHYS/PHYL 206 Physics for Scientists and Engineers II
- PHYT 100 Physics for Technicians
- PHYT 101 Technical Physics
- PSCI 101 Physical Science
- PSCI 103 Basic Physics of Music and Sound

Sciences

- AGRI 103 Fundamentals of Horticulture
- CHEM 106 General Chemistry II
- EARTH 101 Earth and Environmental Lectures
- EARTH 105 Geography of Indiana
- EARTH 106 Economic Geography

- EARTH 111 Introduction to Remote Sensing
- EARTH 112 Cartography
- EARTH 115 Physical Geology
- EARTH 204 Oceanography
- EARTH 207 World Geography
- EARTH 208 Principles of Conservation
- EARTH 210 General Astronomy
- EARTH 214 Historical Geology
- EARTH 221 Meteorology
- LFSC 108 Principles of Human Anatomy and Physiology I
- LFSC 109 Principles of Human Anatomy and Physiology II
- LFSC 200 Heredity and Society
- LFSC 201 Issues in Biology
- PHYS 105 General Physics I
- PHYS 106 General Physics II
- PSCI 104 Energy and the Environment

Mathematics

- MATH 101 Intermediate Algebra
- MATH 102 College Algebra
- MATH 104 Trigonometry
- MATH 110 Statistics
- MATH 111 Finite Mathematics
- MATH 115 Survey of Calculus I
- MATH 118 Calculus with Analytic Geometry I
- MATT 103 Consumer Arithmetic
- MATT 105 Applied Mathematics I
- MATT 106 Applied Mathematics II
- MATT 107 Applied Mathematics III
- MATT 109 Business Mathematics

Writing Core for A.A.S

- ENGL 102 English Composition II
- ENGL 107 Business English
- ENGL 108 Technical Writing
- ENGL 109 Broadcast Writing
- ENGL 112 Rhetoric and Research
- ENGL 205 Business Communications
- ENGL 210 Advanced Expository Writing

Certificate of Graduation

[See University Catalog](#)

Certificate of Program Completion

[See University Catalog](#)

Customized Certificate of Applied Learning and Technical Certificate for Business and Industry Training

See University Catalog

Honors Program

See University Catalog

Honors Program Courses

- HUMH 221 and HUMH 222 Honors Humanities I and II (6 hours)
These two courses will fulfill the Comp II requirement as well as the Humanities elective requirement in the Humanities Common Core for General Education.
- SOCH 211 Honors Contemporary Civilization (3 hours)
This course will fulfill the Social Science elective requirement for 3 credit hours in the Liberal Education Core.
- Honors Special Topics Course (1 to 3 credit hours)
To graduate with the Honors Program designation on their transcript, students will be required to meet the following criteria:
 - complete all required Honors courses,
 - meet all academic program requirements for the major, and
 - possess a B+ overall grade point average (3.3).

Degrees Awarded with Honors

Vincennes University recognizes academic excellence of its students by awarding both associate and baccalaureate degrees with three levels of honors based on overall grade point average: Cum Laude (3.50-3.69), Magna Cum Laude (3.70-3.89) and Summa Cum Laude (3.90-4.00). In order to be eligible for such graduation honors, non-military students must complete at least thirty semester hours of Vincennes University course credits, which equals the minimum residency requirement, with the prescribed grade point averages. Students covered by various military agreements must complete at least fifteen semester hours of Vincennes University course credits with the prescribed grade point averages to be eligible for degree honors.

Division/Department/Area Recognition of Students

Any University area, department, or division may recognize its students in any manner it deems appropriate during honor convocations for Freshman, Sophomore, Junior, and Senior students.

Construction Technology

Vincennes University provides laboratory experience for Construction Technology students annually by funding either sponsored or speculative homes upon approval of the Board of Trustees.

Faculty

Academic Freedom

Faculty members are entitled to academic freedom under the provisions outlined in the University Manual.

Academic Regalia

The University is responsible for purchasing the appropriate hood, gown and mortarboard for faculty and professional staff.

Department Chairs

Department chairs will carry full-time teaching loads except in those departments where the chair supervises ten or more (FTE) faculty 20% released time is allowed. Compensation for department chair duties is in the form of a stipend based upon the number of FTE faculty in the department.

Employment and Tenure

Faculty in full-time tenure track positions, holding the minimum rank of Associate Professor, are eligible to apply for tenure after five (5) consecutive years of full-time service in the same academic department.

Equivalency Criteria

Faculty and professional staff may be granted credit at Vincennes University for classes they have taught at Vincennes University. Faculty and professional staff may establish any desired number of credit hours at Vincennes University by early completion with full waiver of tuition and fees. Faculty and professional staff may enroll in any credit course at Vincennes University with full waiver of tuition. Two year's related work experience in an occupational specialty may be equivalent to one year of undergraduate credit as evaluated by the appropriate supervisor or Vice President.

Evaluation of Instruction

Faculty members will be evaluated by students using the student October 23, 2002 rating of instruction plan outlined in the University Manual.

Faculty Notification of Employment

Faculty members holding tenure track positions must be notified of the University's intention not to renew their contracts by February 15 each year, or they may be assured that they will automatically receive contracts for the coming academic year.

Faculty Office Hours

Faculty members will hold at least seven office hours per week, and the schedule must be on file each semester in the Office of the Vice President for Instructional Services and Provost.

Rank and Promotion

The initial rank for full-time faculty and professional staff is determined at the time of appointment according to the criteria listed in the University Manual. Promotion in rank is based upon evaluation criteria and time in rank as outlined in the University Manual.

Faculty Sabbatical and Professional Development Leaves of Absence Policy

On October 4, 2004 the Board of Trustees approved a Faculty Sabbatical and Professional Development Leaves of Absence Policy for faculty, which had been approved by the Faculty Senate and recommended to the Board by President Helton. For the full text of the Faculty Sabbatical and Professional Development Leaves of Absence Policy see Sec. H, Page H42.

Study Leaves

Faculty and/or professional staff members with five years of services may apply for a two month's salary allotment for the summer months for continued study as may be approved by the President and the Board of Trustees.

Teaching Load Criteria

A three-track approach is used to compute a full teaching load for faculty. Each faculty member is expected to qualify in one of the three tracks each fall and spring semester: fifteen (15) credit hours, twenty-two (22) contact hours (50-60 minutes in a lecture or laboratory situation), or 563 weekly student contact hours (the number of students taught multiplied by the number of contact hours).

An optimum and a maximum class size is established for each course offered at the University, and enrollments in excess of maximum class size are a factor in determining overload pay. **Unusual circumstances for additional factors may also be considered in determining overload pay.**

Overload should be limited to three credit hours or four contact hours except in emergency situations and then only with the approval of the Provost and Vice President for Instructional Services/Dean of the Faculty. Division deans should not carry overload except in extreme emergencies. Approval for any extra-stipend work by division deans must be sought in writing from the Provost and Vice President for Instructional Services/Dean of the Faculty in advance of the work.

Approved by the Vincennes University Board of Trustees on June 25, 2008

The Teaching Task

Course outlines and syllabi are required for courses and are to be provided to the Division Dean within ten days after the first day of classes each semester.

Professors are expected to give mid-term and final examinations unless special arrangements are made with the Vice President for Instructional Services and Provost.

Financial

Asset Management

The Vincennes University Board of Trustees designates the President and the Treasurer as its co-attorneys with full power to execute, transfer, endorse, sell, assign, set over and deliver any and all shares of stocks, bonds, debentures, notes, evidence of indebtedness or other securities as well as cash which they wish to sell or purchase in the exercise of their official duties subject to the limitations of the Investment Policy.

Automatic Teller Machines On Campus

Fifth-Third, Old National, Evansville Teachers Federal Credit Union and Regions banks are authorized to install automatic teller machines on campus to provide twenty-four hour access to banking services.

Competitive Bidding

The University is committed to a fair and transparent acquisition process for all goods and services required by University departments in support of their operations. The competitive bid process ensures the University receives the best overall value for any purchase. Vincennes University's competitive bidding policy is intended to secure timely delivery of goods and services at the most cost-effective price and to encourage competition while promoting ethical business practices with all parties. The University is committed to providing minority vendors every opportunity to compete for its business. The Purchasing Department will endeavor to identify minority vendors, to inform them of University opportunities and to solicit quotes from them. In the procurement of professional services, it will be the best practice of the University to review pricing structures to ensure they are acceptable within industry standards. In these cases, the expertise or talents of an organization or individual shall be the deciding factor.

Competitive quotations or bids are to be secured in accordance with the following guidelines.

1. Purchases of goods and services less than \$1,000, written quotations may be solicited;
2. Purchases of goods and services of \$1,000 but less than \$10,000, three written quotations should be obtained;
3. Purchases of goods and services of \$10,000 but less than \$100,000, three written quotations must be obtained (If three quotations cannot be obtained, a letter of explanation should be attached to the purchase order.); and
4. Purchases of goods and services of \$100,000 or more must be competitively bid.

Board of Trustees' Approval

Prior to the purchase of goods and services, purchases of \$500,000 but less than \$1 million require approval from the Trustee Finance/Revenue Committee. Purchases of \$1 million or more require approval from the Board of Trustees. Any purchases or contracts that require, by statute, approval from other State agencies or committees, will require prior approval by the Board of Trustees. Purchases of \$50,000 or more, when only one offer is received or the low bidder is not awarded the contract, will require approval from the Trustee Finance/Revenue Committee. Purchases of goods and

services of \$100,000 but less than \$500,000 will be reported to the Trustee Finance/Revenue Committee.

Construction Bidding

Vincennes University's construction bidding policy is intended to secure timely delivery of goods and services at the most cost-effective price and to encourage competition while promoting ethical business practices with all parties. The University is committed to providing minority contractors every opportunity to compete for its business. The Campus Planning Department will endeavor to identify minority contractors, to inform them of University opportunities and to solicit quotes from them. Competitive quotations or bids are to be secured in accordance with the following guidelines:

1. For projects totaling up to \$1,000.00, written quotations may be solicited depending upon the items;
2. Projects totaling from \$1,001.00 to \$5,000.00, three written quotations should be obtained;
3. Projects totaling \$5,000.00 to \$99,999.00, three written quotations must be obtained and
4. Projects exceeding \$100,000.00 require that the formal bid process be followed.

Real Estate Transaction Policy

Acquisition of Real Estate

A) Identification and Appraisal

The Finance Committee of the University Board of Trustees will identify real estate which is to be acquired as part of the University's Master Plan. The Vice President for Finance is delegated authority to communicate with landowners the University's desire to acquire the identified real estate and to cause the real estate to be appraised. The University shall maintain on file the current certifications earned by licensed appraisers engaged by the University for appraisal services.

All real estate acquired, purchased or gifted, will be required to receive a phase one environmental prior to the transfer of ownership to the University.

B) Real Estate Acquisitions Less Than \$100,000

The Vice President for Finance is delegated authority to negotiate and to acquire real estate appraised at \$100,000 or less, provided the purchase price negotiated does not exceed 100% of the appraised value. The Vice President for Finance shall report all such acquisitions to the Finance Committee within thirty days of executing the purchase agreement. The Vice President for Finance shall obtain prior approval from the Finance Committee before executing a purchase agreement if the purchase price exceeds 110% of the appraised value.

C) Real Estate Acquisitions Exceeding \$100,000 But Less Than \$500,000

The Finance Committee shall approve, prior to execution of a purchase agreement, the acquisition of any real estate for which the appraised value exceeds \$100,000 but is less than \$500,000. The Finance Committee shall provide the Board of Trustees a summary of all transactions within thirty days of execution of the purchase agreement.

D) Real Estate Transactions Exceeding \$500,000

The Board of Trustees shall approve, prior to execution of the purchase agreement, the acquisition of any real estate for which the appraised value exceeds \$500,000.

Acquisition and Sale of Real Estate for Building Trades Program

- A) The Vice President for Finance is delegated authority to acquire and sell real estate used in the University's Building Trades Program. The acquisition of such real estate shall follow the policies defined in A through D, inclusive, Acquisition of Real Estate. It is the intent of the University to maximize University resources in the disposition of real estate in the Building Trades Program. However, it is the University's primary intent to recoup its investment in these projects and reinvest those dollars in the Building Trades Program for future projects. As such, the Vice President of Finance will have the authority to dispose of such real estate at his discretion any time the selling price exceeds the cost of the project. The Vice President of Finance shall obtain prior approval from the Finance Committee if the selling price is less than the total investment in the project.

The Vice President for Finance shall report all such acquisitions and sales to the Finance Committee within thirty days after acquisition or sale.

- B) Due to the speculative nature of these real estate transactions, there are inherent risks involved with these projects. Any property or project that could elevate these risks to the University i.e. new subdivision developments, project costs exceeds market values, isolated locations, or the appearance of conflicting interests would require prior approval of the Finance Committee.

Disposition of Real Estate not Involved in Building Trades Program

- A) Transfer of Bequests to Vincennes University Foundation

It is unclear, from time to time, whether donors desire the gift of real estate to be made to the University or to the Foundation. Where appropriate, the Finance Committee is empowered to make decisions on a case by case basis to facilitate real estate gifts to be transferred directly to the Foundation, if it is consistent with the donor's wishes and in the best interest of the University.

- B) Disposition of Real Estate Not Needed for Educational Programs
Indiana Code 23-13-18-21 authorizes the University to sell real estate not needed for its educational programs. The Board of Trustees shall formally identify any real estate which the University intends to sell and shall determine the procedure by which the real estate is to be sold.

Compliance with Policy and Execution of Documents

- A) State Approval
The Vice President for Finance is responsible for the University complying with this Policy and complying with Indiana code 20-12-5.5-2. This statute requires generally that any project to construct buildings at a cost greater than \$200,000 or to purchase real estate at a cost greater than \$100,000 must be reviewed by the Commission for Higher Education and approved by the Governor upon recommendation of the budget agency. The statute further provides that any project to construct buildings or facilities that cost greater than \$500,000 or to acquire real estate at a value greater than \$300,000 must be approved by the General Assembly, if any part of the cost is to be paid by state appropriated funds or by mandatory student fees.
- B) Authorization to Execute Documents
The Board of Trustees hereby authorizes and directs the Vice President for Finance to execute all purchase agreements, sale agreements, deeds, and any other documents necessary to

effectuate real estate transactions on behalf of the University in accordance with this real estate transaction policy.

Room and Board Rates

The Vincennes University Board of Trustees, upon the recommendation of the administration, establishes annually the Room and Board Rates.

Salary Increase

The Vincennes University Board of Trustees, upon the recommendation of the administration, establishes annually the Salary Increase policy.

Senior Scholars Program

Senior citizens (persons sixty years old, retired, and not employed full-time) who are Indiana residents and who have a high school diploma or GED, may enroll for credit courses with tuition waived on a space available basis. Books, fees, and other course expenses are the responsibility of the student.

Short-Term Investments

Vincennes University, as a state institution, has an investment portfolio composed of funds already committed to University needs. The investment of these funds entails a fiduciary responsibility to invest prudently and with a minimum of risk. This investment policy is designed to produce a yield which, compared to the current market place, is acceptable by conservative standards. It is incumbent upon all financial institutions to understand the vendor/customer relationship which exists and that they are to seek University business in a fair and open competitive process.

Student Activity Fee

Each semester, students enrolled in five or more credit hours pay an activity fee to support opportunities sponsored by the Vincennes University Student Association. For paying the Student Activity Fee, students receive free admission to every major campus and athletic event, a copy of the year-end magazine, the student newspaper, the Activity Calendar and Handbook, admission to the movie series, lecture series, Miss VU Pageant, Variety Shows and the Community Series.

Tuition and Fees

The Vincennes University Board of Trustees, upon the recommendation of the administration, establishes annually the Tuition and Fees policy.

Fringe Benefits

Automotive Shop Repairs

Work can be done on any employee's car in the automotive shop (if it can be scheduled) for the cost of parts plus 20%.

Bookstore Purchase

Employees, except student employees, may purchase items, except textbooks, at a 20% discount upon employment.

Counseling Service

Employees may seek counseling at the University Counseling Center.

Group Health, Major Medical and Dental

Vincennes University offers full-time employees a PPO Health Insurance Plan through Anthem. Eligible employees can obtain coverage for themselves, their spouse and children. If you elect Medical coverage, the premiums will be paid through a payroll deduction. Vincennes University covers 70% of the premium for this coverage. The employee is responsible for the remaining 30%. Our plan offers access to a very broad network of providers in Indiana through the Anthem Blue Access PPO network and out-of-state provider through Anthem's Blue Card program. Please see the plan summary to determine specific benefits.

Group Long-Term Disability Insurance

The coverage provides 60% of salary, with a minimum of \$100.00 per month with a waiting period of 26 weeks after disability.

Group Term Life Insurance, Accidental Death and Dismemberment Insurance And Optional Group Term Life Insurance

Coverage is based upon salary rounded to the nearest thousand with a minimum of \$5,000.00 coverage. Coverage is reduced by 30% at age 65. Coverage is reduced to \$10,000.00 at age 70.

Health Insurance Eligibility

Effective July 1, 2002, all new hires must be employed full-time to be eligible for University benefits. For support (non-exempt) and professional (exempt) staff full-time is defined as a minimum of 37.5 hours per week. Faculty must be contracted to teach a minimum of 15 credit hours or 20-22 contact hours per semester for the academic year. In departments where needed, a credit or contact load may be adjusted to meet the curriculum needs, resulting in increased hours in one semester and decreased hours in the second semester. Adjunct and semester-by-semester faculty are not eligible for health insurance. It is the intent of this policy to deal fairly with faculty semester-only hires. Any faculty hired on a semester basis and teaching a full load for four consecutive semesters shall warrant a review for determination of full-time status.

Health Insurance – Retiree (Effective Date -- October 1, 2003)

Employees hired prior to July 1, 1997 must have 20 years of continuous full-time service with Vincennes University and have reached the age of 55 or must have 10 years of continuous full-time service and have reached the age of 65.

Employees hired on or after July 1, 1997 must satisfy the age and service requirements pursuant to the following schedule.

Continuous Full-Time Service	
<u>With Vincennes University</u>	<u>Age</u>
20	65
21	64
22	63
23	62
24	61
25	60
26	59
27	58
28	57
29	56
30	55

Eligible retirees hired prior to July 1, 2003 may obtain the same health insurance coverage as active employees receive, except that dental coverage for eligible retirees and dependents shall stop for each person at the age of 65. Eligible retirees and their dependents must enroll in Part A and Part B of the Medicare program when eligible and the coverage becomes a Medigap policy.

Eligible retirees hired on or after July 1, 2003 may obtain the same coverage as those eligible retirees hired prior to July 1, 2003, except that health insurance coverage under the University plan stops for eligible retirees and dependents when each person becomes eligible for Medicare.

The dependents of an employee who has met the retiree eligibility requirements prior to retirement are eligible to continue health coverage, as if the employee had retired. However, the dependents must have been covered under the health insurance policy at the time of the eligible employee's death.

It is the University's intention to charge costs for health care for both active employees and qualified retirees to the appropriate program. The University will not be responsible for the employer's portion of the health insurance premium for eligible retirees hired after July 1, 2001 in an externally funded program for which the University is the fiscal agent. However, it is the University's intention to make

its health insurance coverage available to such eligible retirees, provided the employee must pay one hundred percent of the premium costs.

The University reserves the right to modify all existing health benefits for active and eligible retired employees, to modify the portion of the insurance premium which the University will pay on behalf of active or retired employees, and to modify the costs of any plans. The University intends to continue to pay the same percentage of the health insurance cost for its eligible retirees as it does for its employees, but reserves the right to change this policy.

It is the University's intent to reward longevity and uninterrupted service. However we do understand special circumstances may arise i.e. family leave, sabbaticals, or family emergencies, that will cause an interruption of continuous full-time service. Each Vice President will be responsible for reviewing these instances of service interruptions on a case by case basis for those employees working within their respective areas of responsibility and make a recommendation to the President, whose decision will be final in that regard.

At no time will a retiree be permitted to add new dependents.

Retirement Plans (*Effective July 1, 2013*)

Plan Type

- Defined Contribution Plan in accordance with IRS Code 403(b) (The Plan)
- Vincennes University makes all contributions to participant accounts to TIAA-CREF.
- This plan is a defined contribution plan. Income during retirement is based on the participant's total account balance.

Eligibility

All benefit eligible employees hired on or after July 1, 2013 shall participate in the University's Defined Contribution plan. Participation for those eligible shall be effective from the date of employment. To be considered eligible for benefits, an employee must be serving in a full time benefit eligible position.

University faculty or staff will not be eligible for participation in the plan if they are currently receiving benefits from another VU sponsored pension plan

The University recognizes that instances may arise where it is advantageous to the University and a participating employee to teach or work less than full time. The University administration reserves the right to allow the employee to maintain participation in the plan. Each Vice President will be responsible for reviewing these instances on a case by case basis for those employees working within their respective areas of responsibility. Subject to that review, a recommendation will be made to the President, whose decision will be final in that regard.

Contribution Amounts

Following enrollment as a Plan participant, contribution amounts are based on salary. **The**

contribution rate will be 10% of earned wages.

Participants are immediately 100% vested in the funds the University contributes and any earnings associated with contributions.

Investment Options

Participants make all decisions about the investment of their retirement accounts from funds adopted by the Plan.

Learning Resources Center

Employees may use the Shake Learning Resources Center facilities.

Parking

Parking permits are available for employees and enable staff to park in lots on campus.

Physical Education Complex

Full-time faculty, professional staff, and staff may use the Physical Education Complex upon employment. Part-time employees may use the facilities each semester they are employed. Immediate families (spouses, and dependent children) may join the Athletic Club, pay the appropriate fee, and receive their current membership card. Employees and Athletic Club members may gain entrance by showing their ID or Athletic Club Membership cards upon entering the facilities.

Solo Airplane Rates

Full-time faculty and staff members and their immediate families (husbands, wives, children) will receive a 10% discount on solo airplane rates (no discount on instructor rates).⁹⁰

Tuition Rate

Eligible employees and their immediate families (husbands, wives, children) are eligible for a reduction of ½ the tuition for classes taken at the University. Eligible employees may attend University approved credit courses tuition free with a maximum of three credit hours per semester or summer session. Employees desiring to attend classes during normal work hours must obtain written permission prior to registration from their supervisor. A copy must be sent to the Director of Personnel.

Uniforms

Required uniforms will be provided as needed to employees.

University Functions

Faculty and staff members entitled to health benefits and Vincennes University Foundation members are entitled to two general admission tickets to athletic events and will be given a 50% discount on reserve season tickets to basketball games, as well as free admission to University plays, Community Series Events and Student Activities functions upon employment.



General Institutional

Policy for Naming Opportunities

With the tradition and history of “Indiana’s First College,” the naming of facilities, positions, scholarships, and grounds areas serves as the most prestigious, meaningful, and permanent means of recognizing individuals who have had a significant, positive impact on Vincennes University.

The designation of naming opportunities is at the behest and discretion of the University Board of Trustees in cooperation with the Office of the President. The naming policies and procedures contained herein are intended to provide guidance in the cultivation, nomination, and selection process.

While honorific naming is intended primarily to acknowledge extraordinary contributions, including but not limited to time, talent, or meritorious service to the University, the policy will serve to recognize the potential benefit of naming facilities, positions, and grounds areas for major donors.

Having this naming policy available for the University President to administer will enhance Vincennes University's ability to attract significant private support. This type of private funding has become critical to the maintenance and growth of excellent academic programs and services for students, faculty, and the University community.

Most importantly, the establishment and implementation of this naming policy will serve to open windows of opportunities for both the University and Foundation to meet the educational mission of Vincennes University.

Policy for Naming Opportunities at Vincennes University

I. Authority and General Guidelines for Honorific Naming of University Facilities, Positions, Scholarships, and Grounds Areas.

- A. The Vincennes University Board of Trustees has sole and final authority to establish policies which confer honorific names on new or existing facilities, academic/non-academic positions, and grounds areas.
- B. The Vincennes University Foundation has the authority to confer honorific names on scholarship, division, and department funds, and such other funds administered and invested by the Foundation.
- C. In special circumstances, the University may consider the combination of a person or entity's financial and individual commitments of time and talent in determining the "value" of the overall impact on the University in deciding the level of contributory impact for naming purposes.
- D. Facilities shall include buildings, classrooms, auditoriums, laboratories, libraries, athletic facilities/fields, residence halls, student union, special campus spaces, and similar entities.
- E. Academic and non-academic positions may include Deanships, Chairs, Distinguished Professorships, Professorships, Distinguished Lectureships, and such other positions as may be created in the future.
- F. Unrestricted, Restricted, and Endowed Funds developed by the Foundation may include Divisional or Department Funds, Scholarship Funds, Fellowships, Book, Housing, and Emergency Funds, or Special Awards and Stipends.
- G. Grounds shall include parks, open spaces, walkways, gardens, fountains, outdoor structures, monuments, art, campus entrances, and other similar entities.
- H. Within the established policy guidelines, nominations for honorific naming of facilities, positions, and grounds areas are subject to review and recommendation of the University President. Honorific naming opportunities exceeding \$500,000 shall be submitted by the University President for approval of the VU Board of Trustees.

II. Eligibility for Honorific Naming.

- A. New and existing (but unnamed) facilities; positions; scholarships; and grounds areas at Vincennes University may be considered for honorific naming.

B. Only those individuals or other beneficiary (or beneficiaries) who have made a significant, positive contribution(s) to the mission of Vincennes University, the Vincennes University Foundation, or an affiliated organization or program shall merit consideration for honorific naming.

III. Development-related Opportunities for Honorific Naming.

A. As part of the ongoing efforts to attract private funding, the Office of the President of Vincennes University may present the policies of honorific naming of academic and non-academic facilities, programs, scholarships, and grounds areas at Vincennes University to potential major donors.

B. In cases where the significant, positive contribution takes the form of a major financial donation, the honorific naming will be considered only when the nature of the beneficiary (beneficiaries) is compatible with the University mission and, when applicable, with the mission of the unit for which a donation may be designated. Cases in which an honorific naming could be identified as promoting a political, religious, or social cause(s) or any political, religious, or social organization(s) or group(s) are ineligible for consideration.

C. The naming of a new state-funded or approved (but not funded) facility may be considered when any contributor(s) has donated a sum whose value will constitute a significant part of the initial cost of the building.

D. The naming of an existing facility may be considered when an individual or other beneficiary (beneficiaries) has donated a sum which will constitute a significant portion of the present value of the building or planned renovation to the building (minimum \$1 million).

VINCENNES UNIVERSITY
General Guidelines for Naming University
Facilities and Grounds

Items and Conditions

New construction, if entirely funded from private sector.

New construction, if major portion (more than 51%) is to be funded by the state and/or other public sources.

Renovations when entire cost is to be funded from private sector.

Renovations when state and/or public sources are paying part of the cost.

Components of a structure (laboratory, classroom, auditorium, office, seminar room, reception areas, studio, etc.)

Courtyards, gardens, and other landscaping.

Collections, Artwork, Sculptures, etc.

Donor Expected Contribution

No less than 40 % of the cost of construction
(minimum \$1 million).

Cost difference between government allocations and overall cost of construction, but not less than 25% of overall cost (minimum \$1 million).

Generally, 75% of renovation cost (minimum \$1 million); a lesser amount if renovation cost is above \$2 million, but no less than 40 % of overall cost (minimum \$1 million).

Difference between government allocations and overall cost of renovations, but no less than 25% of overall cost (minimum \$1 million).

150% of actual square footage construction cost (the additional 50% is endowment for upkeep purposes)
(minimum \$250,000).

150% of cost (the additional 50% is endowment for upkeep or other purposes) (minimum \$250,000).

Fair Market Value of the donation, plus a sufficient contribution to maintain and preserve the donation. (To be reviewed on a case-by-case basis) (minimum \$250,000).

VINCENNES UNIVERSITY

Guidelines to Create an Endowment

<u>Minimum Gift</u>	<u>Type of Endowment</u>
\$1,000,000	(Named) Deanship
\$750,000	(Named) Chair
\$500,000	(Named) Distinguished Professorship

\$250,000	(Named) Professorship
\$250,000	(Named) Distinguished Lectureship
\$200,000	(Named) Presidential Division, Department, or Program
\$200,000	(Named) Presidential Scholarship Fund
\$100,000	(Named) Fully Endowed Scholarship Fund or Fully Endowed Athletic Scholarship
\$100,000	(Named) Library Endowment Fund
\$50,000	(Named) Fellowship
\$10,000	(Named) Endowed Division, Department, or Program Fund
\$10,000	(Named) Endowed Scholarship Fund
\$10,000	(Named) Book, Housing, or Emergency Fund
\$10,000	(Named) Special Award or Stipend Fund

(Other endowed funds which an individual(s) or organization, corporation or foundation, would like to establish at Vincennes University which is not included above, will be discussed individually with the prospective donor(s).

(Named) Deanship: \$1,000,000. This designation will be accorded to a Dean of a division at Vincennes University who is an exceptional scholar and teacher, and provides exceptional administrative and leadership skills. Interest income from the endowment will be utilized to underwrite financial needs in the Dean's office as well as scholarly and research endeavors undertaken by faculty in the division. By having such funds in place, VU will be able to attract and recruit noted scholars who have the administrative and leadership talent to work with the faculty in pursuit of their academic endeavors.

(Named) Chair: \$750,000. This honorific naming by a donor will be accorded to the department Chair at Vincennes University who is an exceptional scholar and educator, along with having a strong academic and leadership background. Interest income from the endowment will be utilized to underwrite financial needs in the Chair's office as well as scholarly and professional development endeavors undertaken by faculty in the department. By having such funds in place, VU will be able to attract and recruit noted faculty leaders who have the talent to work with the faculty in pursuit of their academic endeavors.

(Named) Distinguished Professorship: \$500,000. This honorific designation will be accorded to faculty positions held by exceptionally gifted scholars and teachers. Faculty members selected to hold a Distinguished Professorship will be not only a noted scholar in their academic discipline, but facilitate the academic endeavors within their respective division, as well as, the University community generally. Interest income from the endowment will be utilized to underwrite financial needs in the Distinguished Professor's office as well as scholarly and professional development endeavors undertaken by the professor and other faculty/staff in the department.

(Named) Professorship: \$250,000. The honorific designation of a named Professorship will be

accorded to members of the faculty whose accomplishments indicate their achievement of significant as a teacher and scholar. Their efforts are focused on enhancing teaching and instructional skills as well as mentoring and advising students. In addition, they will serve as role models and mentors for younger faculty for purposes of teaching and professional development within their respective departments. Interest income from the endowment will be utilized to underwrite financial needs in the Professor's office as well as scholarly and professional development endeavors undertaken by the professor and other faculty/staff in the department.

(Named) Lectureship: \$250,000. The designation of Distinguished Lectureship is reserved for accomplished leaders who are invited to share their scholarly expertise with the Vincennes University community for a designated period of time. Typically, individuals chosen to be a Distinguished Lecturer do not hold a permanent position on the Vincennes faculty. In addition, special compensation packages usually are required for Distinguished Lecturers whose achievements surpass all but a few of their colleagues in their chosen field of professional endeavor.

(NOTE: In all cases, the annual allocation of funds by the Foundation to support Deanships, Chairs, Distinguished Professorships, Professorships and Distinguished Lectureships will be reviewed and authorized by the dean of the division or campus with which the funded position will be associated, subject to the approval of the provost. Any unspent allocations in a given year will be returned to the principal.)

(Named) Presidential Division, Department or Program Fund: \$200,000. This is a unique funding opportunity that will allow the University to address needs of its faculty and students in the future. The annual income generated from such an endowment primarily would be used to purchase academic needs to support teaching and research work of the faculty as well as public service endeavors they may have undertaken.

(Named) Presidential Division, Department, or Scholarship Fund: \$200,000. (Named) Fully Endowed Scholarship or Athletic Scholarship: \$100,000. These funds will help create endowed scholarships at Vincennes University. Depending on the donors' preference, and magnitude of the gift, these funds will enable deserving students, some of which may need to meet specific criteria, to have financed a portion or all of their educational experience at Vincennes University.

(Named) Library Endowment Fund: \$100,000. Income from the principal will provide unrestricted support for the annual operation of the library at Vincennes University. This type of endowment is very valuable because the library is an important asset which supports the technical and research-oriented work of the University.

(Named) Fellowship: \$50,000. Typically, fellowships are awarded to graduate students, with scholarships given to undergraduate students. Although Vincennes University does not have graduate programs, the Foundation can create a Fellowship to encourage the academic achievement of VU students as they continue their education at another institution of higher learning. Such a fund under the auspices of the VU Foundation can serve as an incentive to VU students encouraging the individual in pursuit of career goals.

(Named) Unrestricted Scholarship Endowment: \$10,000. Named Unrestricted Scholarship Endowments are a priority for Vincennes University due to the flexibility of such funds. Scholarships such as these will be used to recruit and retain the brightest and most capable students without any restrictions.

(Named) Endowed Scholarship: \$10,000. Named Restricted Scholarship Endowments are very important for Vincennes University due to the specific need that such a fund addresses. Scholarships such as these will be used to recruit and retain the brightest and most capable students within a pre-determined major or may be open to any major. Funds within the Restricted category may be spent on an “as needed” basis within the guidelines created, while Endowed funds provide for distribution based on Foundation policy. Currently, the policy has been to annually provide 5% of the principal as the basis for awards, based on a three-year averaging of the principal.

(Named) Endowed Division, Department or Program Fund: \$10,000. Named Restricted Division, Department or Program Funds are critical for Vincennes University as they provide a supplement to the operating budget of the designated University unit and are important to help meet the unexpected or beyond the budget needs of the individual division or department. Funds within the Restricted category may be spent on an “as needed” basis within the guidelines created, while Endowed funds provide for distribution based on Foundation policy. Currently, the policy has been to annually provide 5% of the principal as the basis for distribution, based on a three-year averaging of the principal.

(Named) Book, Housing, or Emergency Fund: \$10,000. This unique scholarship program is established with the funds being used to meet the book, housing, or emergency needs of a student at Vincennes University. Such funds may be set-up as a “loan fund” where students pay back the amount received or a grant where repayment is not required.

(Named) Special Award or Stipend Fund: \$10,000. Special Awards or Stipends are established to recognize students for their outstanding academic work or their skills and participation in co-curricular programs. The income from the principal will be used to recognize students for their achievements, with the principal of the fund being held in perpetuity to fulfill the wishes of the donor(s).

Approved by the Vincennes University Board of Trustees on August 27, 2008.

Policy Regarding Non-Discrimination

Vincennes University does not discriminate based on race, religion, color, national origin or ancestry, age, sex, sexual orientation, or handicap or against disabled veterans and veterans of the Vietnam Era, or other non-merit factors in its employment or educational programs or activities. Any person who believes that such discrimination has occurred in this institution should contact the Affirmative Action Officer at Vincennes University, 1002 North First Street, Welsh Administration Building, Vincennes, Indiana 47591, 812-888-5848. The AAO also hears concerns when a person believes himself or herself to be a victim of discrimination under Title IX, Section 504 and the ADA.

Approved by the VU Board of Trustees at its August 29, 2007 meeting

Affirmative Action

It is the policy of Vincennes University to provide equal employment opportunity to employees and applicants for employment. Vincennes University adheres to principles of non-discrimination and assumes fair and equitable treatment of all persons. This policy applies to recruitment, placement, selection, promotion, training, transfer, rates of pay and any and all other terms and conditions of employment. Vincennes University reaffirms its present policy of non-discrimination and equal employment opportunity regarding recruitment, hiring, training, promotion, and treatment of persons. The organizations, services, and programs under the legal control of the Trustees of Vincennes University shall be maintained on a non-discriminatory basis, in regard to race, color, sex, religion, disability, veterans status, age, ancestry, national origin, or other non-merit factors at all times.

Vincennes University is committed to taking preventative actions toward discrimination of all persons. It is the expectation that all members of the faculty and staff will give full support to the University's commitment to equal opportunity and affirmative action.

Alcohol

Vincennes University prohibits the possession, manufacture, use, sale or distribution of alcoholic beverages by any person, regardless of age, on any property owned by Vincennes University or in any sorority or fraternity house with the following exceptions:

- A. The use of wines or liquors for cooking purposes in Governor's Hall, the Student Union Building, or the Dining Center.

- B. The possession and consumption of alcohol in the private residence of full-time University employees, provided all Indiana statutes and all other University regulations are observed.

- C. A University-affiliated entity, civic organization, or local non-profit may submit a request to serve alcohol at a function on University property to the Board of Trustees of the University at least ninety (90) days prior to their event date on an application form provided by the University. If the Board of Trustees of the University grants approval to the requesting organization allowing them to serve alcohol, the organization agrees to contract with the provider of food services to the University and to follow all regulations and Indiana statutes set forth for security and indemnification. Forms may be requested from the office of the Assistant Provost of Student Affairs. Failure to follow the regulations will result in loss of privileges. Alcohol may be served and is limited to the following areas of the Vincennes University campuses:
 - 1. Vincennes Campus – Green Activities Center, the Trailblazer Room, Red Skelton Performing Arts Center and Museum, and outdoor areas that are contiguous to these locations and that will be properly cordoned off and monitored.

 - 2. Jasper Campus – Ruxer Center and the outdoor area that is contiguous to this location and that will be properly cordoned off and monitored.

10/6/08

Approved by Vincennes University Board of Trustees on October 6, 2008

Dial-In Access

Effective January 1, 2000, dial-in access to the University's computer system must be obtained by the individual employee submitting a high-priority request to the appropriate Dean or Vice President for approval. If approval is granted, the individual will accept the responsibility for using the service for University-related work only. The high-priority request and approval will be re-evaluated on an annual basis.

Environmentally Safe Campuses

Vincennes University complies with all laws, rules, regulations, and ordinances of the Federal, State and Local Governments. In addition, the University takes whatever prudent action necessary to provide environmentally safe campuses for faculty, staff, students and the general public.

Governance

Upon the recommendation of the Vincennes University Board of Trustees' Personnel Committee, the Trustees adopted a tripartite governance structure for University employees with the following general provisions:

1. Separate bodies to represent faculty, professional staff and support staff were approved;
2. Each governing body has advisory authority to the President on all approved topics, and
3. The governance structure and procedures will be evaluated by the Trustees after two years of operation.

Indemnification

The University shall provide a defense for its Trustees or employees sued in their individual capacities arising from their conduct, act or omission when such is done in good faith within the scope of their service to Vincennes University. In addition, Vincennes University shall indemnify and hold harmless its Trustees and employees from any claim, suit or judgement when the conduct, act or omission causing the alleged loss is done in good faith by them within the scope of their service to the University.

Police

1. Authority

The Vincennes University Board of Trustees authorizes the Vincennes University Police Department to enforce the applicable federal, state and local laws as well as university .

2. Empowerment

The Vincennes University Board of Trustees must approve each individual police officer to

serve as an empowered Vincennes University Police Officer.

Prohibition of Dangerous Substances and Weapons

The transfer, use or possession of explosives, fireworks, firearms, dangerous chemicals or any kind of lethal weapon on any Vincennes University property by all persons, except those legally authorized by the Board of Trustees, is expressly and explicitly prohibited by the Trustees. Those legal self-defense substances such as tear gas, mace and pepper spray are not prohibited by this policy when used for personal protection.

Retention of Records

University personnel will adhere to federal, state and professional guidelines regarding the retention of records. Non-essential documents not impacted by the guidelines may be properly disposed of after three years.

Sales/Solicitation

Vincennes University requires prior approval for soliciting or sales on campus by any person or organization. The Director of Student Activities will retain the right of approval of the product or activity as well as the date, time, and location of the solicitation or sales. If the use of buildings other than the Student Union is requested, additional approval must also be obtained from the respective building supervisor.

Partnerships with the University will be encouraged, while direct competition with vendors with which the University has an agreement will be discouraged.

Policy on Public Speaking, Leaflet Distribution, and Demonstrations

Vincennes University supports the right of the University community to engage in public speaking, leaflet distribution, and demonstrations provided such activities do not disrupt normal activities or infringe upon the rights of others. Members of the University community are defined for purposes of this policy as University students, employees, and registered student organizations. Public speaking is defined for purposes of this policy as speech directed to a general audience, non specific persons, or directed to specific persons at random.

The University will not allow behavior that violates freedom of speech, choice, assembly, or movement of other individuals or organizations. In short, responsible dissent carries with it sensitivity for the civil rights of others. Accordingly, the University will take whatever steps it deems necessary to:

- Protect the right of any member of the University community to demonstrate and publicly proclaim any view, however unpopular; and
- Protect the freedom of speech, assembly, and movement of any individual or group that is the object of the demonstration

Members of the University community sponsoring or organizing a public speaking event, distributing leaflets, demonstrating or carrying out other equivalent activity will be held responsible for compliance with this policy. Sponsorship does not relieve participating individuals from responsibility for their

conduct. Vincennes University students participating in a public speaking event, leaflet distribution, demonstration or equivalent activity, whether sponsored or not, are accountable for compliance with the provisions of this policy as well as the Standards of Student Behavior. Violation of this policy may be grounds for disciplinary action against individuals, sponsoring or participating student organizations, and their officers.

Members of the University community may invite individuals who are not members of the University community to participate in a public speaking event, distribute leaflets, demonstrate, or carry out equivalent activities. University members who invite non-University participants may be held accountable for their compliance with this policy. Failure by non-University participants to comply with this policy may result in appropriate action under State law.

I. Guidelines for Scheduled Public Speaking, Leaflet Distribution or Demonstrations by Members of the University Community

Members of the University community may schedule a public speaking or leafleting event, demonstration, or other equivalent activity in any outdoor area of the campus, the use of which is not otherwise restricted or scheduled. To schedule an event a "Notice of Intent" form must be submitted to the Dean of Students office on the Vincennes Campus or the Director of Student Services on the Jasper Campus. The Dean of Students or Director of Student Services will respond promptly with approval given on a first-come, first-serve basis after an assessment that such an event will not otherwise interfere with scheduled University use or fail to comply with the guidelines outlined in this document. In the event a request is denied, an appeal may be made to the Assistant Provost for Student Affairs on the Vincennes campus or the Dean on the Jasper campus, who shall respond promptly to any such appeal.

Persons distributing leaflets are to refrain from littering and may be held responsible for costs incurred as a result of littering. Distribution is defined as individuals handing materials to other individuals who may accept them or refrain from receiving them. Leaving materials unattended on a surface to be picked up is considered littering, not distribution.

Leaflets, announcements, statements, or materials proposing a commercial transaction or pertaining to the sales of goods or services are considered commercial speech and are not covered by this policy but rather the University Sales Policy.

II. Guidelines for Unscheduled Demonstrations by Members of the University Community

It is the intent of this policy to ensure that all demonstrations on campus occur with minimal threat to the safety and security of persons or facilities through proper planning and scheduling. Occasionally, events occur which demand immediate public outcry, and it is not the intent of this policy to limit the students' rights to protest such events.

Members of the University community may hold unscheduled demonstrations, rallies, or equivalent activities, provided the activity does not interfere with routine University functions or does not interfere with an activity in a space which has been reserved in advance. In deciding whether a demonstration is spontaneous, for which no registration is required, the University may consider any relevant evidence, including:

- Whether signs or placards used at the demonstration were commercially produced,
- Whether participants used amplification equipment,
- Whether security was alerted, or media contacted, substantially in advance of the

demonstration, or

- Whether other circumstances demonstrate advance planning by one or more organizations.

III. Public Speaking, Leaflet Distribution, and Demonstrations

Individuals who have not been invited by a member of the University community and who desire to engage in public speaking, leaflet distribution, or demonstrations outdoors on the University's campus may do so only in accordance with the following procedures:

- Persons wishing to engage in public speaking, leaflet distribution, or demonstrations are required to reserve space by submitting a "Notice of Intent" form at the Vincennes campus to the Dean of Students or the Director of Student Services at the Jasper Campus. Events are approved on a space-available basis. Priority will be given to University departments, registered student organizations, students, faculty and staff. Dates are valid only when authorized by the Dean of Students or Director of Student Services on the "Notice of Intent" form. Application may not be made more than ten (10) business days prior to the date of anticipated use. In the event a request is denied, an appeal may be made to the Assistant Provost for Student Affairs at the Vincennes campus or the Dean at the Jasper campus, who shall respond promptly to any such appeal.
- Public speaking, leaflet distribution, and demonstrations are limited to the brick area located directly in front of the Beckes Student Union on the Vincennes campus and the awning area in front of the Administration building on the Jasper campus. Public speaking, leaflet distribution, and demonstrations by uninvited individuals are prohibited elsewhere on campus.
- A copy of the "Notice of Intent" form must be available for inspection upon request by University officials.
- Persons wishing to speak publicly or to distribute leaflets are prohibited from engaging in the sale or promotion of commercial goods or services unless permission is granted under the University Sales policy.

IV. Guidelines Applicable To All Public Speaking, Leafleting, and Demonstrations

- Persons may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
- Persons may not block or otherwise interfere with ingress and egress into and out of campus buildings.
- Persons shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any event or activity sponsored by the University or by any users authorized to use University facilities.
- Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
- Persons shall comply with the directions of a University official acting in the performance of his or her duty.
- Classes or other scheduled activities shall not be disrupted.
- Use of public address systems and amplified sound will not be permitted without prior

approval from the Dean of Students or Director of Student Services.

- Where an invited speaker is the object of protest, persons may demonstrate and/or leaflet outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending persons being asked to leave. Signs, placards or similar paraphernalia associated with a demonstration will not be carried into the building.
- The safety and well being of members of the campus community collectively and individually must be protected at all times. The University maintains the right to define the time, place and manner in which activities occur on campus. The Dean of Students Office or Director of Student Services will identify appropriate spaces for planned and spontaneous demonstrations.
- University property must be protected at all times.
- In accordance with the Vincennes University Standards of Student Behavior persons on University property may be required to provide identification and evidence of qualification to a University official upon request. Evidence of qualification means evidence that the person is a member of the University community.
- Persons engaging in activities on University property are subject to and expected to comply with all applicable University policies and procedures.
- Failure to adhere to the above described University procedures will result in revocation of an approved application and/or other appropriate administrative action.

Notice of Intent

(Please print or type)

VU employee, student or student group

Student name: _____

Student Organization name: _____

Vincennes University faculty or staff name: _____

Phone number: _____

Address: _____

Off-Campus person or group

Name: _____

Number of persons coming to campus: _____

Phone number: _____

Address: _____

Statement of intent:

This is to inform the University my/our intent to:

___ Engage in public speaking

___ Pass out leaflets or other materials

___ Demonstrate and/or organize a rally

This event will be held:

Date: _____

Time: _____

Location: _____

I am/we are aware of the guidelines that apply to all demonstrations, rallies, public speaking, and leafleting and/or equivalent activity and received a copy of the policy.

Signature

Date

For office use only:

Date and time received: _____

The signature below indicates approval of the date, time and place of this event.

Dean of Students/Director of Student Services

Date

Sales Policy

Vincennes University

Approval must also be obtained for sales off-campus by an individual or organization that represent or uses the name of the University.

Vincennes University also requires prior approval for sales by uninvited outside groups who wish to come on campus. The Dean of Students or the Director of Student Services will retain the right of approval of the product as well as the date and time of the sales. The areas designated for sales by outside groups on the Vincennes campus are the Beckes Student Union Grand Hall or brick area in front of the Union and, on the Jasper campus, the awning area in front of the Administration building as well as the Administration Building lobby. For the purpose of this policy, sales are defined as the exchange of property or services for a determined amount of money or its equivalent or the recruiting of possible sales.

Facilities Usage Process

Vincennes University

University facilities are available primarily for programs offered by and intended for the campus community. Except as otherwise provided herein, all programs must be sponsored by either a University department or currently registered student organization. A request for a reservation must be made by an authorized representative of the group planning to use the reserved space. Users of University facilities assume complete responsibility for all activities associated with the event. Use of the space is limited to the declared purpose of the reservation and must be in compliance with all pertinent University policies and procedures and local, state, and federal laws and regulations including those regarding the maintenance of the facilities and related public safety and security concerns.

Use of Campus Facilities by University Departments, Registered Student Organizations, Students, Faculty and Staff:

University Departments, registered student organizations, students, faculty and staff may reserve designated rooms or outside areas for use in support of their programs. Arrangements for the use of these areas are made through the Reservations Office in accordance with Campus procedures and University protocols. Use of indoor Campus Facilities by Others

Persons or groups not sponsored by University departments or registered student organizations wishing to use University facilities may reserve designated space inside University facilities through the Reservations Office in accordance with Campus procedures and University protocols. Each facility has an approved pricing structure and internal procedures for serving the general public. *(It should be noted that priority for all usage will be given to University departments, registered student organizations, students, faculty and staff.)*

Approved by the Vincennes University Board of Trustees on January 28, 2009.

Software Piracy

Vincennes University does not condone any use of software on its time-shared systems, local network systems or personal computer systems which is contrary to law or the license agreement applicable to the software. It is the University's policy to abide by applicable software laws and to abide by software license agreements signed by an authorized representative of the University.

PROHIBITION OF ADVERTISING AND SALES OF BEER, WINE, LIQUOR AND TOBACCO PRODUCTS

The University prohibits the advertising or sale of beer, wine, liquor, and tobacco products on University campuses property.

The University prohibits distribution of samples of tobacco products or coupons redeemable for tobacco products on University campuses or property.

The University further prohibits any tobacco company or beer, wine, and liquor company from sponsoring campus events or campus organizations.

This policy shall not prohibit the advertising of an instruction course on home breweries or wineries, or a temporary exhibit of racing vehicles that display tobacco or alcohol advertising decals, as long as the decals are historically accurate and significant to the vehicle. In addition, this policy shall not prohibit restaurants or bars from advertising on campus, as long as there is no advertisement of tobacco, beer, wines, or liquor as part of the advertising or sponsorship.

Administration of this policy shall be the responsibility of the President.

Approved by the VU Board of Trustees at its August 18, 2004, meeting

VINCENNES UNIVERSITY ALCOHOL POLICY

Vincennes University prohibits the possession, manufacture, use, sale or distribution of alcoholic beverages by any person, regardless of age, on any property owned by Vincennes University or in any sorority or fraternity house with the following exceptions:

A. The use of wines or liquors for cooking purposes in Governor's Hall, the Student Union Building, or the Dining Center.

B The possession and consumption of alcohol in the private residence of full-time University employees, provided all Indiana statutes and all other University regulations are observed.

C. A University-affiliated entity, civic organization, or local non-profit may submit a request to serve alcohol at a function on University property to the Board of Trustees of the University at least ninety (90) days prior to their event date on an application form provided by the University. If the Board of Trustees of the University grants approval to the requesting organization allowing them to serve alcohol, the organization agrees to contract with the provider of food services to the University and to follow all regulations and Indiana statutes set forth for security and indemnification. Forms may be requested from the office of the Assistant Provost of Student Affairs. Failure to follow the regulations will result in loss of privileges. Alcohol may be served and is limited to the following areas of the Vincennes University campuses:

1. Vincennes Campus – Green Activities Center, the Trailblazer Room, Red Skelton Performing Arts Center and Museum, and outdoor areas that are contiguous to these locations and that will be properly cordoned off and monitored.
2. Jasper Campus – Ruxer Center and the outdoor area that is contiguous to this location and that will be properly cordoned off and monitored.

10/6/08

Approved by Vincennes University Board of Trustees on October 6, 2008

Smoking Policy

Smoking and the use of smokeless tobacco and electronic or e-cigarettes on Vincennes University properties is permitted only in specifically designated tobacco use areas. Vincennes University will reasonably designate tobacco use areas throughout University properties.

Enforcement of this policy is the responsibility of all members of the University community including students, faculty, staff and administration. Persons that violate this policy and refuse to conform will be required to leave the event or area and may be subject to citation for infraction of the Indiana Clean Indoor Air Act (IC 16-41-37). The University community is reminded that the sale, distribution, or advertisement of tobacco products is prohibited in University facilities and public areas.

Reason for Policy

It is the purpose of this policy to protect nonsmokers by minimizing exposure to secondhand smoke. Secondhand smoke is identified as a Group A carcinogen (cancer-causing agent) under the Environmental Protection Agency's (EPA) carcinogen assessment guidelines. Secondhand smoke has been shown to cause heart disease, cancer, respiratory problems, and eye and nasal irritation. The EPA has determined there is no safe exposure level to secondhand smoke.

Smokeless tobacco products also represent health risks to the user and to non-using members of the University community when the biological waste products are inappropriately disposed. Furthermore, inappropriate disposal of biological waste degrades the appearance of the university campus.

Definitions

Smoking	The burning of tobacco or any other material in any type of smoking equipment, including, but not restricted to, cigarettes, cigars, pipes or other items that simulate the use of tobacco such as electronic cigarettes.
Smokeless Tobacco	Includes both snuff and chewing tobacco
Tobacco Use Area	Area designated by Vincennes University with public signage and appropriate waste receptacle facilities
Smoking	The burning of tobacco or any other material in any type of smoking equipment, including, but not restricted to, cigarettes, cigars, pipes or other items that simulate the use of tobacco such as electronic cigarettes.
Smokeless Tobacco	Includes both snuff and chewing tobacco
Tobacco Use Area	Area designated by Vincennes University with public signage and appropriate waste receptacle facilities

Procedures

The University President or designee will be responsible for appointing a representative committee for each University campus and site to determine the number and location of tobacco use areas, appropriate signage and waste receptacles. The effective date of this policy will be designated by the President, with the exception of University residence halls, within which this policy will become effective June 1, 2008.

Approved by the VU Board of Trustees at its October 1, 2007, meeting

Amendment to Original Tobacco Policy to include electronic cigarettes approved by VU Board of Trustees at its June 25, 2014, meeting.

Traffic and Parking

The Vincennes University Traffic and Parking policy is enacted by the Board of Trustees pursuant to the authority granted it by the State of Indiana. Everyone bringing a vehicle to campus is responsible for abiding by all regulations pertaining to the operation or parking of the Handbook vehicle. It is each person's responsibility to understand the University Traffic and Parking regulations.

Trustee Conflict of Interest

Vincennes University Trustees must file annually a conflict of interest statement in accordance with the Indiana Statutes which is to be kept in the Clerk of the Board's File.

Use of Computers and Data Communications

The Campus Technology Committee computer policy, users of these computer systems are subject to applicable state and federal laws submitted to the Board of Trustees for their approval a Policy on the Use of Computers and Data Communications for Vincennes University. This policy applies to all University computer systems and refers to all hardware, data, software and communications networks associated with these computers. In particular, this policy covers computers ranging from mainframe systems to single user personal computers, whether stand-alone or connected to the network.

Vincennes University

Policy on Monuments, Plaques, and Memorials

In response to requests from groups and individuals to place monuments, plaques and/or memorials on campus, the Vincennes University Board of Trustees enacted this policy at a regularly called board meeting on May 24, 2006 to be effective May 24, 2006. This Policy shall apply to University campuses in Vincennes and Jasper, as well as other campuses which the University may develop.

I. Introduction

- A. Appropriate memorials may enrich an experience for visitors to the campus, however, public open space is limited and all proposals will be carefully reviewed to balance the benefit to the campus and the University. All requests to place any type of monument, plaque or memorial on any campus of Vincennes University will be reviewed by the University Affairs Committee. Upon completion of the review the Committee will recommend accepting, rejecting or modifying the proposal to the Board of Trustees. Action by the Board of Trustees will be final. Any existing plaque or memorial cannot be taken as a precedent for future approvals.
- B. Subjects for monuments, plaques and memorials should fall into these categories.
- An individual or group that has contributed significantly to the cultural, social, educational, or historic aspects of the University;
 - An individual or group strongly associated with the University and its history;
 - A significant anniversary of an event unique to the history and development of Vincennes University;
 - Historical or other information relevant to the site/location of the plaque.
- C. The wording on any proposed monuments, plaques or memorials must be approved by the University Affairs Committee. Text should be brief, in language accessible to the public and should avoid use of jargon or acronyms. Text commemorating an historic event should be written following research from a range of authoritative sources and must be verified by a qualified historian. Proofing and checking will be undertaken by the Committee. The use of graphic images will reduce the amount of text that may be included.

II. Criteria

- A. The monument, plaque or memorial have a timeless quality which makes a statement of significance to future generations.
- B. Memorials honoring individuals or a personal event should be represented in a form that has a broader community interest and moves the viewer to a greater understanding of the individual and/or event.
- C. The types of memorials vary greatly in the impact they may have upon the open spaces. The review and process for allowing them to occur on a University campus will reflect those differences. The Committee will consider the quality, scale and character of the monument, plaque or memorial and whether or not it is at a level commensurate with the site the applicant has proposed. The proposal must contribute to the aesthetic quality of the campus, and should address the reuse, rehabilitation and restoration of an existing feature where appropriate.
- D. Criteria for determining if the proposal is appropriate may include consideration

of the person or event being memorialized and the deemed significance to the University.

- Simple plaques or sponsorship of basic accessories and amenities in honor of a person need not meet the same level of significance as larger, complex and more elaborate memorials.
- The memorial should represent broad community values and have been embraced and supported by the community the memorial is intended to honor.
- For purposes of renaming roads, walkways, structures or open spaces, the person so honored shall have made significant contributions to the University's mission and purpose.
- The memorial should have timeless qualities and make a statement of significance to future generations.
- The location under consideration is an appropriate setting for the memorial.
- The monument must contribute to the overall aesthetic of the University campus.
- Should access to any monument be required, those access points must meet all ADA requirements by providing accessibility to all members of the community.
- The proposed memorial must not create any public safety or security issues.
- The proposed memorial must have a secular purpose and not advance or inhibit religion.

- E. The University Affairs Committee will take into account the number of existing objects in the vicinity that has been proposed as the site. The University reserves the right to limit the number of memorials in any particular area. The Board of Trustees has final approval of appropriate sites and will determine the exact location of any monument, plaque or memorial.

III. Application Process

- A. Applicants must submit a written proposal with as much identifying information as possible as to the design, size and materials to be used. Applicants should nominate a preferred site in a general location for the placement of the monument, plaque or memorial. Only sites that have relevance to the person, group or event being commemorated should be nominated. The application should include the proposed wording, sketches, copies of any images to be included and artist's renderings. Any sponsorship recognition will also be through the use of wording that has been approved by the University Affairs Committee and the recognition and any logo may not exceed 10% of the area of the overall design.
- B. The applicant must meet and bear all costs associated with the design.

Including but not limited to: manufacture, transportation, site preparation, and installation of the monument, plaque or memorial, as well as those for any necessary permits, approvals or insurance bonds required.

- C. Maintenance concerns are a primary consideration and adequate provisions must be made for continued maintenance. The proposal must address any existing and/or future maintenance concerns. In all cases, permanent memorials should be made from durable material that will stand up over time. If an adequate level of maintenance is not continued, the University reserves the right to remove or modify the installation or any portion of the installation.
- D. Approval for a particular site will be granted only if it is consistent with the University's master plan or strategic development framework for that site. The proposed location must not interfere with existing and proposed circulation and use patterns.
- E. Decisions will be confirmed in writing to the applicant.
- F. No application will be considered outside this process. Improvements made to University property become the property of the University. Inscriptions on monuments, plaques and memorials shall constitute the statements adopted by the Board of Trustees as official statements of the University.

IV. Miscellaneous

- A. The monument, plaque or memorial shall be located at the designated site for a period of not less than ten (10) years from the time of installation with the following exceptions:
 - The area in which the item is sited is to be redeveloped.
 - The use of the area in which the item is sited changes significantly in character and the item is no longer deemed suitable for the site
 - The structure or support on which the item has been placed is to be removed or permanently altered.

Consideration will be given to the continued relevance of the monument and every attempt to contact the donors to discuss relocation will be made by the University.

- B. The University wants to make available to its community the opportunity to memorialize deceased students, employees, family members and friends in ways that will benefit current and future students. The University, in conjunction with the Vincennes University Foundation, has established a process whereby those who wish to memorialize someone with a physical representation may contribute money for that purpose. The process complements, but does not replace, other existing avenues for memorial gifts including scholarships, various kinds of endowments and other naming opportunities associated with gifts to enhance or build facilities as well as other appropriate vehicles which contribute to the education of our students.
- C. Under special circumstances donations to a public art fund may be contributed

and combined towards a larger united project, which will allow both individual and group donations to be recognized.

Approved by the Board of Trustees on May 24, 2006.

Personnel

Affirmative Action

See Page G3 General Institutional

Anti-Nepotism (June 2008)

Vincennes University is committed to management practices that ensure equal opportunities for employees without actual or apparent favoritism. To this end, Vincennes University adopts the following policy:

1. Vincennes University shall not hire, as a new employee, any person related to the President of the University as a father, mother, brother, sister, uncle, aunt, spouse, daughter, son, son-in-law, daughter-in-law, niece, or nephew.
 - a) Any person employed at the University for at least twelve (12) consecutive months immediately prior to the relative's appointment as President of the University may continue to be employed by the University.
2. Vincennes University shall not employ people related as father, mother, brother, sister, uncle, aunt, spouse, son, daughter, son-in-law, daughter-in-law, niece, or nephew in positions which result in an immediate supervisor-employee relationship between two relatives.
 - a) The appropriate Vice President shall have the responsibility for determining within his/her area whether the prohibited administrative supervision exists among relatives. In making his/her determination, the Vice President shall ensure that no relative oversees the daily functions of a relative and that no relative provides input on the hiring, retention, promotion, and salary increases of a relative.
 - b) If the nepotism decision involves a relative of a dean or vice president, the President of the University shall make the determination whether prohibited administrative supervision exists among relatives. If the nepotism decision involves a relative of the President of the University, the Board of Trustees shall make a determination whether prohibited administrative supervision exists.
3. This policy applies to all hiring, promotion, and transfer decisions made after December 14, 1994.

Approved by the Vincennes University Board of Trustees on June 25, 2008

Coaching Staff Tenure

Coaching positions filled after June 1, 1990 will be classified nontenure-track. Those tenure-track coaching positions filled prior to June 1, 1990 will remain so as long as the incumbent holds the position. Once vacated, the position will be reclassified nontenure-track.

Communicable Diseases

Vincennes University encourages individuals who have or suspect that they have a communicable disease to seek and to follow the best medical advice available to allow the University to insure that all reasonable steps will be taken to discourage their spread, especially those considered to be life-threatening. Administrative units of the University are responsible for promoting sound health practices through educational programs, for assisting persons with health problems to receive proper medical care and for exercising special care when communicable diseases are suspected to be present. If there are ever occasions when special contagion dangers exist, the University will respond through established administrative procedures.

Drug Abuse

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Vincennes University does not accept or condone the unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs by any University employee. Any University employee convicted of any criminal drug statute violation occurring in the workplace must notify the appropriate supervisor no later than five days after the conviction. Any University employee paid from federal funds who is convicted of a drug statute violation in the workplace must comply with the same notification requirements. In addition, the supervisor must notify the appropriate Vice President within three days to comply with federal regulations.

Employee Americans With Disabilities Act Grievance

Vincennes University has adopted an internal grievance policy providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans With Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity which includes Vincennes University. Complaints should be addressed to the Affirmative Action Officer, who has been designated to coordinate Americans With Disabilities Act compliance.

Faculty and Professional Staff Sick Leave

Full-time professional staff employees will be granted 75 hours per year (10 days per year) of sick leave upon first day of employment. In addition to these hours, faculty and professional staff receive an additional 37.5 hours per year (5 days) for each year of continuous service per illness per year.

Faculty Office Hours

See Page H14 Faculty

Family and Medical Leave of Absence

Vincennes University employees, who have worked twelve months in total and at least 1,250 hours in the twelve months preceding the commencement of the requested leave, are entitled to request time off without pay for a maximum of twelve weeks with job protection and no loss of accumulated service provided the employee returns to work. The provisions of this policy apply to all family and medical leaves of absence except to the extent that such leaves are covered under any other paid employment benefit plans or policies for any part of the twelve weeks of leave to which the employee may be

entitled.

Funeral Leave

Vincennes University acknowledges the importance of funeral leave for employees to honor the life of immediate family members. Three working days of paid funeral leave will be allowed for the death of an immediate family member. Immediate family is defined as spouse, parents, children, grandparents, grandchildren, sisters or brothers, and corresponding in-laws and step-relatives, adopted/foster children, or other relatives or dependents living in your home, or any individual for whom you have legal guardianship. At the death of any other family member (i.e. Aunts, uncles, nieces, nephews), one working day of paid funeral leave will be allowed. Earned vacation or sick days may be used for days needed beyond those allowed. Employees may be requested to provide proof of relationship or guardianship.

Grievance

Vincennes University's goal is that employees are treated fairly and justly and that all problems are addressed in a timely manner on an individual basis. The University's intent is to find equitable solutions to concerns at the lowest possible level. In order to ensure fairness and respect to all concerned, the grievance will be kept as informal and confidential as possible. A grievant may select another University employee to be present when discussing a grievance. Above all, University employees are protected against any form of recrimination as a result of discussing a grievance.

Indemnification

See Page 20 General Institutional

Jury Duty

Vincennes University respects employees' responsibility to serve on jury duty, when called. The University pays the employee the difference between compensation for services paid by the Court and the employee's salary.

Military Leave of Absence

Vincennes University will pay employees any difference between compensation for services paid by the federal government and the employees' salary when they are ordered to active duty for a maximum of fifteen calendar or eleven work days each fiscal year.

Mutually Acceptable Leave

Vincennes University supports the concept of mutually acceptable leave; when such leave is mutually agreeable between an employee and the employee's department, after the employee initiates the process by a written request, the employee may be granted a leave of absence not to exceed three calendar months per fiscal year.

Nine Month and Part-Time Staff Sick Leave and Vacation

These regulations apply proportionally to applicable staff. For full-time, nine month staff, the maximum annual accumulation of sick leave is nine days (one day per month worked); vacation earned is based upon years of service and the ratio of 9/12 of the twelve month total. Part-time employees

earn sick leave and vacation benefits at a rate proportional to the number of hours worked.

Non-Teaching Staff Vacation

Full-time professional and support staff employees accrue vacation based on the following schedule:

<u>Vacation Earned During:</u>	<u>75 Hour Work Week Hours Per Pay Period:</u>	<u>80 Hour Work Week Hours Per Pay Period:</u>
0 – 4 years-	2.88 (10 days per year)	3.08 (10 days per year)
5 – 9 years	3.46 (12 days per year)	3.69 (12 days per year)
10 – 14 years	4.32 (15 days per year)	4.62 (15 days per year)
15 years or more	5.77 (20 days per year)	6.15 (20 days per year)

1. Vacation will be earned each pay period based upon the number of hours in a regular pay status and years of service. Regular pay status time includes scheduled regular work hours, paid sick time, paid vacation, paid holidays, and other approved absences. Overtime and special payments shall be excluded. Nine, ten, and eleven month staff will earn vacation based upon years of service and the ratio of 9/12, 10/12, and 11/12 (respectively) of the twelve month total.
2. Vacation time may not be utilized during the initial three (3) months of employment.
3. Vacation time will be available for use upon accrual except during the initial three (3) month probationary period. Vacation periods shall be arranged in advance with the appropriate supervisor. Vacation should be reported in one hour increments with a minimum of one hour per day.
4. The maximum accrual at any time shall be twice the annual allowance. Vacation time will not carry over beyond the two-year maximum accumulation. After the maximum vacation allowance is reached, no further vacation accumulation will occur until vacation time is used.
5. At the time of separation from the University, unused vacation time will be paid in a lump sum at the employee's current rate of pay not to exceed the maximum that can be earned in one year. The last day worked shall be the last day for which vacation leave is accrued. Vacation days may not be used to extend the termination date. An employee terminating during the probationary period will be paid all accrued vacation.
6. Vacation or other accrued time cannot be used in lieu of notice of resignation.
7. No employee will be granted extra pay in lieu of accrued vacation.
8. Vacation allowances will not be granted to temporary employees. Such employees appointed to a regular, full-time position would receive vacation allowance only for time served in the regular, full-time position.
9. Employees paid from grant funds must generally utilize vacation prior to the expiration of the grant. Any questions concerning use of vacation or final payment of vacation should be directed to the grant administrator.

Approved by the Board of Trustees on December 7, 2005.

Professional Staff Tenure

Professional staff positions filled after June 1, 1990 will be classified nontenure-track. Those tenure-track professional staff positions filled prior to June 1, 1990 will remain so as long as the incumbent holds the position. Once vacated, the position will be reclassified nontenure-track.

Racial, Ethnic and Religious Harassment

Vincennes University expressly prohibits racial, ethnic and religious harassment of its students, employees and those who seek to join the campus community in any capacity.

Religious Observances Leave

Vincennes University respects employees' right to practice individual religious observances. All requests for leave for religious observances must be made to the employees' supervisor or department head. Time granted will be without pay unless the employees choose to use earned vacation leave. Approval of all requests is subject to the supervisor's ability to make adjustments in the work schedule.

Reporting Child or Adult Abuse or Neglect

Vincennes University employees and students will comply with the reporting procedures contained in IC-31-6-11 and/or IC-4-28-5 regarding the abuse or neglect of a child or adult. The University requires that employees and students, who may be placed in situations where they may suspect child or adult abuse or neglect, thoroughly understand the proper reporting procedures.

Retirement

Vincennes University complies with the Federal Age Discrimination in Employment Act and, therefore, has no mandatory retirement age of any classification of employee.

Salary - Change in Classification

Nonexempt staff transferring to a position that is a higher classification and which requires additional skills, training or education may receive an incremental salary increase if the current salary is below the entry range for said position.

Nonexempt staff transferring to a position that is a lower classification with less responsibility, requiring fewer skills, education or training than the former position may be required to take incremental reduction in salary, if the current salary exceeds the maximum range for the position.

Section 125

Vincennes University employees may use pre-tax dollars to pay family plan health insurance premiums. These premium-only expenses are not subject to federal, state, local or Social Security taxes, if deferred.

Sexual Harassment

Vincennes University's goal is to provide the faculty, staff and students with an environment free from sexual harassment. University employees receive training in the definition and prevention of sexual harassment after which the employees must sign a statement attesting to this training to be placed in their personnel file. Vincennes University recognizes that sexual harassment threatens everyone and that it is a violation of Title VII of the Civil Rights Act of 1964 and of Title IX.

Support Staff Sick Leave

Sick leave with pay shall be granted to full-time support staff employees on the basis of 3.46 hours per pay period (12 days per year) for 75-hour employees and 3.60 hours per pay period (12 days per year)

for 80-hour employees. Sick leave should be reported in one hour increments with a minimum of one hour per day.

Sick leave will accrue based on hours in regular pay status. Regular pay status time includes scheduled regular work hours, paid sick time, vacation time, paid holidays, and other approved paid absences. Nine, ten, and eleven-month staff will ear sick leave at the ratio of 9/12, 10/12, and 11/12 (respectively) of the twelve month total.

Sick leave can not be used during the probationary three (3) month period; however, sick time is earned and accumulated during probation and is available for use after successful completion of the probationary period.

The maximum accrual at any time is 900 hours for 75-hour employees and 960 hours for 80-hour employees. After the maximum sick leave allowance has been reached, no further sick leave accumulation will occur until sick leave is used.



Student

Automobile

Vincennes University permits students to operate motor vehicles on campus provided the vehicles are registered with the University Police Department and display an appropriate parking permit. Students operating motor vehicles on campus are responsible for understanding and observing all University traffic regulations.

Health Services

Emergency treatment of illnesses or injuries will be administered on campus on a temporary and limited basis only. Students are required to carry personal health and accident insurance. Vincennes University has a student health care program for Residence Hall students. The remainder of the student body may enroll in the program.

Honors and Awards

1. Activities Keys

Based upon the number of activity points earned, students are awarded bronze, silver or gold keys each year by the Student Senate.

2. Blue and Gold Cord Awards

Blue Cords, given to Freshmen, and Gold Cords, given to Seniors, are awarded to eligible students who are nominated by University employees and selected by the Review Committee. To be eligible, students must have achieved a 2.50 grade point index and have demonstrated outstanding scholarship, leadership and service.

3. The Dean's List

Students earning a grade point index of 3.50 or higher, while carrying at least twelve credit hours of non-developmental courses, in either the fall or spring semester are placed on the Dean's List.

4. Pacemaker Paddles

This award is traditionally given to second year students who have accumulated an extremely high number of activity points during the school year. Occasionally, the award is given to non-students who have performed exemplary service for Vincennes University or on behalf of others.

Housing

1. General

Vincennes University students who do not live with their parents or legal guardian are required to live in University Residence Halls, when an accommodation is available, unless they are

twenty-one years of age or older, a military veteran or married.

2. Residence Hall

a) Coed Visitation

Members of the opposite sex may visit in the living areas only at times specified by Residence Hall guidelines. Coed visitation hours, within the limits established by the University, are determined by the Residence Hall's elected representatives to the Hall Government. Guests must be at least sixteen years of age unless relationship can be verified.

b) Contract

University Residence Hall accommodations are reserved for the exclusive use of enrolled or enrollment-eligible students, other students, visitors and guests approved by the Housing Office. If a student decides not to attend the University or to withdraw, the Contract will be cancelled and a refund will be processed according to a posted schedule.

International Admission Regulations and Guidelines

Any international student who applies for admission to the Vincennes campus will be required to enroll on the Vincennes campus, and complete a minimum of one semester in good standing. Following this first semester, if the student wishes to transfer, the student will be permitted to do so to any other Vincennes University site, or to another institution. Additionally, any student who applies to another Vincennes campus must follow the same guidelines. One semester must be completed at the site that issued the I-20 prior to relocating to another campus or institution. Any student wishing to be re-issued an I-20 to enter the country for another semester other than the one that was indicated on the original I-20 must return that original document to Vincennes University. A new I-20 will not be issued until the original, unused I-20 is returned.

Posting Notices

Signs or posters to be placed on campus bulletin boards must be approved and stamped in the Student Activities Office. The stamps, in the lower left hand corner of the item, will designate the time for posting and removal.

Student Disability Grievance

Vincennes University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. S 794, and the implementing regulations 34 C.R.R. Part 104 and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. S 12134, and its implementing regulations 28 C.R.R. Part 35. Title II of the Americans With Disabilities Act states, in part, that "no otherwise qualified disabled individual shall, solely be reason of such disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination" in programs or activities sponsored by a public entity, which includes Vincennes University. Complaints should be addressed to the Affirmative Action Officer, who has been designated to coordinate compliance with the Rehabilitation Act and with the Americans With Disabilities Act.

Student Government

Eligibility to Serve

If an elected officer or person in a leadership position fails to maintain the required 2.00 grade point index during the semester of election, the organization or the sponsor must replace the individual by appointment or election and notify the Student Activities Office of the change.

Representation and Offices

Student Senate members and officers plus Freshman and Senior class officers are chosen by a University-wide election process which is coordinated by the Student Activities Office. To be eligible for election, students must have a 2.00 grade index from the previous semester and may not be on academic or disciplinary probation.

Student Grievance

If Vincennes University students have grievances involving any University employee, they are to process all concerns through the University administrative structure. Students should, first, discuss problems thoroughly with the specific University employee. If the situation is not resolved, students are to take their grievance to the employee's immediate supervisor and, ultimately, through the administrative structure to the President, if necessary. Final resolution of all student grievances will be transmitted to all involved parties through the administrative structure.

Withdrawal of Students for Serious Psychological Problems

Students are subject to withdrawal from any class, University housing or Vincennes University if clear and convincing evidence indicates they are suffering from serious psychological problems which create potential threats to the safety and well-being of the affected students, other students or Vincennes University.

Section D General Business Affairs

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Purchasing

This section sets forth the procedures required of all University personnel when purchasing goods or services and the policies concerning purchasing that apply to all funds of the University, regardless of source. This section encompasses the complete purchasing cycle: requisitions, quotations, purchase orders, and receiving. In addition, it outlines the procedures required for a disbursement when a purchase order is not written.

The Purchasing Department's primary responsibilities are:

1. To serve University employees in securing materials and contracting services.
2. To ensure that purchases are properly authorized and that quality goods or services are delivered to designated locations at the proper time, in the right quantity, and at the lowest price.

General Purchasing Responsibilities

The objective of purchasing, in simple terms, is to obtain the greatest value for the funds expended. The day-to-day mission of the Purchasing Department is to accomplish, facilitate, and document the various purchasing activities in a professional manner. Functionally, purchasing refers to the activities related to the acquisitions, storage, and disposal of equipment, material, and services for the University.

Purchasing Code of Conduct

The Purchasing Department's commitment to only the highest ethical principles is stated in its adherence to the following NAEB code of ethics:

1. Give first consideration to the objectives and policies of the institution.
2. Strive to obtain the maximum value for each dollar of expenditures.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state and federal and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentations.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier, and/or be willing to submit any major controversies to arbitration or other third party review insofar as the established policies of the institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

Contracts and Agreements

University contracts of every kind must be submitted to the Vice President for Financial Services and Government Relations for acceptance and execution. All contract proposals, the financial terms of which will be binding on the University if accepted, must be submitted to the Vice President for

Financial Services and Government Relations for approval before financial negotiations begin.

The Purchasing Department is authorized to establish purchase agreements, service and maintenance agreements, and other working relationships with vendors consistent with satisfying user departments' needs in the most economical and timely fashion.

The Purchasing Department has negotiated price agreements or percentage discounts with certain vendors. These usually apply to all items purchased from a vendor and could involve a significant amount of money over a period of time, which frequently leads to lower prices than could be obtained by competitive bidding. It is to the University's advantage to buy from these vendors rather than to purchase like items from another source at a higher price. Such agreements affect source selection by the Purchasing Department and are treated as confidential information. Terms must not be disclosed to competitors. Only the Purchasing Department is authorized to negotiate price agreements with vendors. Departments may not do so on an individual basis.

The Purchasing Department will document the various elements associated with the purchasing process.

While controlling various purchasing-related activities is not the primary role of the Purchasing Department, it is the logical place to monitor a variety of policies. The Purchasing Department will lend reasonable effort in monitoring such policies after they have been developed with the assistance of appropriate University personnel.

Supplier Selection and Purchasing Techniques

Vendors are awarded shares of the University's business on the basis of competitive prices, services rendered, and ultimate long-range benefits to the University.

All departments are encouraged to suggest sources of supply with complete addresses (particularly for unusual or nonstandard items). Authority for the final selection of the vendor, however, remains with the Purchasing Department, which is charged with the overall responsibility for developing and contracting with the best sources of supply for the University. The Purchasing Department will follow each department's recommendations as much as possible.

Competitive Bidding Policy

The Competitive Bidding Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-VI FINANCIAL of this University Manual.

Competitive Bidding Procedure

Orders exceeding \$100,000.00 require that the formal bid process be followed. The formal bid process may include formal advertisements and a formal bid opening. This bidding process must be conducted through the Purchasing Department for all equipment and furniture orders as well as service contracts. All construction project bidding is conducted through the Office of Architectural Facilities and Planning and is executed in conjunction with all procedures that may be defined by statute. In certain cases, such as sole-source purchases or instances where the low bid is not selected, written justification from the end user of the item is also needed. This justification will be attached to the purchase order and filed for future reference.

The requisitioning department is encouraged to work with the Purchasing Department early in the requisitioning process. The preferred method of obtaining quotes is for the department to provide the Purchasing Department with a requisition or a memo describing the items needed. If the department knows possible suppliers, these may be suggested. Typically, the Purchasing Department sends prospective suppliers a written description of the goods or services needed on a standard Request for Quotation form. This process ensures that all bidders receive the same information. Special instructions and deadlines can also be communicated. Planning ahead for purchases, providing descriptions that are accurate and complete, and indicating any time constraints help this process move smoothly. Upon receipt of the quotations, the Purchasing Department will evaluate the information and decide how to proceed. Bids that do not agree with the specifications and present reasonable alternatives to the item(s) will be returned to the requisitioning department for recommendations. A letter of justification must be submitted to the Purchasing Department if a requisitioning department specifies that the product or service be purchased from a particular vendor even though other vendors sell a similar product or service at a lower price. This letter must have some substance and give the rationale behind the selection.

In the event that the requisitioning department has obtained quotations on its own, copies of all quotes (not just the preferred ones) must accompany the requisition. If the department has contacted companies and received the response of “no bid” from some, this information should also be included.

For the documentation to be complete, the names of the companies contacted and their responses need to be recorded; a list of the bidders alone is not sufficient. With the exception of prices offered, information received in confidence from vendors is not released. Pricing and competitive offers are released only after an order has been placed and accepted by the selected vendor. Notification of the award, pricing, and competitive offers is released only by the Purchasing Department.

Purchasing Requisition

The purchasing process begins with submission of a Purchasing Requisition to the Purchasing Department, except for certain types of transactions where it is not appropriate to use a purchase order for payment, which include

- payment for individual services,
- purchases of less than \$100.00,
- memberships and subscriptions,
- utilities,
- travel (including registration),
- food catering from Sodexo, and
- book purchases for the bookstore and library.
-

The Purchasing Requisition is used for the purchase of supplies, equipment, and services and must be signed by the appropriate budget administrator. Forms are available from the Purchasing Department.

Since one purchase order is created from each requisition, include items to be acquired from only one vendor on each requisition.

If for some reason the requisitioning department is seeking only information about certain products or

services, place the words “FOR QUOTE ONLY” under the description. The Purchasing Department will contact the requisitioning department after the information and prices have been gathered.

Purchase Order

After the supplier from whom the goods or services will be purchased has been selected, the Purchasing Department prepares a Purchase Order and sends copies to the vendor and appropriate department. Cancellation and modification of orders before items have been shipped must be directed to the Purchasing Department in writing with references to the vendor and purchase order number. The Purchasing Department will then issue the appropriate change notice to all parties concerned.

Once the Purchase Order has been prepared, the funds of the applicable budget unit will be encumbered by the amount of the Purchase Order. This is a budgetary mechanism that allows the University to track not only the actual expenditures but also the purchase in progress. This, in turn, reduces the amount of uncommitted funds for that department or budget unit and is reflected in each department’s monthly budget unit control report.

The Purchase Order specifies to the vendor the items that the University offers to purchase and, when accepted without change by the vendor, constitutes a legally enforceable contract.

Receiving

The Purchase Order instructs the vendor to ship all materials to the University’s Central Receiving Department unless a specific address is typed on the face of the order. All packages are inspected for damage and counted at the point of receipt. Shipments are then delivered to the appropriate department. If the shipments are accurate, the receiving department or a designated office does receiving electronically so that the Business Services Office can then pay the invoice.

Damages and Discrepancies

Any damages, overages, or shortages should be reported promptly to the vendor or to the Purchasing Department. The report should contain the following information:

- name of carrier and a copy of the freight bill,
- order number and date,
- supplier’s name and address,
- invoice number and date (if available), and
- extent of damage, overage, or shortage.

If the damage, overage, or shortage is not evident at the time of delivery, the carrier must be notified within fourteen (14) days of shipment to allow the carrier to make an inspection report. Keep all containers, packing materials, wrappers, and such for inspection. Failure to do so will negate any chance of substantiating the claim.

Equipment Purchases

Equipment purchases must follow the proper guidelines for asset purchases. The department will be responsible for initiating the proper paperwork for the purchase of capital and non-capital assets to the

Purchasing Department. The Purchasing Department is a resource to help specify product, locate prospective vendors, conduct a formal bid, if needed, negotiate and assure timely and accurate delivery and installation.

All equipment purchases require using the proper Banner Account codes.

Emergency Order Procedures

EMERGENCY ORDERS SHOULD BE KEPT TO A MINIMUM. If an emergency order cannot be avoided, take the requisition with the necessary signatures on it and “walk it through” or fax it to the Purchasing Department.

Only in an extreme emergency situation will a purchasing authorization be given over the phone prior to the receipt of the Purchasing Requisition. When such an authorization does occur, provide the following information: department or requisitioner, materials or services required, requisition number, vendor’s name, and total price. Forward the requisition to the Purchasing Department with the words “CONFIRMING ORDER” and the assigned Purchase Order number on it.

Purchases Not Involving Purchase Orders

In limited instances, it is not feasible to purchase certain items via the purchasing requisition system. This includes purchases under \$300, separate freight billings, conference and seminar registration, travel reimbursement, subscriptions and memberships, food catering from Sodexo Marriott, books for the library, and items mandated by law. In such cases, to assist the Business Office and protect the department from improper or erroneous charges, request payment by using the appropriate Invoice Voucher and attaching the invoice. A specific voucher for subscriptions, memberships, and registrations must be completed and signed by the appropriate personnel. Attach an applicable invoice or documentation to support payment. If the payment is of such a nature that an invoice is normally rendered, attach such documentation that supports the amount of the disbursement.

Charge Purchases

To support small and miscellaneous purchases, a Charge Purchase Voucher, available on the Controller's web page under MyVU, can be used. Specify the vendor’s name, a description of the item(s), the person’s name who is going to pick up the item(s), the estimated cost (under \$300.00), and the account number on this form. The vendor receives a copy (if accepted by the establishment) and the invoice is attached to a second copy and forwarded to the Accounting Office for payment.

Petty Cash

For purchases of \$50.00 or less, simply purchase the item(s) with personal money, and present the sales receipt for the amount spent with a standard Petty Cash Form signed by the Division Dean to the Accounts Payable Office for reimbursement electronically. The amount of the purchase will be charged to the originator’s department account.

Rented or Leased Equipment and Service Contracts

Equipment that is rented or leased by the University, whether for a definite or indefinite period of time, must have a purchase order assigned. Attach vendor rental or lease agreements to the requisition and

forward to the Purchasing Department to be signed and processed with the order.

Certain equipment items should be covered by service contracts to ensure continuing efficient operation. Forms required by vendors are signed on behalf of the University by the Director of Procurement and transmitted to them with a purchase order. Occasionally, equipment is repaired on a per call basis; call the Purchasing Department for information if you are uncertain. Each department should maintain a list of the equipment currently on service or maintenance contracts. The list should include the brand, model, serial number, location, and purchase order number. If there is a question concerning equipment information, please contact the Purchasing Department.

For equipment not on service or maintenance contracts, call the Purchasing Department for a purchase order number before calling in a repair. This procedure helps ensure that the best source of service is contracted.

Personal Purchases

The Purchasing Department does not become involved in personal purchasing negotiations, nor is the University purchase order issued for personal transactions for individuals. Some vendors will offer Vincennes University employees the same discount they offer to the University. The Purchasing Department will provide the information to help individuals contact vendors.

Software Piracy Policy

The Software Piracy Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the Policy, see Section C-VIII GENERAL INSTITUTIONAL of this University Manual.

Gifts and Gratuities

It is the policy of the Purchasing Department as well as other related personnel to decline personal gifts or gratuities in connection with the purchasing function.

Conflict of Interest Policy

The Conflict of Interest Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the Policy, see Section C-IX PERSONNEL of this University Manual.

Telephone Solicitations

Immediately refer telephone solicitations from unknown vendors, subscription services, or advertising agencies to the Purchasing Department. No agreements may be made to accept any product, service, or invoice by anyone other than the Purchasing Department.

Disposal of Equipment

The Purchasing Department is responsible for the disposal of used equipment (typewriters, desks, chairs, tables, etc.). Please call the Inventory Control Facilitator for instructions concerning reassignment or sale of these items to assure the most efficient use of the University's resources.

Movement of Equipment

Since the Accounting Office is responsible for maintaining insurance on all equipment and fixtures of the University, obtain prior approval of the Director of Procurement before moving equipment or fixtures. Coordinate all equipment that is listed on Inventory Control forms through the Inventory Control Facilitator.

Travel

This section sets forth the procedures governing travel: subsistence allowance regulations, use of University vehicles, mileage, and registration fees.

Policy Regarding Transportation of Top VU Administrators

No more than two top Vincennes University administrators (President and three Vice Presidents) may travel together in the same mode of transportation at any one time.

Approved by the VU Board of Trustees at its June 28, 2006 meeting

Subsistence Allowance Regulations

The subsistence allowance is computed in two parts: lodging and other.

Items Included in Lodging

1. The actual cost of the room or accommodations furnished, including all local taxes, limited by “Items Included in Lodging.”
2. In no case will a charge be approved that exceeds the single person occupancy rate.
3. If two claimants share a room, the total room charge cannot be claimed by both people; each person must request a hotel bill be issued in his or her own name.
4. If the expense of the lodging is being paid in total by the claimant but is for lodging for one or more additional persons, a separate bill need not be issued.

Items Included in Subsistence Allowance for “Other”

The subsistence for “other” includes all charges for meals; all fees or tips to waiters, porters, baggage men, bell boys, and such; telephone calls reserving overnight accommodations; laundering, cleaning, and pressing of clothing; and any other transportation between places of lodging, dining, and employment. If lodging is furnished at no cost to the claimant, a statement signed by the provider may be sufficient proof of travel for payment of the “other” subsistence.

Receipts Requested

When subsistence is claimed for overnight travel, attach a paid lodging receipt or other paid receipt showing dates, name and address of place of lodging, and a proper acknowledgement of payment signed by a representative of the place of lodging to the claim. Reimbursement for lodging subsistence cannot be approved without acceptable proof of expenditures. The lodging receipt must be an original issued by the place of lodging; reproductions of the original bill will not be accepted. If the original lodging receipt becomes lost, the claimant should contact the lodging establishment and request a copy of the bill plus a completed Certificate of Single Occupancy Room Rate. The normal credit card ticket is not considered an acceptable receipt for lodging. Cab fares, limousine fares, bus fares, registration fees, parking fees at airport terminals, additional gas purchased for a VU vehicle, and similar expenses require receipts. Parking fines and speeding tickets are NOT reimbursable expenditures.

Subsistence Periods and Allowances

Same day travel – Travel which does not include an overnight stay:

- There is no breakfast or lunch meal subsistence for same day travel.
- If travel begins before 10:00 am and ends after 7:00 pm, the employee may claim reimbursement for per diem in the amount of \$20.00.

Overnight travel – Full day in overnight travel status – \$38.00

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$20.00

- **Overnight travel, Day of Departure** – There is no breakfast meal subsistence in the day travel begins.
 Departure prior to Noon – \$30.00
 Departure after Noon – \$20.00
- **Overnight travel, Day of Return**
 Return before Noon – \$8.00
 Return between Noon and 7:00 pm – \$18.00
 Return after 7:00 p.m. – \$38.00

The maximum subsistence in lieu of travel expenses, other than transportation, that may be allowed to employees in approved travel status is as follow:

Lodging.....per day or 24-hour period – Actual Single Room Rate
 Other.....per day or 24-hour period – \$38.00

Extra Meal Allowance

If employees remain at their official station or assignment until after 8:00 p.m. to perform overtime work at the request of their department or division head, they may claim reimbursement for the evening meal in the amount of \$20.00 provided, however, that the employees are not receiving overtime compensation for the additional time worked. Further, before reimbursement may be paid, the Vice President for Financial Services and Government Relations must receive and approve a memorandum stating why the overtime was not considered routine activity and that it was performed at the request of the department or division head.

Official Station

The Official Station of a faculty or staff member is the location of the employee’s official work site. Mileage and subsistence are computed from the faculty or staff member’s home or from his or her official station, whichever is less, dependent on actual conditions.

50-Mile Limit

Employees are not entitled to subsistence allowance when they work fifty (50) miles or less from the University or their home. However, they are allowed round-trip mileage from the University when they drive their own vehicles on University business.

If employees working within the 50-mile limit voluntarily stay overnight rather than drive back and forth, they are entitled to “subsistence allowance in lieu of mileage” equal to their allowable mileage. Place such items in the “Subsistence Total Amount” column of the travel voucher and explain in a footnote that this is subsistence in lieu of mileage.

The provisions above pertaining to the 50-mile limit may be set aside by the Business Office when it is dangerous or not desirable for an employee to travel because of hazardous highway conditions caused by ice, sleet, snow, or flood; lack of public transportation (when employee is dependent on it); or unusual work assignment. Write a full explanation regarding hazardous highway conditions or lack of public transportation on the travel claim; then the claim will be approved by the Business Office.

Meals Furnished

If a meal is furnished gratis to the claimant on University business, then \$8.00 should be deducted for breakfast, \$10.00 for lunch and \$20.00 for the evening meal. This ruling also applies if any meals are included in a registration fee that is paid or reimbursed by the University. If meals are listed as a separate charge, they are not allowable.

Prescribed Forms

Submit all travel vouchers on forms provided by the University and approved by the State Board of Accounts. Show the time of departure and the time of return for each travel assignment when subsistence is claimed. Furnish agenda and itinerary items for travel assignment and conferences attended.

No Reimbursement for Guests or Others

All employees requesting reimbursement for travel expenses may claim only their own expenses. No reimbursement for expenses for guests or other employees will be made. The term “guest” does not include athletic division and activities of state universities. (This type of expense will be classified as an “unusual expense” and will be reimbursed as “other expense” not listed in this regulation.)

Travel Advances

The Vice President of Financial Services and Government Relations is responsible for the prior approval of travel. Travel advances need to be received in the Accounting Office three business days prior to departure. No advances will be written for trips with estimated costs of less than \$125.00. Travel advances for costs over \$125.00 will be estimated at 80 percent of out-of-pocket costs, with a minimum advance of \$100.00.

Leave of Absence

When a leave of absence is taken by an employee while in a travel status, including Saturday,

Sunday, and holidays, the subsistence allowance will cease for the duration of the leave of absence from the assignment. Show such leave of absence on the Travel Voucher.

Use of University Vehicles

See “Vehicle Usage Procedure” on page G32 in Section G - General Institutional Policies and Procedures.

Mileage

Effective July 1, 2008 the mileage reimbursement will be paid for in-state travel at the rate of 44 cents per mile when the use of a personal vehicle is authorized. This rate includes all expenses for such transportation. The claimant is to provide beginning and ending odometer readings on the travel voucher for the mileage calculation. No repairs, gas, oil, storage, car washes, or other expenses will be paid. (June 2008)

Out-of-State Travel by Automobile

The Vice President for Financial Services and Government Relations may give permission for out-of-state travel by automobile. When such permission is given, it does not mean that mileage may be charged. Air travel fare (coach or tourist rate) may be paid for travel outside the state except in cases when more than one employee makes the trip and mileage is more economical.

For travel that includes mileage out of state for only one employee, the following applies: The first 500 miles is reimbursed at 44 cents per mile; the next 2,500 miles is reimbursed at 22 cents per mile; all mileage over 3,000 is reimbursed at 11 cents per mile. (June 2008)

Travel by Shortest Route

- When employees use their personal vehicles for travel and claim mileage, they are to travel by the shortest, usually-traveled route. Claimed mileage will be based on the Official State Highway Map. Additional mileage, not to exceed 10 percent of the “shortest route” mileage, may be claimed when the usually-traveled route entails the use of an interstate highway that is not the shortest route. The 10 percent additional mileage is only a limitation and not an automatic charge. In no case will the allowable mileage exceed the actual map mileage.
- When employees do not travel by the shortest route, they must indicate this and give an explanation for it on the Travel Voucher. Detours or other reasons making the mileage claimed greater than that shown on the Indiana Highway Map must be indicated. If mileage claimed is greater than that shown on the highway map, it must be documented by providing beginning and ending odometer readings on the Travel Voucher.
- When two or more employees travel the same general route in private vehicles for which reimbursement will be claimed, it is suggested that only one vehicle be driven if it is administratively possible.
- The Travel Voucher must show dates of travel, starting location, destination, and purpose of travel.
- Employees traveling to the same general geographic location (more than 75 miles from the University) on consecutive days and on the same general assignment may claim mileage in lieu of per diem, not to exceed the per diem rate. Such amounts should be

entered in the mileage column.

Travel by Air

Travel by air is a reimbursable expense provided that proper evidence of such air travel (and tax exemption) is attached to the Travel Voucher. Employees are required to travel by coach or tourist rate. Obtain prior approval by the Director of Business and Finance for non-commercial air fare reimbursement.

Car Rental

The cost of renting an automobile while on out-of-state travel may be reimbursed when suitable local transportation is not available or when such rental is more advantageous to the University than the use of taxis or other local transportation due to routing or time factors. When renting an automobile, request the customary government discount. Information on car rental is available in the Purchasing Office.

Taxi Fare

Taxi fare and the cost of other local public transportation are allowable for official travel when supported by proper receipts.

Toll Roads

Toll charges for travel on toll roads are reimbursed for authorized travel when toll receipts are presented.

Parking Charges

Parking charges are reimbursed for authorized official travel when proper receipts are presented.

Registration Fees

- Registration fees for attendance at meetings may be paid based upon acceptable documentation.
- Direct payment may be made to an association based upon an itemized billing.
- Reimbursement to an employee may be made upon acceptable receipt.
- Only the University employee's portion of the fee may be paid.
- If the registration fee includes any meals or if meals are provided in conjunction with the meeting and the meal charge is listed as a separate charge, the charge is not allowable. If the meal charge is not listed as a separate charge, deduct \$8.00 for a breakfast, \$10.00 for a lunch meal and \$20.00 for an evening meal on the Travel Voucher.

Mailroom, Commercial Printing, and Document Imaging

The basic purpose of these departments is to offer supportive services to employees. Bulk mailings and mailing services are performed in the Mailroom. Printing Services offers a multitude of printing options from single color business cards to full-color magazine-formatted booklets. Document imaging, photocopying, and color copying are performed in the Document Imaging Department.

Mail Procedures

The Mailroom delivers all mail daily to the authorized distribution centers in each building on campus.

Outgoing Mail

- Place outgoing mail in an authorized distribution center for pick-up.
- If you miss the scheduled pick-up for your building and have an urgent parcel that needs to be mailed, call the Mailroom to notify the Mailroom Supervisor that you will be delivering an item that needs to be expedited.
- Complete the First Class Mailing Request form with the appropriate account number and subcode and secure it to the mail piece(s).
- Complete the appropriate forms for special mailings (e.g., UPS, FedEx, etc.). UPS forms are available in the Mailroom and must accompany the package.
- Mailroom personnel are not authorized to use the University mailing stamp for personal mail. Stamps are available at the bookstore.

Bulk Mail

- To ensure prompt service, schedule large mailings with the Mailroom Supervisor.
- A minimum of 200 pieces of the same weight and size is required before bulk mailing can occur. All mailings of 200 or more pieces must be accompanied by a properly completed Service Request form.
- All bulk mailings can be assembled from start to finish in the Mailroom.
- Prepared bulk mailings should be sent to the Mailroom two days before they are scheduled to be sent out. Bulk mailings must be accompanied with one complete set of enclosures attached to the Service Request form.
- Bulk mail envelopes with the indicia printed on the envelope may be purchased through the Mailroom.
- Address any questions regarding mailing and/or charges to the Mailroom.

Commercial Printing

Commercial Printing provides the following services: printed forms and materials, artwork, paste-up and typesetting, word processing and interfacing, four-color process printing to single color, and bindery. Note: If you are setting your own type on a computer, you must first ask Commercial Printing if your program and its program are compatible; Commercial Printing will advise you as to what program you need to set your type. In addition, Commercial Printing offers assistance in preparing material for printing, arranging layout, selecting paper type, and such.

All Requests for Printing for forms or printing must be sent to the Director of Printing at the

Commercial Printing Department before they can be processed. All Requests for Printing must be accompanied by a sample of the material to be printed (even if the material cannot be printed here) and must be typed and double spaced.

Materials that require printing must be approved by the Director of Printing on a Request for Printing form. All requests with copy should be presented three weeks in advance of needed completion date. Printing that requires art work will need extra time.

Requests for Printing must be accompanied by all copy for the job unless specific arrangements for partial handling are made with the Director of Printing. Requests that include printing, inserting, labeling, or other jobs that are shared with the Mailroom should be sent to the Printing Office first so that the entire job can be scheduled.

Proofing is provided by the Printing Center and is required by the client. Client signature must accompany final proof.

All packing and delivery slips must be signed and returned to the Printing Center.

Document Imaging

Document Imaging provides the following services: digital scanning, laser printing, xerography, enlarging and reducing, copying on transparency film, and copying on transfer film for heat transfer to another medium.

Preparing Materials

Prepare all originals in good and neat order before sending them to Document Imaging. Any material which must go public and which is poorly prepared will be returned to the originator. Direct any questions about preparing materials to the Document Imaging Manager.

Deadlines

All Service Requests must have the date needed filled in. If it is left blank or if "ASAP" is used, it is assumed to be last priority. All Service Requests other than convenience copying must be received at least one working day before needed.

Submit final and midterm exams at least two days prior to the date needed. Submit them in sealed envelopes to ensure security. The originals and finished copies are locked in a file in the Document Imaging cage.

Submitting Originals

Completely fill in the Service Request, which may be obtained in Document Imaging. Submit one completed form for each job. Indicate completely and accurately any special work (e.g., collating, stapling, etc) that you desire. Send the materials to be reproduced with the completed Service Request to Document Imaging.

Note: Requests for student handbooks or for other large multi-page materials must be approved by the appropriate administrator.

Monuments, Plaques and Memorials

In response to requests from groups and individuals to place monuments, plaques and/or memorials on campus, the Vincennes University Board of Trustees enacted this policy at a regularly called board meeting on May 24, 2006 to be effective May 24, 2006. This Policy shall apply to University campuses in Vincennes and Jasper, as well as other campuses which the University may develop.

I. Introduction

- A. Appropriate memorials may enrich an experience for visitors to the campus, however, public open space is limited and all proposals will be carefully reviewed to balance the benefit to the campus and the University. All requests to place any type of monument, plaque or memorial on any campus of Vincennes University will be reviewed by the University Affairs Committee. Upon completion of the review the Committee will recommend accepting, rejecting or modifying the proposal to the Board of Trustees. Action by the Board of Trustees will be final. Any existing plaque or memorial cannot be taken as a precedent for future approvals.
- B. Subjects for monuments, plaques and memorials should fall into these categories.
 - An individual or group that has contributed significantly to the cultural, social, educational, or historic aspects of the University;
 - An individual or group strongly associated with the University and its history;
 - A significant anniversary of an event unique to the history and development of Vincennes University;
 - Historical or other information relevant to the site/location of the plaque.
- C. The wording on any proposed monuments, plaques or memorials must be approved by the University Affairs Committee. Text should be brief, in language accessible to the public and should avoid use of jargon or acronyms. Text commemorating an historic event should be written following research from a range of authoritative sources and must be verified by a qualified historian. Proofing and checking will be undertaken by the Committee. The use of graphic images will reduce the amount of text that may be included.

II. Criteria

- A. The monument, plaque or memorial have a timeless quality which makes a statement of significance to future generations.
- B. Memorials honoring individuals or a personal event should be represented in a form that has a broader community interest and moves the viewer to a greater understanding of the individual and/or event.
- C. The types of memorials vary greatly in the impact they may have upon the open spaces. The review and process for allowing them to occur on a University campus will reflect those differences. The Committee will consider the quality, scale and character of the monument, plaque or memorial and whether or not it is at a level commensurate with the site the applicant has proposed. The proposal must contribute to the aesthetic quality of

the campus, and should address the reuse, rehabilitation and restoration of an existing feature where appropriate.

- D. Criteria for determining if the proposal is appropriate may include consideration of the person or event being memorialized and the deemed significance to the University.
- Simple plaques or sponsorship of basic accessories and amenities in honor of a person need not meet the same level of significance as larger, complex and more elaborate memorials.
 - The memorial should represent broad community values and have been embraced and supported by the community the memorial is intended to honor.
 - For purposes of renaming roads, walkways, structures or open spaces, the person so honored shall have made significant contributions to the University's mission and purpose.
 - The memorial should have timeless qualities and make a statement of significance to future generations.
 - The location under consideration is an appropriate setting for the memorial.
 - The monument must contribute to the overall aesthetic of the University campus.
 - Should access to any monument be required, those access points must meet all ADA requirements by providing accessibility to all members of the community.
 - The proposed memorial must not create any public safety or security issues.
 - The proposed memorial must have a secular purpose and not advance or inhibit religion.
- E. The University Affairs Committee will take into account the number of existing objects in the vicinity that has been proposed as the site. The University reserves the right to limit the number of memorials in any particular area. The Board of Trustees has final approval of appropriate sites and will determine the exact location of any monument, plaque or memorial.

III. Application Process

- A. Applicants must submit a written proposal with as much identifying information as possible as to the design, size and materials to be used. Applicants should nominate a preferred site in a general location for the placement of the monument, plaque or memorial. Only sites that have relevance to the person, group or event being commemorated should be nominated. The application should include the proposed wording, sketches, copies of any images to be included and artist's renderings. Any sponsorship recognition will also be through the use of wording that has been approved by the University Affairs Committee and the recognition and any logo may not exceed 10% or the area of the overall design.
- B. The applicant must meet and bear all costs associated with the design. Including but not limited to: manufacture, transportation, site preparation, and installation of the monument, plaque or memorial, as well as those for any necessary permits, approvals or insurance bonds required.

- C. Maintenance concerns are a primary consideration and adequate provisions must be made for continued maintenance. The proposal must address any existing and/or future maintenance concerns. In all cases, permanent memorials should be made from durable material that will stand up over time. If an adequate level of maintenance is not continued, the University reserves the right to remove or modify the installation or any portion of the installation.
- D. Approval for a particular site will be granted only if it is consistent with the University's master plan or strategic development framework for that site. The proposed location must not interfere with existing and proposed circulation and use patterns.
- E. Decisions will be confirmed in writing to the applicant.
- F. No application will be considered outside this process. Improvements made to University property become the property of the University. Inscriptions on monuments, plaques and memorials shall constitute the statements adopted by the Board of Trustees as official statements of the University.

IV. Miscellaneous

- A. The monument, plaque or memorial shall be located at the designated site for a period of not less than ten (10) years from the time of installation with the following exceptions:
 - The area in which the item is sited is to be redeveloped.
 - The use of the area in which the item is sited changes significantly in character and the item is no longer deemed suitable for the site
 - The structure or support on which the item has been placed is to be removed or permanently altered.

Consideration will be given to the continued relevance of the monument and every attempt to contact the donors to discuss relocation will be made by the University.

- B. The University wants to make available to its community the opportunity to memorialize deceased students, employees, family members and friends in ways that will benefit current and future students. The University, in conjunction with the Vincennes University Foundation, has established a process whereby those who wish to memorialize someone with a physical representation may contribute money for that purpose. The process complements, but does not replace, other existing avenues for memorial gifts including scholarships, various kinds of endowments and other naming opportunities associated with gifts to enhance or build facilities as well as other appropriate vehicles which contribute to the education of our students.
- C. Under special circumstances donations to a public art fund may be contributed and combined towards a larger united project, which will allow both individual and group donations to be recognized.

Section E Beginning and Ending Employment

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Procedure for Hiring Faculty

Uniformity in hiring faculty ensures the employment of competent individuals who provide quality instruction and believe in the community college philosophy of helping students succeed academically.

Simply stated, the process for hiring faculty begins with the submission of a Request Permission to Hire – Form A from the division/area to the Provost and Vice President for Instructional Services/Dean of the Faculty. If approved, the position is advertised, directing applications to the Director of Human Resources. Applications are reviewed by department/division/area faculty and administration. With the concurrence of the department chair and division/area dean, invitations are extended for interviews. The final decision for hiring is the responsibility of the Provost and Vice President for Instructional Services/Dean of the Faculty based upon the advice and recommendation of the division/area dean.

NOTE: For policies and philosophies related to hiring (“Age Discrimination Philosophy,” “Affirmative Action Policy,” “Anti-Nepotism Policy,” “Affirmative Action Plan for Disabled Persons, Disabled Veterans, and Vietnam Era Veterans”), see Section H – Policies and Section G – General Institutional Philosophies and Procedures.

1. At the request of the hiring supervisor, the Human Resources Office will initially screen the applications received.
2. The Human Resources Office will send a list of the applicants, affirmative action reporting materials, Permission for Background Checking Form, and copies of the applications and resumes to the hiring department.
3. Before an offer is made, the hiring supervisor verifies with the Human Resources Office the salary and applicable fringe benefits to be offered to the successful candidate.
4. After a candidate is selected, the following paperwork must be completed. The immediate supervisor of the person being hired has primary responsibility for completing and submitting these materials.
 - a) Affirmative Action forms
 - b) Payroll Notification Form
 - c) I-9 with copies of proper identification attached: a copy of one item from List A or a copy of one item from List B and one item from List C. (see back of I-9 form for Lists A, B, and C.) The expiration dates on the IDs must be valid. Return the I-9 with attached identification to the Human Resources Office within three (3) days, or the new employee will not receive a paycheck. **Failure to complete the I-9 form before employment subjects the University to a minimum fine of \$25, 000.**
 - d) W-4 Form
 - e) WH-4 Form
5. WH-47 Form (non-Indiana residents, only)

Return as a set all of the documents listed above to the Human Resources Office for processing. If any of the above documents are missing, it is necessary to return the set to the hiring department for completion before the new employee can be entered into the payroll system.

The documents listed above must be completed for all new employees hired, including full-

time, part-time, American students or international students.

A full-time employee hired with benefits must complete the following documents in addition to those listed above.

- a) The TIAA-CREF Retirement Annuity Form
- b) The Employee Personal Information Form

These documents are to be returned to the Human Resources Office. Employees who are eligible for benefits need to contact the Benefits Coordinator in the Human Resources Office to complete insurance forms.

6. The new employee will be expected to attend a new employee orientation session.
7. The Director of Human Resources reviews/approves the Payroll Notification Form and forwards it to the Vice President for Financial Services and Government Relations. Upon receiving the Vice President's approval, the original Payroll Notification Form is forwarded by the Human Resources Office to the Payroll Office.
8. If the position is to be re-advertised, the Director of Human Resources and Vice President for Financial Services and Government Relations must approve.

Procedure for Hiring Professional and Support Staff

1. The hiring department completes the Human Resources Requisition Form, available in the Human Resources Office, with all the requested information and attaches a position description that lists the position qualifications and essential job functions. The hiring department then forwards the Human Resources Requisition Form with the attachment to the Human Resources Office. If the hiring department requests advertisement in outside publications, a list should be attached indicating where it should be sent. (An account number for advertising must be provided at that time.)
2. The Human Resources Director reviews all information on the form and attachment, verifies the requested salary, determines the position control number, and forwards the form to the Vice President for Financial Services and Government Relations.
3. The Vice President for Financial Services and Government Relations approves or disapproves, returns it to the Human Resources Offices, and notifies the hiring department by memo of approval or disapproval.
4. If approved, the Affirmative Action Office determines if underutilization of women, minorities, veterans, and individuals with disabilities exists in the hiring department.
5. The Human Resources Office posts the advertisement at www.vinu.edu and in the VU Vision. Positions may also be listed on the VU Job Line. When underutilization of women, minorities, veterans, and individuals with disabilities exists, appropriate recruiting efforts are made.
6. The Human Resources Office sends the hiring supervisor a memo outlining the hiring procedure and interview guidelines.
7. All applications are received at the Human Resources Office by email, fax, U.S. Postal Service, or they may be delivered in person.
8. At the request of the hiring supervisor, the Human Resources Office will initially screen the applications received.
9. The Human Resources Office sends a list of the applicants, affirmative action reporting papers, Employment at Will Form, Permission for Background Checking Form, and copies of the applications and resumes to the hiring department.
10. An Employment at Will Form, which states that an interview in no way guarantees an individual employment with VU, must be completed by every applicant interviewed.
11. Before an offer is made, the hiring supervisor verifies with the Human Resources Office the salary and applicable fringe benefits to be offered to the successful candidate.
12. After a candidate is selected, the following paperwork must be completed. The immediate supervisor of the person being hired has primary responsibility for completing and submitting these materials.
 - a) Affirmative Action forms
 - b) Payroll Notification Form
 - c) I-9 with copies of proper identification attached: a copy of one item from List A or a copy of one item from List B and one item from List C. (See back of I-9 form for Lists A, B, and C.) The expiration dates on the IDs must be valid. Return the I-9 with attached identification to the Human Resources Office within three (3) days, or the new employee will not receive a paycheck. Failure to complete the I-9 form before employment subjects the University to a minimum fine of \$25,000.
 - d) W-4 form

- e) WH-4 form
- f) WH-47 form (non-Indiana residents only).

Return all of the above documents together to the Human Resources Office for processing. If any of the above documents are missing, it is necessary to return them to the hiring department for completion before the new employee can be entered into the system to be paid.

The above documents must be completed for all new employees hired, whether they be full-time, part-time, American students, or international students.

A full-time employee hired with benefits must complete the following documents in addition to the above documents:

- a) Public Employees Retirement Fund Application, which is for the retirement fund for support staff, or the TIAA-CREF Retirement Annuity form for professional staff.
- b) All new employees must complete the Employee Personnel Information Form.

These documents are to be returned to the Human Resources Office. Employees eligible for benefits need to see the Benefits Coordinator in the Human Resources Office to complete insurance papers.

- 13. The new employee will be expected to attend a new employee orientation session.
- 14. The Director of Human Resources reviews/approves the Payroll Notification Form and forwards it to the Vice President for Financial Services and Government Relations. Upon receiving the Vice President's approval, the original Payroll Notification Form is forwarded by the Human Resources Office to the Payroll Office.
- 15. If the position is to be re-advertised, the Director of Human resources and Vice President for Financial Services and Government Relations must approve.

NOTE: For policies and philosophies related to hiring ("Age Discrimination Philosophy," "Affirmative Action Policy," "Anti-Nepotism Policy," "Affirmative Action Plan for Disabled Persons, Disabled Veterans, and Vietnam Era Veterans"), see Section H – Policies and Section G – General Institutional Philosophies and Procedures.

Temporary, Full-Time, Part-Time Employment and Benefits

A temporary job is one that is expected to last for only a limited period of time, such as a seasonal summer job, or one of less than ninety (90) days. Temporary employees are not eligible for employee benefits such as retirement, insurance, or any type of sick leave or vacation accumulation.

A full-time employee normally works 37½ to 40 hours per week. The majority of support staff positions are regular, full-time positions.

Part-time employees are ineligible for benefits.

Health Insurance Eligibility

Effective July 1, 2002 all new hires must be employed full-time to be eligible for University benefits. For support (non-exempt) and professional (exempt) staff full-time is defined as a minimum of 37.5 hours per week. Faculty must be contracted to teach a minimum of 15 credit hours or 20-22 contact hours per semester for the academic year. In departments where needed, a credit or contact load may be adjusted to meet the curriculum needs, resulting in increased hours in one semester and decreased hours in the second semester. Adjunct and semester-by-semester faculty are not eligible for health insurance. It is the intent of this policy to deal fairly with faculty semester-only hires. Any faculty hired on a semester basis and teaching a full load for four consecutive semesters shall warrant a review for determination of full-time status.

Student Employment

All supervisors of student employees must complete the I-9 process as describes in Item D2 – “Procedure for Hiring Professional and Support Staff” (see step 13.b.) in Section D – Beginning and Ending Employment.

IMPORTANT: Hours for a work study student are to be reported on a green time sheet. Hours for all other student employees are to be reported on a pink time sheet. The minimum hourly rate for student employees is the prevailing minimum wage.

Student employees should not be permitted to work on preparation of examinations. This includes typing, photocopying, stapling, proofreading, and all other forms of preparation. Nor should student employees work on anything of a confidential nature. They should be kept busy at all times, and when no work for them exists, they should be released for the day or sent to another office.

International students must have proper authorization to work in the United State and must contact the International Student Advisor for instructions.

Issuance of Keys and Parking Permits

Keys

The Physical Plant coordinates and controls the lock and keying system for the University. To request keys, complete a Key Requisition form, have it signed by the responsible person, and send it to the attention of the Director of the Physical Plant. When approved, keys may be picked up between the hours of 7:00 a.m. and 3:30 p.m. at the Physical Plant. Upon receipt of the keys, the individual receiving the keys must sign a Key Record Form, which is kept on file in the Physical Plant Office.

Keys to outside doors of University buildings are issued at the discretion of the Director of the Physical Plant to University employees whose work requires them to enter buildings when custodians are not on duty.

All VU employees should make every effort to safeguard the security of buildings. Promptly report to the Director of the VU Police Department in as much detail as possible loss of keys or knowledge of unauthorized persons gaining access so that appropriate corrective action can be taken.

Do not lend keys to anyone. Do not make duplicates of keys. Reproduction of keys to the University lock system by anyone other than the University locksmith is not authorized.

Parking Permits

The VU Campus Police Department coordinates and distributes parking permits. To request a parking permit, complete a Parking Permit Registration form at the VU Police Department.

Termination of Employment – Effect on Benefits

1. An employee on a nine- or twelve-month contract who resigns, retires, or is terminated will be removed from the payroll effective with the ending date of employment. Approved retirement benefits will continue for retirees who have met the University's retirement policy requirements.

Fringe benefits for all other employees will cease upon removal from the payroll. Earned vacation days are paid at the time the final paycheck is issued.

Medical benefits for all employees who do not qualify for retiree benefits will cease at the end of the month in which termination of employment occurs.

2. The Health Insurance Portability and Accountability Act (HIPAA) became law in August 1996. Beginning January 1, 1998, Vincennes University is required to provide a certificate of health coverage to those who lose insurance coverage.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits the circumstances under which coverage may be excluded for medical conditions present before you enroll. Under the law, a pre-existing exclusion generally may not be imposed more than twelve months (eighteen months for a late enrollee). The twelve-month (or eighteen month) exclusion period is reduced by your prior health coverage. If you buy health coverage other than through an employee group health plan, a certificate of prior coverage may help you obtain coverage without a pre-existing condition exclusion. Contact your State insurance department for further information.

To obtain a Certificate of Health Insurance (available in the Human Resources Office), see the Benefits Coordinator.

3. A terminating employee is entitled to a Continuation of Benefits for health insurance for a period of eighteen months. This is known as COBRA, and the employee is responsible for the entire costs (employer and employee contribution) for a period of eighteen months. A COBRA packet will be sent to you from the Plan Administrator of COBRA benefits.
4. A retiring employee should review health benefits described in Item E6 – “Health Insurance – Retiree” in Section E – Compensation Benefits.

Termination Procedures for All Employees

1. Notify your immediate supervisor (department chair, division dean, vice president, or president) verbally and in writing that you are leaving the University. Include your last date of employment. The Supervisor may also provide an appropriate resignation form for the employee to sign.
2. The appropriate supervisor is responsible for completing a Payroll Notification Form reporting the last day of employment. At that time, the supervisor should also inform the individual leaving the University you to make arrangement for an exit interview with the Director of Human Resources.
3. Besides the Exit Interview, the individual leaving the University must meet with the Benefits Coordinator to review mandated and optional benefits and with the Payroll Department to determine any earned retirement benefits.
4. When retiring, it is recommended that each employee make an appointment with the appropriate retirement agency/agencies to discuss retirement options. This process should begin at least several months prior to retirement to allow time for planning. Within two to three months of retiring, contact the Social Security Administration.
5. Persons who are ending their employment with the University are required to turn in all keys to the Physical Plant and parking tags to the Human Resources Department.
6. Persons who are ending their employment with the University must go to the Management Information Center to terminate computer access. Retirees may request email access.

Section F Benefits

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Disability Income

BENEFIT: Long-Term Disability Income Insurance

ELIGIBILITY: Coverage is optional for all full-time employees upon employment.

COVERAGE: After a waiting period of six months, if an employee is totally disabled from performing the duties of his or her occupation due to sickness or accidental bodily injury, he or she will receive 60 percent of his or her basic monthly earnings rounded to the nearest \$100.00, up to \$5,000.00, or a minimum of 10 percent or \$100.00. The plan offers a Return to Work Incentive.

This coverage is coordinated with any benefits payable under the State Retirement disability plan and the Social Security disability plan so that the total payment from all sources is 60 percent of basic monthly earnings. Complete details are available in the Human Resources Office.

COST OF PLAN: The premium rate is shared on a 50/50 basis between Vincennes University and the employee.

Vacation Policy for Full-time Professional and Support Staff

Full-time professional and support staff employees accrue vacation based on the following schedule:

<u>Vacation Earned During:</u>	<u>75 Hour Work Week Hours Per Pay Period:</u>	<u>80 Hour Work Week Hours Per Pay Period:</u>
0 – 4 years-	2.88 (10 days per year)	3.08 (10 days per year)
5 – 9 years	3.46 (12 days per year)	3.69 (12 days per year)
10 – 14 years	4.32 (15 days per year)	4.62 (15 days per year)
15 years or more	5.77 (20 days per year)	6.15 (20 days per year)

1. Vacation will be earned each pay period based upon the number of hours in a regular pay status and years of service. Regular pay status time includes scheduled regular work hours, paid sick time, paid vacation, paid holidays, and other approved absences. Overtime and special payments shall be excluded. Nine, ten, and eleven month staff will earn vacation based upon years of service and the ratio of 9/12, 10/12, and 11/12 (respectively) of the twelve month total.
2. Vacation time may not be utilized during the initial three (3) months of employment.
3. Vacation time will be available for use upon accrual except during the initial three (3) month probationary period. Vacation periods shall be arranged in advance with the appropriate supervisor. Vacation should be reported in one hour increments with a minimum of one hour per day.
4. The maximum accrual at any time shall be twice the annual allowance. Vacation time will not carry over beyond the two-year maximum accumulation. After the maximum vacation allowance is reached, no further vacation accumulation will occur until vacation time is used.
5. At the time of separation from the University, unused vacation time will be paid in a lump sum at the employee's current rate of pay not to exceed the maximum that can be earned in one year. The last day worked shall be the last day for which vacation leave is accrued. Vacation days may not be used to extend the termination date. An employee terminating during the probationary period will be paid all accrued vacation.
6. Vacation or other accrued time cannot be used in lieu of notice of resignation.
7. No employee will be granted extra pay in lieu of accrued vacation.
8. Vacation allowances will not be granted to temporary employees. Such employees appointed to a regular, full-time position would receive vacation allowance only for time served in the regular, full-time position.
9. Employees paid from grant funds must generally utilize vacation prior to the expiration of the grant. Any questions concerning use of vacation or final payment of vacation should be directed to the grant administrator.

Sick Leave for Faculty, Support, and Professional Staff

The Support Staff Sick Leave Policy and the Faculty and Professional Staff Sick Leave Policy have been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

Unused sick leave is not paid out when an employee terminates or retires from Vincennes University.

A department may require a physician's statement if an employee is absent from work for three days or more.

In situations where an employee has excessive absences, the supervisor may request a physician's slip for each day of sick leave.

Policy on Family and Medical Leave Act of 1993

General Provisions

In accordance with the Family and Medical Leave Act of 1993 (FMLA), eligible employees will be granted up to twelve (12) weeks of family and medical leave during any twelve-month period.

Eligibility

In order to qualify to take family and medical leave under this policy, the employee must meet the following conditions:

- A) The employee must have worked for the employer at least 12 months or 52 weeks, as of the date of the employee's request.
- B) The employee must have worked at least 1250 hours during the 12-month period immediately before the date when the leave would occur.

Type of Leave Covered

In order to qualify as FMLA under this policy, the employee must be taking the leave for one of the reasons listed below:

- A) the birth of a child and in order to care for that child (leave must be concluded with 12 months after the birth);
- B) the placement of a child with the employee for adoption or foster care (leave must be concluded with 12 months after placement);
- C) to care for a spouse, child, or parent with a serious health condition;
- D) the serious health condition of the employee which makes the employee unable to perform the functions of the job.

Employee Requirements under FMLA

- A) The employee is required to submit a medical certification to support the request for leave to care for a child, spouse, or parent with a serious health condition or leave necessitated by the employee's own health condition.

DOCUMENTATION

All employees requesting FMLA leave must provide Human Resources with verbal or written notice of the need for the leave. The University will require certification for the employee's serious health condition. If the reason for the leave is for the care of a family member, the University will require certification for the family member's serious health condition. The certification should be submitted directly to the Human Resources Office.

The Human Resources Director may require a second opinion from a designated health care provider, at no cost to the employee, if there is reason to doubt the validity of the original medical certification. If there is a difference between the two opinions, the Human Resources Director can require a third opinion from a mutually agreeable health care provider, at no cost to the employee, which shall be final and binding.

From time-to-time, re-certification of the employee's medical condition under the above procedure may be required. Re-certification can be required periodically, but not more than every thirty (30) days, unless an extension of the medical leave of absence is required, medical circumstances have changed significantly, there is reason to doubt the validity of the prior certification, or the employee is unable to return to work at the end of the extended medical leave of absence.

- B) The employee is required to report monthly on the status of his/her leave.
- C) A 30-day advance notice, if practicable, where the necessity for leave is foreseeable is required.
- D) An employee who requests intermittent or reduced leave must provide a thirty (30) day notice, if the necessity for leave is foreseeable based on planned medical treatment. The employee must make a reasonable effort to schedule the treatment so as not to disrupt the operations of the employer unduly, subject to the approval of the health care provider, and is required to obtain certification of the dates and duration upon which treatment is expected to be given. Intermittent leave may not exceed a total of twelve (12) weeks over a 12-month period.
- E) The employee must originate the request for the FMLA, except in the case of an emergency, at which time the supervisor will submit the request on behalf of the employee. This may be done verbally or in writing.

Benefits to the Employee

- A) Eligible employees are entitled to a total of 12 workweeks of leave during any 12-month period. FMLA leave is unpaid. However, the employee is encouraged to use paid sick leave, overtime, or vacation leave as part of the twelve weeks leave, and this portion of the leave is then paid.
- B) Health and dental insurance will continue during the leave period at the same level and under the same conditions as if the employee had continued work. If the employee chooses not to return to work for reasons other than a continued serious health condition, he/she will be required to reimburse the university the amount paid for the employee's health and dental premiums during the leave period.
- C) Vacation and sick time will not accrue during the unpaid portion of Family and Medical Leave.
- D) Seniority (if applicable) shall continue to accrue for the 12 weeks allowed under Family and Medical Leave.
- E) If both spouses work for the University and are eligible employees, their aggregate entitlement

to leave is twelve (12) weeks for the birth of a child or placement of a child for adoption or foster care.

- F) An employee who takes leave under this policy will be able to return to the same position with equivalent status, pay, benefits and other employment conditions. Family and Medical Leave will not result in a loss of any benefit, that was accrued before the leave begins.

Leave for Illness

- A) An employee's eligibility to accumulate sick time or vacation time ends when he/she is not providing active service at work or is not in pay status.
- B) When an employee's paid sick days are limited, Human Resources and Payroll will assist in using the paid days to pay for eligible fringe benefits, if the employee requests this assistance.

Denial of Family and Medical Leave of Absence

An employee's rights to Family and Medical Leave of Absence may be delayed or denied if

1. timely advance notice of the foreseeable leave is not given,
2. timely submission of required certification is not made by the employee,
3. the employee fails to provide required fitness-for-duty certification,
4. the employee expresses his or her intention to return to work,
5. the employee fraudulently requests or obtains a medical leave of absence.

Family and Medical Leave of Absence Policy

The Family and Medical Leave of Absence Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

Extended Medical Leave of Absence

Eligibility

An employee who has exhausted the 12 weeks of Family and Medical Leave of Absence and is still unable to return to work is eligible to request an Extended Medical Leave of Absence for personal serious health conditions, including childbirth. The employee must be a regular full-time employee.

Duration

An eligible employee shall receive up to six (6) months of medical leave (which includes the 12 weeks used as FMLA) before termination of the employee's services. The employee must make a reasonable effort to schedule medical leave so as not to disrupt University operations.

Status of Benefits

Paid and Unpaid Leave – Same as for FMLA (see “Benefits to Employees” in Item E2 – Sick Leave for Faculty, Support, and Professional Staff).

Return to Work

An employee on medical leave must provide the Human Resources Director written notice not less than ten working days in advance of the date on which the employee wishes to terminate the leave and return to work. A fitness-for-duty certification from a health care provider will be required for a return to work following any medical leave of absence and must show that the employee's ability to perform the essential functions of the job, with or without reasonable accommodations. If an employee cannot so perform the essential functions of the job and a vacancy exists in another position for which the employee is otherwise qualified, the employee will be considered for said position consistent with the rules below.

1. If the employee, without an excuse acceptable to the Human Resources Director, fails to return to work upon, or within three working days after, the return date specified in the written notice, the Human Resources Director may treat such failure as a voluntary termination of employment and a waiver of any right to reinstatement.
2. Six-month Rule – An employee who has been on continuous medical leave status, which includes time on Family and Medical Leave of Absence, and also including any time credited to sick leave or accrued vacation prior to application for extended medical leave, shall be reinstated to the same or comparable position in University employment at not less than the same compensation rate as that held at the beginning of leave status.
3. One-year Rule – If an employee has been on continuous medical leave status, including any time credited to Family and Medical Leave of Absence, sick leave and/or accrued vacation time prior to the application for extended medical leave, for a total period of more than six (6) months, but less than one (1) year prior to returning to work, the University will make a good faith effort, subject to availability of funds and vacant positions, to reinstate the employee in the same position or a position of comparable status, compensation, and employment rights. The University cannot, however, ensure that an employee returning to work after a leave of absence of more than six months' duration will be reinstated.
4. Termination – An employee's employment will automatically be terminated at the conclusion

of the six months of medical leave, including the twelve (12) weeks of FMLA, if the employee is unable to return to work.

5. Responsibility – It is the employee’s responsibility to respond in a timely manner to any inquiry concerning the intent to return to work and to advise the Human Resources Director and the appropriate supervisor immediately following a decision not to return to work.

Documentation

Employee Request for Extended Medical Leave of Absence must be submitted in writing, accompanied by a statement from a health care provider to the supervisor with a copy to the Human Resources Director. A letter will be sent to notify him or her if the request is approved.

The Human Resources Director may require a second opinion from a designated health care provider, at no cost to the employee, if there is reason to doubt the validity of the original medical certification. If there is a difference between the two opinions, the Human Resources Director can require a third opinion from a mutually agreeable health care provider, at no cost to the employee, which shall be final and binding.

From time-to-time, re-certification of the employee’s medical condition under the above procedure may be required. Re-certification can be required periodically, but not more than every thirty (30) days, unless an extension of the medical leave of absence is required, medical circumstances have changed significantly, there is no reason to doubt the validity of the prior certification, or the employee is unable to return to work at the end of the extended medical leave of absence.

Confidentiality

Vincennes University complies with appropriate privacy laws, and all medical certifications and related health histories of the employee shall be handled and treated as a confidential medical record.

Denial of Medical Leave of Absence

An employee’s rights to an Extended Medical Leave of Absence may be delayed or denied if

1. timely advance notice of a foreseeable leave is not given,
2. timely submission of required certification is not made by the employee,
3. the employee fails to provide required fitness-for-duty certification,
4. the employee expresses his or her intention to return to work, or
5. the employee fraudulently requests or obtains a medical leave of absence.

Premium Conversion Plan

Vincennes University has adopted a Code 125 “Premium Conversion Plan.” This provides employees with a flexible benefit plan that allows them to pay their share of health insurance premiums on a before-tax basis. This salary reduction will not be subject to federal, state, and local income taxes. (When contributions are converted from an after-tax deduction to a before-tax deduction, employees generally come out ahead in terms of take-home pay.) This plan will only apply to those employees contributing to the University health insurance premiums.

Each employee’s health premium contribution will be considered pre-tax **unless a signed waiver form is on file in the Business Office.**

The Economic Growth and Tax Relief Reconciliation Act of 2001 allows higher contribution limits to employee sponsored 403(b) plans.

Flexible Spending Accounts

Vincennes University offers employees Flexible Spending Accounts (FSAs). By taking advantage of tax laws, FSAs work with other benefits to save the employee money. There are two types of FSAs:

- A Health Care Reimbursement Account allows the employee to set aside pre-tax money tax-free to help pay for expenses not covered by medical insurance, and
- A Dependent Care Reimbursement Account allows the employee to use pre-tax money to help pay for dependent care (day care) services that are necessary in order for the employee to work.

The money the employee sets aside in FSAs will be redirected from paychecks in equal amounts throughout the calendar year. “Redirected” means it goes into the Flexible Spending Account before withholding taxes are deducted. In this way, participants may lower their taxable income and pay less in taxes.

Health Insurance – Anthem Blue Access (PPO)

Vincennes University employees eligible to receive fringe benefits have the option of being covered under the Anthem Blue Access (PPO) plan. The employee may choose to enroll in a single health plan or a family plan. If the employee and a spouse are both employed with Vincennes University and eligible to receive fringe benefits, they may each choose a single plan, or elect to enroll in a family plan.

BENEFIT: Group Health and Dental Insurance

PROVIDER: Anthem Blue Access/PPO

ELIGIBILITY: Only full-time permanent employees are eligible: dependents of full-time employees who qualify for Federal income tax exemption are eligible up to the end of the calendar year during which they reach the age of 26.

MEDICAL PLAN: Vincennes University's group health insurance coverage is a key component of our total compensation package, and we are doing our best to preserve the value of that coverage. While our goal is to minimize the costs of premiums and changes in coverage, our health plan will need to continually adapt in ways that encourage informed healthcare choices. Since the University's plan is a self-funded plan, the University continues to make changes in the benefit design to encourage each employee to become better health care consumers.

DENTAL CARE PLAN: The Dental Care Plan provides for stated expenses for the benefit year to a maximum of \$750 per enrolled member or dependent, after a \$50 deductible, with reimbursement at 80% of Usual & Customary charges.

A complete description of health insurance coverage and dental coverage is available on line at the University's Benefit Web Page.

Health Insurance – Retiree

The University continues to provide health insurance benefits to eligible retirees. Eligibility conditions have changed over the years, and employees should carefully consider the applicable requirements and plan accordingly.

Effective October 1, 2003, employees hired prior to July 1, 1997, must have 20 years of continuous full-time service with Vincennes University and have reached the age of 55, or must have 10 years of continuous full-time service and have reached the age of 65 to receive the University insurance benefit. Employees hired on or after July 1, 1997 until June 30, 2003 must satisfy the age and service requirements pursuant to the following schedule.

Continuous Full-Time Service	
<u>With Vincennes University</u>	<u>Age</u>
20	65
21	64
22	63
23	62
24	61
25	60
26	59
27	58
28	57
29	56
30	55

Eligible retirees hired July 1, 1997 to June 30, 2003 may obtain the same health insurance coverage as active employees receive, except that dental coverage for eligible retirees and dependents shall stop for each person at age 65. Eligible retirees and their dependents must enroll in Part A and Part B of the Medicare program when eligible and the coverage becomes a Medigap policy.

Eligible employees hired on or after July 1, 2003 may obtain the same coverage as those eligible retirees hired prior to July 1, 2003, except that health insurance coverage under the University plan stops for eligible retirees and dependents when each person becomes eligible for Medicare.

The dependents of an employee who has met the retiree eligibility requirements prior to retirement are eligible to continue health coverage, as if the employee had retired. However, the dependents must have been covered under the health insurance policy at the time of the eligible employee's death.

EXTERNALLY FUNDED PROGRAMS: Programs that are externally funded or are programs for which the University is the fiscal agent, will have sole responsibility to bear all health insurance costs for employees hired through those programs. **Employees hired prior to July 1, 2001** – It is the University's intention to charge all appropriate costs for health care (active and retiree) to the appropriate program. Should the program be discontinued and a retiree is adversely affected, the University will be responsible for the employer share in accordance to University policy. **Employees hired after July 1, 2001** – It is the University's intention to charge all appropriate costs for health care (active and retiree) to the appropriate program. Should the program be discontinued and a retiree is adversely affected, the University **will not** be responsible for the employer contribution. However, any retiree adversely affected will have the option to participate in Vincennes University's health plan but must bear 100% of the premium costs.

See Section C – Board of Trustees Policy Manual – Fringe Benefits for the complete policy as approved by the Board of Trustees.

ELIGIBILITY: Employees who meet the full-time continuous service requirements described in the first paragraph.

COVERAGE: Qualified retirees receive the same health insurance coverage as active employees. Dental coverage is available for members and dependents under age 65. Dental benefits are determined by the qualifying age of the retiree, not his/her dependents. The University coverage becomes a “Medigap” policy, which may be used to fill gaps in the coverage provided by Medicare. The Medical Program has two parts: Part A is hospital insurance (HI), and Part B is Supplementary Medical Insurance (SMI). All retirees who are 65 must sign up for Medicare Parts A and B.

Retirees may complete an Authorization Agreement for Pre-authorized Payments from either a checking or savings account, an authorization which allows a monthly premium draw on the 10th of each month.

MODIFICATION AND COST OF PLAN: The University reserves the right to modify all existing health benefits for active and eligible retired employees, to modify the portion of the insurance premium which the University will pay on behalf of active or retired employees, and to modify the costs of any plans. The University intends to continue to pay the same percentage of the health insurance cost for its eligible retirees as it does for its employees, but reserves the right to change this policy.

CONTINUOUS SERVICE: It is the University's intent to reward longevity and uninterrupted service. However we do understand special circumstances may arise i.e. family leave, sabbaticals, or family emergencies, that will cause an interruption of continuous full-time service. Each Vice President will be responsible for reviewing these instances of service interruptions on a case by case basis for those employees working within their respective areas of responsibility and make a recommendation to the President, whose decision will be final in that regard.

DEPENDENT COVERAGE: At no time will a retiree be permitted to add new dependents.

Health Insurance – Retiree Policy

The Health Insurance - Retiree Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-VII FRINGE BENEFITS of this University Manual.

Voluntary Benefits Available Annually at Open Enrollment Periods

The University works with several carriers to facilitate participation in voluntary insurance programs for employees. Employees who desire additional benefits to supplement their University benefits can make contributions via payroll deduction. The University makes no contributions to these programs. The current array of voluntary benefit plans include personal cancer income replacement coverage, a whole-life insurance plan, supplemental dental coverage, and an eye care plan. Employees may enroll in the voluntary benefit programs only during the annual open enrollment period.

AFLAC

The Personal Cancer Indemnity Plan is a lifetime plan available for employees between the ages of 18 and 70. The Plan offers two levels. Level 2 provides a \$2000 first occurrence benefit; Level 3 provides a \$5000 first occurrence benefit.

1. First Occurrence
2. Hospital Confinement
3. Radiation and Chemotherapy
4. Cancer Screening Wellness
5. Surgical/Anesthesia
6. NCI Evaluation and Consultation
7. Home Health Care
8. Dependent Care Coverage Available

AFLAC makes your health insurance coverage more “complete” by paying benefits directly to you. These case benefits, unless assigned, are paid to you regardless of any other insurance you may have – to be used where you decide.

ELO – Employee Life Option

The ELO Program, a whole-life insurance policy, administered by Boston Mutual Life Insurance Company, is offered via payroll deduction and does not duplicate or replace any of your present benefits.

The ELO Program offers these advantages to you:

1. Guaranteed Rates
2. Guaranteed Benefits
3. Flexibility
4. No Physical Exams
5. Current Interest Rates
6. Portability
7. Guaranteed Issue Limits
8. Open to all Dependents

HRI Dental

The HRI Dental plan offers the following benefits:

1. No deductibles
2. No claim forms
3. No pre-existing condition clauses
4. No balance billing. Participating providers accept HRI's maximum allowable fees.
5. A large dentist network, including specialists
6. Exams, x-rays, routine cleanings, and fluoride covered at 100% with few limitations
7. Pre-tax benefits in Section 125 plans
8. Many covered procedures
9. High maximum annual benefits per covered member

VSP Eye Care

The VSP Eye Care plan offers the following benefits:

1. Great access to doctors
2. Excellent health protection
3. High quality
4. Access to innovative eye care benefits
5. Annual lens replacement
6. Bi-annual frames replacement
7. Dependent care coverage

Life Insurance

BENEFIT: Term Life Insurance

ELIGIBILITY: Mandatory upon employment for all benefit eligible employees

COVERAGE: Life insurance coverage is based upon the employee's yearly salary rounded to the nearest thousand. Coverage is reduced by 30 percent at age 65 and to \$10,000 at age 70. Maximum coverage is \$150,000. Employees are covered the first day of the month after employment.

SUPPLEMENTAL LIFE: At the option of the employee, an additional amount of life insurance is available equal to the basic amount. The optional life insurance is also reduced at age 65 and terminated at age 70. Maximum coverage is \$150,000. Employees are covered the first day of the month after employment.

COST OF PLAN: The University pays the full cost of the basic term life coverage. The University and employee share the premium cost of the Supplemental Life. For additional information, you may contact the University's Benefit Coordinator in the Human Resources Office.

LIVING BENEFIT: If employees become terminally ill while their life insurance is in effect, they may apply to receive a portion of their insurance benefit while they are living. Employees may elect any amount up to a percentage of their employee life insurance benefit, after any age reduction, as of the day their application is approved. The percentage, the maximum Living Benefit Payment, and the minimum amount of insurance required for this benefit are shown in Section II-Schedule of Insurance (Contact the Human Resources Office for information). An interest charge will be deducted from the Living Benefit Payment to reflect the cost of providing this benefit in advance of death.

Group Term Life Insurance, Accidental Death and Dismemberment Insurance and Optional Group Term Life Insurance Policy

The Group Term Life Insurance, Accidental Death and Dismemberment Insurance and Optional Group Term Life Insurance Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-VII FRINGE BENEFITS of this University Manual.

Payroll

No checks will be issued if an I-9 verification is not complete.

All time sheets for hourly paid employees and overtime sheets for salaried employees must be presented to the Payroll Department on or before noon of the alternate Wednesdays following the pay periods and must be properly reviewed and bear all appropriate signatures.

Time sheets must contain full information (complete name, date, hours, job, salary rate, etc.) and must be signed by the department supervisor.

Payroll notification forms must be turned in ten (10) days prior to the payday the changes are to be effective. If the forms are not received by that time, they will not be processed. Any adjustment, especially pay rate, will then be reflected retroactively on the following payday. There will be no manually typed checks. If an emergency exists and a check must be written, prior approval from the Controller is required.

Final checks are issued on the regular payday for the pay period in which termination occurs.

All University payroll checks are ready for distribution by 10:00 a.m. on alternate Fridays. If a holiday falls on Friday, payroll checks are distributed Thursday.

Lost Paycheck

Immediately notify both the supervisor and the Payroll Department if a paycheck becomes lost. The Payroll Department then submits a stop payment order to the bank and issues a new paycheck to the employee only after confirmation of the stop payment notice by the bank. Such confirmation can take ten or more days.

Do not cash or deposit a recovered lost paycheck after the Payroll Department has been notified; instead, return the paycheck to the Payroll Department for proper disposition.

Direct Deposit

All new employees are required to use direct deposit. Students, adjunct faculty and employees hired in a temporary position of less than a month's duration are exempt from Direct Deposit. To authorize direct deposit of paychecks, complete and return a "Direct Deposit Authorization Agreement" to the Payroll Department in the Business Office.

Holidays

A schedule of days when the offices are to be closed is distributed annually by the Vice President for Financial Services and Government Relations. The employee must be in pay status the day before and the day after a holiday to receive holiday pay.

A few employees' regular work hours require that they work on Saturday and Sunday. Thus, their days off fall between Monday and Friday. When the holiday for the rest of the employees working Monday through Friday falls on these employees' days off, they are allowed a choice between a day(s) off or an extra day(s) pay at the base hourly rate. Such day(s) will not be considered in determining overtime pay and must be taken within the same period and with the approval of the supervisor.

Retirement for Faculty

BENEFIT: Retirement for Faculty

PROVIDER: Indiana Public Retirement System (INPRS)

ELIGIBILITY: All full-time faculty hired prior to July 1, 2003

COVERAGE: Provides annual retirement benefits of 1.1 percent of the highest five earned school year salaries multiplied by the number of years of creditable service. This pension portion is funded by the University contribution paid to the retirement fund. The other element of the retirement benefits is an annuity purchased by employees' contributions plus interest. Since 1986-87, the University has paid the employees' contribution of 3 percent to purchase this annuity.

A member may become eligible for normal (unreduced) retirement

- at age 65 with at least 10 years of creditable service, or
- at age 60 with at least 15 years of creditable service, or
- at age 55, if age and creditable service total at least 85 (Rule of 85).

Early retirement is available at age 50 with 15 or more years of creditable service. However, in this case, the retirement benefit will be reduced since payments begin earlier and are spread over a longer period of time. A member retiring early receives a percentage of the state's pension portion, according to the following chart.

<u>Age</u>	<u>% Benefit</u>
59.....	89.0%
58.....	84.0%
57.....	79.0%
56.....	74.0%
55.....	69.0%
54.....	64.0%
53.....	59.0%
52.....	54.0%
51.....	49.0%
50.....	44.0%

COST OF PLAN: For the pension portion of the plan, the University contributes the State mandated percent annually; for the annuity portion of the plan, the University contributes 3.0 percent.

Retirement for Professional and Support Staff

BENEFIT: Retirement for Professional and Support Staff

PROVIDER: Indiana Public Retirement System (INPRS)

ELIGIBILITY: All full-time professional staff hired prior to July 1, 2003 and all full-time support staff hired prior to July 1, 2013.

COVERAGE: Provides annual retirement benefits of 1.1 percent of the average of the highest five earned school year salaries multiplied by the number of years of creditable service. This pension is funded by the University contribution paid to the retirement fund. The other element of the retirement benefit is an annuity purchased by employees' contributions plus interest. Since 1983-84, the University has paid the employees' contribution of 3.0 percent to purchase this annuity.

Members become eligible for normal (unreduced) retirement benefits

- at age 65 with at least 10 or more years of creditable service under PERF, or
- at age 60 with at least 15 or more years of creditable service under PERF, or
- at age 55, if age and creditable service under PERF total at least 85 (Rule of 85).

Early retirement is available between the ages of 50 and 59 with 15 or more years of creditable service. However, in this case, the retirement benefit will be reduced since payments begin earlier and are spread over a longer period of time. A member retiring early receives a percentage of the state's pension portion, according to the following chart:

<u>Age</u>	<u>Pension</u>
65.....	100%
64.....	98.8%
63.....	97.6%
62.....	96.4%
61.....	95.2%
60.....	94.0%
59.....	89.0%
58.....	84.0%
57.....	79.0%
56.....	74.0%
55.....	69.0%
54.....	64.0%
53.....	59.0%
52.....	54.0%
51.....	49.0%
50.....	44.0%

COST OF PLAN: For the pension portion of the plan, the University contributes the State mandated percent annually; for the annuity portion of the plan, the University contributes 3.0 percent.

Retirement Annuity

BENEFIT: Retirement Annuity for Faculty and Professional Staff

PROVIDER: TIAA-CREF Life Insurance and Annuity Company

ELIGIBILITY: All full-time faculty and professional staff who are on TRF or PERF after five years of service

Since Vincennes University is an educational institution, employees may take out a tax-deferred annuity with a company of the employee's choice and have reduction in compliance with the IRS regulations. TIAA-CREF is one of many companies which provide such an annuity.

Defined Contribution for Faculty, Professional Staff and Support Staff

BENEFIT: Defined Contribution (403B) Retirement Plan

PROVIDER: TIAA-CREF

ELIGIBILITY: All full-time benefit eligible employees hired on or after July 1, 2013.

COVERAGE: The University contributes 10% of the eligible employee's salary to TIAA-CREF. The University contributes 12% of the eligible employee's salary to TIAA-CREF for full-time faculty and professional staff hired on or after July 1, 2003 and prior to July 1, 2013.

The employee has several investment options with the plan. The retiree may begin to draw from the plan at age 59 ½ and must make deductions by age 70.

Tax Deferred Annuities

BENEFIT: Payroll Deduction

PROVIDER: TIAA-CREF

ELIGIBILITY: All full-time University Employees

Because Vincennes University is an educational institution, employees may take out a tax-deferred annuity with a company of the employee's choice and have payroll deduction in compliance with the IRS regulations. The TIAA-CREF Supplemental Retirement Annuity is the account most commonly used among University employees.

The IRS sets the annual contribution ceiling for tax deferred annuities. Please refer to the VU Benefits Website for the current year's annual limitation

Social Security

BENEFIT: Old age, survivors, and disability insurance and Medicare

PROVIDER: Federal Social Security Act

ELIGIBILITY: All employees

COVERAGE: Social Security benefits provided by the Federal Social Security Act

COST OF PLAN: The University and employee contribute equal shares of the cost of Social Security and Medicare. Effective January 1, 1991, the law was changed to divide the Social Security and Medicare into separate categories.

Worker's Compensation

BENEFIT: Compensation for employees and family for job-related injury and death

ELIGIBILITY: All full-time and part-time employees (including student employees)

COVERAGE: Disability payments begin seven (7) days after an employee becomes disabled and compensate the injured employee for lost time and medical expenses as stipulated under the Worker's Compensation and Occupational Disease Act of Indiana.

Worker's Compensation Coverage

The Worker's Compensation and Occupational Disease Act of Indiana provides protection for all University employees (including student employees) who are injured while carrying out the assigned duties both on the premises of the University and while traveling on University business. The Act stipulates that the employer (or its insurance carrier) compensate the injured employee for lost time and pay medical expenses incurred.

Worker's Compensation Leave Procedures

NOTE: A worker's compensation leave is considered a medical leave of absence as set forth in this Manual and is subject to the same terms and conditions of a medical leave of absence. See Item E10 Medical Leave of Absence in this section.

Because an employee who wishes to use vacation time and sick leave as they accrue may change back and forth between in-pay status and out-of-pay status during the course of one worker's compensation leave, the department should not process a payroll change to place the employee on a leave without pay status.

Reporting Procedures

Work-related injuries and illnesses must be reported to the Human Resources Department as soon as possible. As a second step, the employee's supervisor must complete an Employer's Report of Injury/Illness (available in the Benefit Coordinator's office or on the VU website). The form must be completed even if the employee does not seek medical attention at the time. It is important that the Benefits Coordinator have this information promptly, so a telephone call or a FAX copy of the report is encouraged.

NOTE: If the person completing the report does not have first-hand knowledge of the injury/illness, indicate this fact on the form.

Fatalities or serious injuries are to be reported by telephone immediately to the Director of Human Resources, the Benefits Coordinator, and the Vice President for Financial Services and Government Relations. The Benefits Coordinator in the Human Resources Department forwards all reports to the University's worker's compensation carrier and maintains loss records and files.

Indiana law requires that the Industrial Board receive reports within seven (7) days of the onset of

injury or illness. Thus, the Benefits Coordinator may request a written explanation from the employing department when reports are received after the deadline.

Medical Treatment

Whenever practical, Vincennes University campus employees should be referred to the University nurse for treatment. The medical staff at the nurse's office will make the contact to arrange for appropriate treatment.

During the employee's initial visit to the Medical Center of Vincennes, or a designated facility for all other VU campuses or sites, to be treated for job-related injury, the employee is considered in regular pay status.

NOTE: A Vincennes Campus employee who wishes to seek medical treatment beyond the initial visit to the Medical Center of Vincennes should first contact the Benefits Coordinator for assistance in selecting a health care provider. Employees at other campuses or sites who wish to seek further medical treatment should likewise contact the Benefits Coordinator in selecting a health care provider.

If an employee misses seven (7) or more consecutive days of work due to a work-related injury or illness, the employee must provide to his or her supervisor, immediately after the seventh day, a statement from the attending physician as to a diagnosis and probable length of disability and any work restrictions resulting from the work-related injury or illness. The supervisor should retain a copy for the employee's file and forward a copy to the Human Resources Department.

The Health Office will furnish attending Health Nurse Reports required by the insurance carrier. If the employee receives treatment outside the Health Office, the insurance carrier will secure the necessary reports.

Payment for Compensation and Medical Expenses

Claims received by the department or employee for treatment of a work-related injury or illness should be forwarded to the Benefits Coordinator in the Human Resources Department. An employee will be reimbursed by Worker's Compensation for travel necessary for treatment outside the county.

If the injury/illness causes temporary total disability of more than seven (7) days' duration, the insurance carrier will compensate the employee for lost time as stipulated under the Worker's Compensation Act. In the event that payment for compensation or lost time exceeds twenty-one (21) calendar days, retroactive payment will be made for the first seven (7) calendar days.

Claims Status

The Human Resources Benefits Coordinator will notify the respective department when the carrier makes compensation payments to an employee. It is the responsibility of the employing department to notify the Human Resources Department of the employee's status.

Procedures

1. Worker's Compensation for lost time is not effective until the eighth calendar day. If available, vacation and/or sick leave may be paid for all normally scheduled work periods during the first

seven (7) calendar days.

2. If lost time exceeds seven (7) calendar days, the insurance carrier will pay worker's compensation to the employee based on the amount provided at that time by the Worker's Compensation and Occupational Disease Act. With approval of the employee, compensatory-time, vacation, overtime, and/or sick leave may be used to pay the difference between the amount of the compensation payment and his or her average earnings.

If the employee wishes to use his or her vacation and/or sick leave for this purpose, the Payroll Department will compute the difference between his or her average/normal earnings and the amount of his or her worker's compensation payment for the pay period. Compensatory-time, vacation, and/or sick leave will then be used to pay the difference.

3. The employing department must check weekly to determine that the leave time reported for payment does not exceed the earned/unused time available.
4. If compensation for lost time is paid in excess of twenty-one (21) calendar days, retroactive compensation will be paid for the first seven (7) calendar days. If vacation and/or sick leave have been used for payment of this seven-day period, no adjustment of leave payment is necessary.
5. If the employee does not wish to use available compensatory-time, vacation, and/or sick leave to supplement his or her income, or if none is available, he or she will need to apply for a leave of absence without pay.

If the employee wishes to maintain group insurance coverage while on leave, he or she must make prior arrangements with the Benefits Coordinator regarding payment of his or her portion of the premiums.

6. An employee receiving compensation under the Act will continue to earn vacation and sick leave for a maximum of one year, at his or her normal rate of earning; therefore, any adjustment in hours to be credited will be reported to the Payroll Department.
7. Questions concerning the coordination of compensatory-time, vacation, and/or sick leave with worker's compensation should be directed to the Human Resources Department.

Fee Remission

BENEFIT: Reduced Tuition or Tuition-Free Classes

PROVIDER: Vincennes University

ELIGIBILITY: All full-time general fund staff and faculty. For federal grant program employees, use of this benefit depends on funding.

COVERAGE: Employees may attend a maximum of three credit hours per semester or term of University-approved credit courses tuition free. Immediate family members (spouses and children) are eligible for a reduction of ½ tuition, subject to the guidelines listed below. Only employees and their spouses are exempt from the student activity fee. An employee using this benefit must complete a Tuition Benefit Waiver Form in the Human Resources Office for each semester. For the calculation of the credit to be applied to the student account for “tuition free” or “½ tuition,” tuition consists of the published tuition rate per credit hour plus all mandatory fees that are calculated on a per credit hour basis.

Definitions and Guidelines

1. All regular, full-time employees in positions which are presumed to have an indefinite period.
2. An eligible spouse is a person legally married to a regular, full-time employee of the University.
3. Dependent children are defined as any of the following who qualify as the employee’s dependent(s) for federal income tax purposes, until they reach the limiting age:
 - a) Unmarried children,
 - b) Unmarried stepchildren,
 - c) Unmarried adopted children of the employee or the employee’s spouse,
 - d) Unmarried children for whom the employee or the employee’s spouse has legal guardianship.

The limiting age is

 - e) the end of the academic year of the student’s 24th birthday.
4. Students that are deemed independent for Title IV funds are not eligible to receive benefits as dependent children.
5. Eligibility is determined by the employee’s and the student’s status on the first day of classes in any term. If eligibility has not been determined at the time of registration, the student is required to pay tuition upon receipt of billing. The student will receive a refund if eligible within the term. No refunds are provided for prior enrollments.
6. Tuition and fee waivers are considered a part of the student’s Financial Aid package.
7. Refunds for dropped classes or completed withdrawals are calculated according to established refund policies.

Procedure for Obtaining the Tuition/Fee Waiver

1. The employee completes a Tuition Benefit Waiver Form, available in the Human Resources

Office, prior to the beginning of each semester. The completed form must be returned to the Human Resources Department prior to registration for classes.

2. The Human Resources Department verifies the employee's/student's/retiree's eligibility, adds the appropriate department's account number, and forwards the form to the Bursar's Office. If the retiree is eligible for retiree health benefits, the retiree would be eligible to receive fee remission. A retiree's immediate family would also be eligible for ½ tuition fee remission subject to the policy's "Definitions and Guidelines."
3. The Bursar's Office applies the fee remission to the financial records and transmits the records to the Financial Aid Office.
4. A combination of CDV Grant, State Grant, and the fee waiver for dependent children of employees cannot exceed the amount of tuition charges per term.
5. Employees desiring to attend any class during their normal working hours must obtain written permission from their supervisor prior to registration. A copy of this permission should be sent to the Human Resources Department.

Tuition Rate Policy

The Tuition Rate Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-VII FRINGE BENEFITS of this University Manual.

Miscellaneous Benefits and Services

Credit Union

All employees are eligible to belong to the Evansville Teachers Federal Credit Union (ETFCU).

Dining Facilities

Employees receive a 10 percent discount at the Food Court's commercial dining establishments in the Beckes Student Union. In addition, full service dining, prepared by students in a laboratory setting, is available at Governor's Hall in the Trailblazer Room.

Electronic Communication (E-Mail)

Electronic communication is available to all full-time employees via Lotus Notes. Employees must contact the Management Information Center to obtain an ID to gain access to the system.

Facilities Use for Development of Intellectual Properties

In keeping with the teaching mission of Vincennes University, University facilities will be used primarily for teaching and University assignments and secondarily for individual employee scholarship and research. Questions of interpretation regarding the use of facilities will be made by the Assistant Provost for Academic Affairs.

Fax Service

Fax service is available at the Old Post Bookstore.

Green Activities Center

Green Activities Center is available for both University and community affairs that can adequately utilize such a facility. Reservations for Green Activities Center can be made through the Reservations Office.

Identification Cards

Employees should have a permanent identification card made by going to the Audio-Visual Department, located in the Shake Learning Resources Center, and having their picture taken. The card is employees' admission to many University events.

Maria Creek Chapel

Maria Creek Chapel may be reserved for church services, weddings, receptions, and showers through the Reservations Office.

University Bowling Center

Employees and their families may use the bowling lanes at student rates.

Wellness

As part of the University's commitment to wellness, employees who use their lunch hour time for a fitness activity are allowed an additional fifteen (15) minutes for changing clothes, showering, and such.

Physical and Recreation Complex

The Physical Education and Recreation Complex is primarily for the use of students and employees. The educational pursuits of students are the first priority. In addition to structured classes, the facility is also organized to serve the recreational and physical needs of University-affiliated persons.

The Physical Educational and Recreation Complex provides the following services and equipment to University employees: equipment check-out, towel check-out, guest towel and locker use, upper deck use (basketball courts, volleyball courts, badminton/pickelball courts, tennis court, ping pong tables, and wrestling mats), saunas, lockers, wrestling/exercise mats, golf driving net, batting cages, archery range, physical fitness center (free weights and universal machines), racquetball courts, dance studio, outdoor tennis, basketball and sand volleyball courts, track, softball fields, swimming pool, and bowling center.

Semester facility schedules of open, available recreational hours are available for pick-up at the start of each semester from the Health and Human Performance Division Office. Current rules and regulations are included in these schedules. Assistance can be obtained from the Division Office or Facilities Office located downstairs in the PE Complex. Family passes are available to employees and their dependents for a nominal fee and expire on August 31 of each year. The Division Office and Facilities Office can also assist in registering for locker use, towel service, and equipment needs. All employees and members will be requested to show identification upon entering the PE Complex.

Service Awards

Employees are recognized with a choice of service awards at five year intervals beginning with the tenth year of service. The time credited to the record is for full-time employment; part-time employment is not counted. A break in service to the University of less than twelve (12) months means that the employee's previous service is counted. A break in service of twelve (12) months or more means that an employee's previous service is not counted toward service awards.

The Human Resources Department notifies all eligible employees of their service award date. Employees must return the award selection by the assigned deadline or a Gift Certificate from the Old Post Bookstore will be provided. Awards for faculty, professional staff, and support staff are presented annually.

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Compliance with Laws

Through the programs and policies set forth in this plan, Vincennes University undertakes to comply with all applicable federal, state, and local laws relating to Equal Employment Opportunity (EEO), Affirmative Action (AA), and non-discrimination in public services. This plan addresses the obligation of Vincennes University under the following laws and regulations:

Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal

- Employment Act of 1972, and the Civil Rights Act of 1991;
- Executive Order 11246, as amended;
- Revised Order No. 4, as amended;
- The Equal Pay Act of 1963, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- The Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended;
- Titles VII and VIII of the Public Health Services Act, as amended;
- Title IX of the Education Amendments of 1973, and the Civil Rights Restoration Act of 1987, as amended;
- Revised Regulation 29 CFR Part 30, Equal Employment Opportunity in Apprenticeship and Training, as amended;
- Age Discrimination Act of 1967 as amended in 1974, as amended;
- Indiana Civil Rights Act, as amended;
- Revised Regulations 20 CRF VI, Part 741, Employment and Education of the Handicapped, as amended;
- The Americans with Disabilities Act of 1990, as amended;
- The Family Medical Leave Act (1993).

The plan is designed to ensure full compliance with all federal, state, and local laws and regulations relating to equal education, equal employment opportunity, and affirmative action.

Affirmative Action

Affirmative Action means measures taken to provide that nondiscrimination and equal opportunity in employment and educational programs are taking place; “positive result-oriented steps toward the elimination of barriers” for protected classes;

1. Steps taken by order of a compliance agency or the courts to “make whole” one or more of the protected classes which have been designated as the victims of past discrimination by a specific employer; or
2. Measures taken by an organization with no past record of overt discrimination to provide special treatment of individual members of classes of people who have been the victims of discrimination by society.

The Affirmative Action Plan reflects the commitment of Vincennes University to provide equal access to all and to inform each member of the University of the individual responsibilities that each must take to realize fulfillment of the goal to eliminate discrimination.

Affirmative Action Policy

The Affirmative Action Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-VIII GENERAL INSTITUTIONAL of this University Manual.

Age Discrimination Policy

In accordance with the Age discrimination Act of 1967, the Age Discrimination Act of 1975, Executive Order 11141, and Federal Age Discrimination in Employment Act, it will continue to be Vincennes University's policy not to discriminate on the basis of age in any term or condition of employment, benefits, training and promotional opportunities, terminations, and wage and hours determinations.

Retirement Policy

The Retirement Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

Anti-Nepotism Policy

Vincennes University is committed to management practices that ensure equal opportunities for employment without actual or apparent favoritism. To this end, Vincennes University adopts the following policy:

1. Vincennes University shall not hire, as a new employee, any person related to the President of the University as a father, mother, brother, sister, uncle, aunt, spouse, son, daughter, son-in-law, daughter-in-law, niece, or nephew.
 - a) Any person employed at the University for at least twelve (12) consecutive months immediately prior to the relative's appointment as President of the University may continue to be employed by the University.
2. Vincennes University shall not employ people related as father, mother, brother, sister, uncle, aunt, spouse, son, daughter, son-in-law, daughter-in-law, niece, or nephew in positions which result in an immediate supervisor-employee relationship between two relatives.
 - a) The appropriate Vice President shall have the responsibility for determining within his/her area whether the prohibited administrative supervision exists among relatives. In making his/her determination, the Vice President shall ensure that no relative oversees the daily functions of a relative and that no relative provides input on the hiring, retention, promotion, and salary increases of a relative.
 - b) If the nepotism decision involves a relative of a dean or vice president, the President of the University shall make the determination whether prohibited administrative supervision exists among relatives. If the nepotism decision involves a relative of the President of the University, the Board of Trustees shall make a determination whether prohibited administrative supervision exists.
3. This policy shall also applies to all hiring, promotion and transfer decisions made after this December 14, 1994.

The Anti-Nepotism Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy see Section C-IX PERSONNEL of this University Manual.

Policy on the Use of Computers and Data Communications

Purpose

1. The University provides computer access and capabilities through the Management Information Center. The University relies heavily upon these systems to meet operational, financial, educational, and informational needs. It is essential that VU's computer systems and computer networks, as well as the data they store and process, be operated and maintained in a secure environment and in a responsible manner. It is critical that these systems and machines be protected from misuse and unauthorized access.
2. This policy applies to all University computer systems and refers to all hardware, data, software, and communications networks associated with these computers. In particular, this policy covers computers ranging from mainframe systems to single user personal computers, whether stand alone or connected to the network.
3. In addition to this computer policy, users of these computer systems are subject to applicable state and federal laws. Computer abuse will be referred to the Chief Information Officer or the appropriate person affiliated with the area where the abuse has occurred.
4. Computing resources are valuable, and their abuse can have far-reaching negative impacts. Computer abuse affects everyone who uses computing facilities. The same morality and ethical behavior that applies in the non-computing environment applies in the computing environment.

Appropriate Use

1. Computing resources may not be used for any purpose that is illegal, abusive, or damaging to the reputation of the University, inconsistent with the mission of the University, or likely to subject the University to liability.
2. While University computing resources are to be used to advance the University's mission of education and public services and support the conduct of University business, the University acknowledges that occasionally faculty, staff, and students use University computing resources for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, staff, and students if they are not excessive; do not incur significant costs; do not interfere with the efficient operation of the University, its employees, or its computing resources; are not prohibited by the supervisor or faculty; and are not otherwise prohibited by this policy or any other University policy or directive. The University will not provide technical support for any use not directly related to University business.

Common Forms of Computer Abuse

Abuse of computers, computer systems, computer networks, programs, and data is prohibited. The following are considered to be abuse:

Privacy versus Open Records

Investigating or reading another user's files is considered the same as reading papers on someone's desk—a violation of privacy. Reading protected files, by whatever mechanism, is considered the same as "breaking and entering." Violations include, but are not limited to, the following:

- Attempting to access another user's computer files without permission;
- Supplying or attempting to supply false or misleading information or identification in order to access another user's account;
- Deliberate, unauthorized attempts to access or use University computers, computer facilities, networks, systems, programs, or data;
- The unauthorized manipulation of University computer systems, programs, or data;
- The unauthorized capturing of computer data directly from network backbone or local area networking media.

The University has the responsibility to protect, to the extent possible, confidential information concerning University citizens, such as social security numbers and other information that could compromise privacy. In carrying out this responsibility, the University maintains firewalls and other software programs to secure its systems and networks. This includes the ability to track the source of unauthorized attempts to access, manipulate, or use University systems and networks. The University reserves the right to prosecute criminally and to sue civilly individuals who engage in such "hacking" against the University.

Harassment

Harassment of other users consists of sending of unwanted messages or files. Violations include, but are not limited to, the following:

- Interfering with the legitimate work of another user;
- The sending of abusive or obscene messages via computers;
- The using of computer resources to engage in abuse of computer personnel or other users;
- The sending of non-University related material to "All Users" (spamming).

Theft

Theft includes the stealing of any property of the institution. Violations include, but are not limited to, the following:

- Deliberate, unauthorized use of another user's account;
- Attempting unauthorized access to computers, inside or outside the University using the University's computers or communications facilities;
- Removing any computer equipment (hardware, software, data, etc.) without written authorization;
- Copying, or attempting to copy, data or software without proper authorization.

Vandalism

Any user's account, as well as any network or computing system, is a possible target for vandalism. Attempted or actual alteration of the computer network, computer systems, user system software, data, or other files, as well as equipment or resources disruption or destruction, is considered vandalism. Violations include, but are not limited to, the following:

- Sending either mail or a program which will replicate itself or do damage to another user's account;
- Tampering with or obstructing the operation of the University's computer systems (for

- example, attempting to “crash” the system);
- Inspecting, modifying, or distributing data or software without proper authorization or attempting to do so;
- Attempting to interfere with the performance of the system;
- Damaging computer hardware or software.

Unauthorized Business Usage

Unauthorized business usage includes any use of University resources for promoting or conducting business for personal use. Violations include, but are not limited to, the following:

- Sending mass mailings;
- Using computer accounts for work not authorized for that account.

Copyright Violation

All members of the University community should be aware that copyright laws apply to the electronic environment. Users must abide by all software licenses, University copyright and software policies and procedures, and applicable federal and state law.

Miscellaneous

Other uses commonly considered abusive include the following:

- Unauthorized and time-consuming recreational game playing;
- Using computer accounts for work not authorized for that account;
- Sending chain letters or unauthorized mass mailing;
- Using the computer for any illegal purposes.

Computer Usage Guidelines

1. Users are to have valid, authorized accounts and may only use those computer resources which are specifically authorized. Users may only use their account in accordance with its authorized purpose. Users are responsible for safeguarding their own computer account. Users should not let another person use their account unless authorized by the system administrator for a specific purpose. Passwords should be changed often to ensure that private and secure files are kept secure.
2. Home pages created by University faculty and staff and representing courses or products of the University are subject to review by and approval of the appropriate college office or designee.
3. Users may not change, copy, delete, read, or otherwise access other users’ files without the permission of the owner of such files. Only system administrators and those acting under their direction may change, copy, or delete applications or system software. Users may not bypass accounting or security mechanisms to circumvent data protection schemes. Users may not attempt to modify software except when intended to be user customizable.
4. Users may neither prevent others from accessing the system nor unreasonably slow down the system by deliberately running wasteful jobs, playing games, engaging in non-productive or idle chatting, sending mass mailings or chain letters, or maintaining or operating servers, shared drives or resources through or on University connection, not related to University business.
5. Users shall assume that any software they did not create is copyrighted. They may neither distribute copyrighted proprietary material without the written consent of the copyright holder

nor violate copyright or patent laws concerning computer software, documentation, or other tangible assets.

6. A user shall disclose to the appropriate authorities misuses of computing resources or potential loopholes in computing systems security and cooperate with the systems administration in the investigation of abuses. However, the investigating parties shall maintain full documentation of such an inquiry or investigation, including reasons or probable cause prompting such an inquiry.

Freedom of Expression and Privacy

1. Vincennes University acknowledges that privacy and freedom of expression are fundamental values for educational institutions. Creative, innovative, and risky thought, as well as scholarship and educational accomplishment, all depend on interacting in a communication context in which individuals feel free to express and transmit their opinions and ideas. Consequently, it is the intent of the University to promote and protect the right to privacy and freedom of expression within the electronic environment to the extent possible. However, such protections are neither a guarantee of privacy in all circumstances nor a license for abuse or improper use the University's computing resources and facilities. Indiana and federal law, administrative reviews, computer system administration, audits, and the nature of the electronic medium itself mitigate privacy.
2. The University provides security measures to protect the integrity and privacy of electronic information, such as administrative data, individual data, personal files, and electronic mail. All FERPA (Family Educational Rights and Privacy Act) requirements are followed. While computing resources are system property and all rights are retained regarding them, these rights will be balanced with a reasonable and legitimate expectation that technical staff and administrators will not monitor traffic or content or search files except in compliance with the policy and procedures described in "Penalties and Procedures."
3. The content and files shall be examined only when there is a reasonable suspicion of wrongdoing or computer misconduct as determined by the Chief Information Officer and appropriate University authorities and with notice as required by "Penalties and Procedures." Examination of files shall be limited to the matter under consideration. Disciplinary matters involving computer and network systems shall be handled in accordance with the procedures described in "Penalties and Procedures."
4. Censorship is not compatible with the goals of Vincennes University. Vincennes University shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality.
5. The University reserves the right to place reasonable restrictions on computer usage in order to ensure maximum bandwidth availability for use of the network which relate directly to supporting the University's primary mission of education and public service.

Penalties and Procedures

1. The University is committed to providing due process to all University citizens in enforcement of this policy. In order to protect the rights of University citizens
 - The Chief Information Officer shall notify all University citizens in writing of all PC user files by directories that are backed up or otherwise copied and stored on the University system and the purposes for such back ups or copies.
 - The Chief Information Officer shall notify any individual University citizen, in writing and

in advance, whenever the contents of any file or copy of a file (any file created, modified, or edited by such individual or addressed to such individual) will be examined and the purpose of such examination. This notice is excused only in the event of a law enforcement officer, who is involved in an active criminal investigation, making a reasonable request to the University President not to give such notice, and the University President, acting in good faith, making a written finding that such an investigation is warranted and giving written direction to the Chief Information Officer not to give such notice.

- The Chief Information Officer shall notify in writing any individual University citizen of any suspected abuse of the system by that citizen with a request to that citizen to end the abuse. This notice is excused only in the event of a law enforcement officer, who is involved in an active criminal investigation, making a reasonable request to the University President not to give such notice, and the University President, acting in good faith, making a written finding that such an investigation is warranted and giving written direction to the Chief Information Officer not to give such notice. If the citizen feels that his/her use of the system does not constitute abuse, the citizen may appeal in writing to the Provost, who must grant a hearing to the citizen within 14 days of the appeal. The Provost must decide the appeal within 7 days of the hearing. Either side may appeal the Provost's decision to the President within 7 days of that decision.
2. Abuse or misuse of computing services may violate the above-specified terms, but it may also violate criminal statutes. Therefore, the University will take appropriate action in response to user abuse or misuse of computing services. Action may include, but not necessarily be limited to, the following:
 - Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be denied;
 - Reimbursement to the University for resources consumed;
 - Other legal action including action to recover damages;
 - Referral to law enforcement authorities;
 - Computer users (faculty, staff, or students) will be referred to the appropriate office for disciplinary action.
 3. It is the policy of the University to
 - Secure and keep private any information on the University system protected by state and federal privacy laws.
 - Provide to all University citizens and others ready and convenient access to any information on the University system that is made public under public record laws of the state or federal government.
 - Provide access to information in compliance to legal process of state and federal courts of competent jurisdiction in all civil and criminal matters.

Responsibilities of Deans, Department Heads, and Supervisors

1. Ensure that employees within a department receive opportunities to attend training courses that help them to comply with this policy and other applicable University policies.
2. Promptly inform appropriate computer system administrators when employees have been terminated so that the terminated employee's access to University computer resources may be disabled.
3. Promptly report ongoing or serious problems regarding computer use to the Chief Information Officer and Director of the Management Information Center.

Distribution of this Policy

The University will insure that all users are aware of the policy by publishing it in the appropriate media designed to reach all faculty, staff, and students.

Approved by the Vincennes University Board of Trustees February 27, 2002

Consensual Sexual Relationships Policy

Vincennes University does not condone sexual and/or romantic relationships between faculty and students, between staff and students, or between supervisors and employees.

Faculty-Student Relations

It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a sexual or romantic relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work, including working as a teaching assistant, is being supervised by the faculty member. Engagement in such relations will result in discipline, including termination.

Sexual or romantic relationships between faculty members and students occurring outside the instructional context are discouraged as such relationships often lead to difficulties. Relationships that the parties view as consensual may appear to others to be exploitative. Further, the faculty member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. Finally, voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the faculty member has or has had a romantic or sexual relationship will be deemed to have violated his or her ethical obligation to the University and may be subject to discipline.

Staff-Student Relations

Consensual sexual or romantic relationships between professional or support staff and students are prohibited in cases where the staff member has authority or control over the student. A staff member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff member has or has had a romantic or sexual relationship will be deemed to have violated his or her ethical obligation to the University. Engagement in such relations will result in discipline, including termination.

Supervisor-Worker Relations

It is considered a breach of professional ethics for staff or faculty supervisors to initiate or acquiesce in a sexual relationship with a staff or faculty member who is subject to the direct authority of the supervisor. Supervisors involved in such relations will be subject to discipline.

Disabilities Discrimination Policy

It is the policy of Vincennes University to extend equal employment opportunities to qualified persons with disabilities. No person will be refused the opportunity to apply for employment solely because of the disability, nor will such application be acted upon unfavorably solely because of the disability. Furthermore, Vincennes University is committed to making reasonable accommodations for the physical and mental limitations of applicants and employees with disabilities who are otherwise qualified to fill University positions.

Persons with disabilities can become an integral part of the University's workforce. Sensitivity to the special needs of persons with disabilities, along with good faith in executing this policy, will ensure that individuals with disabilities are provided with equal opportunity to compete and qualify for employment. As part of its affirmative action program, the University has taken steps to ensure that the campus workplace is accessible to applicants and employees with disabilities. It is the University's intent to meet the continual commitment to persons with disabilities under its affirmative action obligation as a federal contractor and subcontractor.

Employee Americans with Disabilities Act Grievance Policy

The Employee Americans with Disabilities Act Grievance Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

Affirmative Action Plan for Disabled Persons, Disabled Veterans, and Vietnam Era Veterans

It is the policy of Vincennes University to extend equal employment opportunities to qualified disabled applicants and employees, disabled veterans, and Vietnam era veterans. This plan shall apply to all qualified disabled applicants and employees, disabled persons, disabled veterans, and Vietnam era veterans at all levels of employment, including the executive level. This plan shall apply to all employment practices, including hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, and selection for hiring.

Applicants or employees who have received an offer of employment who believe they are qualified disabled persons, disabled veterans, or qualified veterans of the Vietnam era are encouraged to identify themselves, on a voluntary basis, to the University Affirmative Action Officer. This information will be used solely in connection with this plan.

Communication of Policy: Internal Dissemination

1. This policy is communicated through the Affirmative Action Policy notice posted on University premises, including the place of taking applications. The notice includes an invitation for applicants who have received an offer of employment or employees who wish to be included in the University's Affirmative Action Program to identify themselves voluntarily to a University official.
2. The University's supervisory/management staff is informed of the University's Affirmative Action Policy for persons who are disabled persons, disabled veterans, or Vietnam era veterans and is advised how properly to deal with an employee who reports he or she wishes to identify himself or herself as a disabled person, disabled veteran, or Vietnam era veteran under this plan.
3. These policies and procedures regarding disabled persons, disabled veterans, and Vietnam era veterans shall be included in other affirmative action training and reinforcing discussions with the University's managers and supervisors.

Positive Recruitment: External Dissemination of Policy

1. The University reviews its employment practices annually to ensure that personnel programs provide the necessary affirmative action for employment and advancement of qualified disabled persons, disabled veterans, and Vietnam era veterans.
2. Purchase orders and contracts (where applicable) contain proper reference to compliance by the University with regulations regarding persons who are disabled persons, disabled veterans, and Vietnam era veterans.
3. Job openings will be listed with the Indiana Workforce Development Office, except for (a) positions the University proposes to fill from within the organization, and (b) positions designated by the University as executive level.

Reasonable Accommodations

1. The University will attempt to make reasonable accommodations for the known physical and mental limitations of otherwise qualified disabled applicants and employees consistent with business necessity and financial cost.

2. The University will ensure that disabled applicants and employees have access to the employment process so they may be considered for jobs based upon qualifications.
3. The University has long recognized its interest in safeguarding the health and welfare of its employees. It is the philosophy of the University to provide a safe work environment and sound operating practices. This philosophy includes these practices:
 - a) Placing prospective employees in work suitable to their physical and mental abilities which they can perform without danger to themselves or others;
 - b) Determining whether reasonable accommodations can be made;
 - c) As appropriate, the University will base job-related decisions concerning employees' abilities upon competent medical opinion.

Records and Reports

The University maintains these records and reports:

1. A record of those employees who are disabled persons, disabled veterans, and Vietnam era veterans who voluntarily identify themselves.
2. A record of oral and written complaints from disabled persons or disabled veterans and Vietnam era veterans alleging violation of related federal law or regulation. These records will be maintained for at least three years. These records will not be used in any discriminatory manner against such persons. Further, these records shall be subject to the confidentiality of the Affirmative Action Plan and, accordingly, will be maintained separately from this plan.

Compensation

In offering employment or promotion to disabled persons and disabled veterans and Vietnam era veterans, the philosophy and practice of the University is not to reduce the amount of compensation offered because of any disability, income, pension, or other benefit the applicant or employee receives from another source.

Responsibility and Duty of Director of Affirmative Action and Equal Opportunity

The ultimate responsibility for affirmative action rests with the President. The President has assigned to the Vice Presidents, Deans, Directors, Department Chairs, and Supervisors line responsibility for execution and continued adherence to affirmative action policies of the University. The obligation with respect to affirmative action for disabled persons and disabled veterans and Vietnam era veterans is part of that line responsibility and will be monitored by the President of the University to ensure compliance with the appropriate regulations.

Disciplinary Policy and Procedures

Vincennes University wants every individual to be treated with consideration and respect. Occasionally, situations arise in the work setting that are serious enough to require disciplinary action. When discipline is necessary, it is recommended that supervisors use a system of progressive discipline, except for major infractions, to allow an employee a reasonable length of time to modify behavior and conduct to conform to generally accepted standards. The following steps are to be followed in most cases by supervisors wanting to correct unacceptable behavior or performance:

1. An ORAL WARNING and an explanation of what is expected in the future is given to the employee for failure to meet acceptable standards of conduct. This brings the problem to the attention of the employee and stresses the seriousness of the situation in order to resolve or correct the problem.
2. A WRITTEN REPRIMAND is delivered when the employee has not satisfactorily corrected the problem as outlined during the oral warning and when more corrective action is considered necessary. The reprimand formally documents the continued occurrence and its severity and usually warns that further violations will result in suspension without pay or termination. A copy of the written reprimand shall be sent to the Human Resources Office for inclusion in the employee's official file.
3. SUSPENSION WITHOUT PAY is the last corrective step in the disciplinary process. This step involves the temporary removal of the employee from the workplace, without pay, for a specified period of time. A suspension is the strongest warning to the employee that the problem is, indeed, extremely serious, and it is the "last chance" the employee has to correct the problem.
4. TERMINATION occurs after other steps have failed to bring about the desired behavior or performance necessary for continued employment. Generally, supervisors should attempt to give one or two weeks' advance notice if it is necessary to terminate an employee's employment. Immediate termination, however, may result from a single, serious incident, such as dishonesty, insubordination, improper conduct, and other serious infractions.

The above disciplinary procedure does not constitute a promise of just cause employment. Vincennes University reserves the right to omit any or all of the above steps when it deems appropriate. Further, by this disciplinary procedure, Vincennes University is not relinquishing or limiting, in any way, the employment-at-will relationship between Vincennes University and its non-tenured employees. The use of progressive discipline for any infraction is decided, in its discretion, by Vincennes University in each individual case, taking into consideration the seriousness of the infraction, facts, and circumstances surrounding the case and the employee's past work record.

Discrimination Complaint Procedures

Any employee who has an allegation of discrimination at work by anyone, including supervisors, co-workers, or visitors, is urged to immediately bring the matter to the attention of the Vincennes University Affirmative Action Officer (AAO) so that Vincennes University may investigate the matter and take appropriate action. Any employee in a supervisory capacity who has had allegations of discrimination brought to his or her attention should refer the complaining employee to the AAO. In the case where the AAO should be the party to the allegation, the initial contact may be through the President of Vincennes University who may, at his or her discretion, appoint a substitute AAO.

Once an individual discloses identifying information, he or she will be considered to have filed a complaint with the University. The confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complainant regarding action by the University cannot be guaranteed, but will be protected to as great a degree as possible. While the expressed wishes of the complainant regarding confidentiality will be considered, they must be weighed against the responsibility of the University to act upon the charge and the right of the charged party to obtain information about the allegation.

Unless the discrimination is ongoing, complaints of discrimination must be brought to the attention of the AAO within 90 days of the alleged incident. The President of the University may, in his or her discretion, allow the AAO to hear and investigate a complaint after the 90 day period only where good cause for failing to file a complaint with the University has been shown.

The following procedure shall be utilized by the AAO:

Informal Resolution of Employee Discrimination Complaints

A) Investigation

Upon receipt of a complaint of discrimination, the AAO or other appropriate administrator who is empowered to investigate the charge shall interview the parties involved, hear testimony pertaining to the matter, and gather any pertinent evidence. The investigation shall be completed within 30 calendar days of receipt of the complaint, and the AAO or investigator shall prepare a written report of the investigation.

In arriving at a determination of the existence of discrimination at any stage of the proceedings, the evidence as a whole and the totality of the circumstances and the context in which the alleged incident(s) occurred shall be considered. The determination of the existence of discrimination will be made from the facts on a case-by-case basis.

Upon a clear showing at any stage in the grievance procedure that immediate harm to either party is threatened by continued performance of either party's regular duties or University responsibilities, the AAO may recommend to the President of the University that either employee be suspended with pay or reassigned pending the completion of the grievance procedure.

B) Resolution

Upon completion of the investigation, the AAO shall make a finding and submit it to the President of Vincennes University, who shall, within five days, adopt the AAO's findings, modify the same, or remand the matter to the AAO for further consideration. If the President of Vincennes University adopts or modifies the findings of the AAO, the President shall give notice of the decision in accordance with the findings below. If the President determines that a remand to the AAO is in order, the President shall inform the AAO and issue specific directions as to what further investigation should be made. Once the AAO has completed said investigations, new findings shall be submitted to the President who may adopt and/or modify them or again remand for further investigation.

The AAO shall make one of the following findings to the President:

1. Finding of Satisfactory Resolution

The matter had been resolved by the complainant and the party accused of discrimination. If a resolution is reached through the efforts of the AAO, a written statement, a copy of which shall be attached to the AAO's investigation report, shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the AAO. If this finding is adopted by the President, the investigation and the record thereof shall be closed.

2. Finding No Resolution

The parties are unable to resolve the matter informally. If this finding is adopted by the President, written notice of such finding shall be given each party involved. Any party has the right to request in writing, within 15 calendar days of the date of that notice, a hearing before the Vincennes University Grievance Panel. The request is to be addressed to the AAO. If no such request is made within the 15 calendar day period, the opportunity for such hearing shall be forfeited, and the case shall be closed.

3. Dismiss the Discrimination Complaint

No discrimination occurred, and the complaint should be dismissed. If this finding is adopted by the President of Vincennes University, written notice shall be given to each party. The complainant has the right to appeal said dismissal in writing, within 15 calendar days of the date of the notice of dismissal, to the AAO by requesting a hearing according to the provisions below. If no appeal is filed during the 15 calendar day period, the case will be considered closed.

4. Finding Impropriety

Discrimination has occurred, and certain disciplinary actions should be taken. If this finding is adopted or modified by the President of the University, written notice shall be given to each party involved of the President's determination. Either party has the right to appeal said determination in writing within 15 calendar days of the date of notice of determination to the AAO by requesting a hearing according to the provisions below. If no appeal is filed within the 15 calendar day period, the case will be considered closed.

Hearing for Employee Discrimination Complaints

A) Request for a Hearing

The request for a hearing is to be addressed to the AAO within the time frames set forth above after receiving written notice of a decision by the President of Vincennes University.

The request for a hearing must contain the particular facts upon which the discrimination claim, or other reasons for the hearing, is based as well as the identity of the appropriate respondent(s). A copy of the request shall be given to the proper respondent(s) with an invitation to respond.

Any written response to the request for a formal hearing must be sent to the AAO within 15 calendar days of receiving notice that a formal hearing has been requested. A copy of the response shall be given to the party requesting the hearing.

The hearing shall be set no later than 30 calendar days after the request for the hearing is received. The AAO may continue the hearing, at the AAO's discretion, up to an additional 30 days upon application by the complaining party or in the interests of the hearing panel.

B) Selection of a Hearing Panel

The selection process shall be in the following manner: Within 10 days of the request for hearing, the parties shall be notified by the AAO the names of the members of the five-member grievance panel selected by the President of the University on an annual basis to hear grievances. Either party to the complaint may request the AAO to disqualify any member of the Hearing Panel upon showing of cause. Furthermore, no panelist shall be expected to serve if he or she feels that a conflict of interest exists. Replacements shall be selected by the President and may be challenged for cause.

The panel shall be convened by the AAO for an orientation meeting prior to the formal hearing. Each panel member shall be given a copy of the written complaint, the written response, the investigator's report, and the Hearing Guidelines.

C) Employee Discrimination Complaint Hearing Guidelines

The hearing panel procedures in conducting the hearing shall be in accordance to these guidelines.

The parties to a proceeding may be represented by legal counsel, and the parties may present all of the evidence that they consider germane to the determination. Further, the parties may call witnesses to testify and may cross-examine witnesses called by the other party. However, formal rules of evidence need not be followed. The panel members shall also be allowed to ask questions and call witnesses. The panel may have University counsel assist them in conducting the hearing. The proceeding shall be closed to the public unless both complainant and respondent agree otherwise. Audiotape recordings of the proceedings shall be arranged by the Chair of the Hearing Panel.

Any party who wishes to have legal counsel present at the hearing must notify the Hearing Panel Chair and other party(ies) that legal counsel has been retained at least five calendar days in advance of the scheduled hearing.

The Chair of the Hearing Panel shall notify parties and other participants of its wishes to call as witnesses of the date, time, and location of the hearing. Parties are not responsible for giving such notice to their witnesses. The hearing shall be scheduled to reasonably ensure that the complainant, respondent, and essential witnesses are able to participate.

D) Satisfactory Resolution Prior to Hearing Panel

In the event that the matter is resolved to the satisfaction of all parties prior to completion of the formal proceedings of the Hearing Panel, a written notice shall indicate the agreement reached

by the parties and shall be signed and dated by each party and by the Chair of the Hearing Panel. The case shall then be closed.

E) Hearing Panel's Findings and Recommendations

In the event that no solution satisfactory to the parties is reached prior to the completion of the formal proceedings of the Hearing Panel, the Panel shall make its findings and recommendations known to the President of the University, with copies to the AAO. The Panel's report, with its findings and recommendations, shall be prepared and properly transmitted within seven (7) calendar days after the conclusion of the proceedings. The Panel may recommend sanctions which may include but are not limited to a warning; a reprimand; denial of discretionary pay; reassignment of teaching, professional or support staff, skilled craft or maintenance responsibilities; suspension without pay for a specified period; or termination for cause.

F) President's Decision

Within 15 calendar days of the receipt of the Hearing Panel's findings and recommendations, the President of the University shall inform the complainant and the respondent of the findings of the Hearing Panel and the President's decision regarding the discrimination complaint. A copy of the President's decision shall be transmitted to the Chair of the Hearing Panel, with copies to the AAO. If the recommendations of the Hearing Panel are rejected or modified, the President shall state the reasons for such deviation. In the event that the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused.

The above procedure does not constitute a promise of just cause employment. Vincennes University is not relinquishing or limiting, in any way, the employment-at-will relationship between Vincennes University and its non-tenured employees.

Drug Abuse Policy

The Drug-Free Workplace Act of 1988 requires Vincennes University to establish and maintain policies designed to create a drug-free workplace. The Drug-Free Schools and Communities Act Amendments of 1989 require Vincennes University to adopt and implement “a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.” The Drug Abuse Policy is intended to satisfy the requirements of these acts and other legislation.

The University does not accept or condone the inappropriate use of a controlled substance by any individual employed by the University. The following statements specify the policy of the University:

1. The manufacture, distribution, dispensing, possession, or the use of a controlled substance in University facilities that is in violation of federal and state law is prohibited.
2. These policies are a condition of employment, and violation may be cause for one or more of the following actions:
 - a) participation in a drug rehabilitation program,
 - b) suspension from University duty, and/or
 - c) termination of employment.
3. Employees may contact or supervisors may refer employees to the Human Resources Office for assistance and/or referral to rehabilitation agencies. Participation in a treatment program will not affect future employment or career advancement, nor will participation protect the employee from disciplinary action for continued substandard job performance or rule infraction.
4. The Counseling and Human Resources staff will be responsible for drug-free awareness programs to educate and inform employees and supervisors regarding the following:
 - a) the dangers of drug abuse in the workplace,
 - b) the University’s policies pertaining to a drug-free workplace, and
 - c) the availability of assistance and confidential services offered through rehabilitation agencies.
5. All individuals employed by the University must abide by the terms of this policy and, if convicted of any criminal drug statute violation occurring in the workplace, must notify their department head no later than five (5) days after such conviction.
6. If an employee who is paid from federal funds is convicted of a criminal drug statute violation occurring in the workplace, the department head must notify the appropriate Vice President within three (3) calendar days after receiving notice under Number 5 above for the purpose of complying with federal regulation.

Policy Objectives

The inappropriate use of controlled substances and/or alcohol is detrimental to Vincennes University’s faculty, staff, students, and the public served. The University will attempt to assist an employee who makes inappropriate use of controlled substances in obtaining rehabilitation. However, the ultimate responsibility for overcoming a dependency or inappropriate use of controlled substances is that of the individual. The objectives of the philosophy are identified below:

1. To provide a drug-free and alcohol-free workplace and ensure a safe, healthy work environment.

2. To deter the abuse of controlled substances.
3. To reduce poor or indifferent job performance and/or rule infractions resulting from abuse or inappropriate use of a controlled substance.
4. To provide assistance toward rehabilitation for individuals employed by the University who seek assistance in overcoming a dependency or inappropriate use of controlled substances.

Definitions

1. workplace – a site for the performance of work done in connection with the employee’s assigned responsibilities.
2. employees – all paid staff of the University.
3. controlled substance – a controlled substance as defined in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812). The term does not include distilled spirits, wine, malt beverages, or tobacco.
4. conviction – a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the federal or state drug statutes.
5. criminal drug statute – a criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
6. University facilities – any building or structure or any improved or unimproved land, or any part of any such building, structure, or land which is owned, used, or occupied by Vincennes University.

Procedure

Requests for required assistance to comply with the Drug Policy should be made to the Human Resources Director.

Drug Abuse Policy

The Drug Abuse Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

Guidelines to Create an Endowment

<u>Minimum Gift</u>	<u>Type of Endowment</u>
\$1,000,000	(Named) Deanship
\$750,000	(Named) Chair
\$500,000	(Named) Distinguished Professorship
\$250,000	(Named) Professorship
\$250,000	(Named) Distinguished Lectureship
\$200,000	(Named) Presidential Division, Department, or Program
\$200,000	(Named) Presidential Scholarship Fund
\$100,000	(Named) Fully Endowed Scholarship Fund or Fully Endowed Athletic Scholarship
\$100,000	(Named) Library Endowment Fund
\$50,000	(Named) Fellowship
\$10,000	(Named) Endowed Division, Department, or Program Fund
\$10,000	(Named) Endowed Scholarship Fund
\$10,000	(Named) Book, Housing, or Emergency Fund
\$10,000	(Named) Special Award or Stipend Fund

(Other endowed funds which an individual(s) or organization, corporation or foundation, would like to establish at Vincennes University which is not included above, will be discussed individually with the prospective donor(s).)

(Named) Deanship: \$1,000,000. This designation will be accorded to a Dean of a division at Vincennes University who is an exceptional scholar and teacher, and provides exceptional administrative and leadership skills. Interest income from the endowment will be utilized to underwrite financial needs in the Dean's office as well as scholarly and research endeavors undertaken by faculty in the division. By having such funds in place, VU will be able to attract and recruit noted scholars who have the administrative and leadership talent to work with the faculty in pursuit of their academic endeavors.

(Named) Chair: \$750,000. This honorific naming by a donor will be accorded to the department Chair at Vincennes University who is an exceptional scholar and educator, along with having a strong academic and leadership background. Interest income from the endowment will be utilized to underwrite financial needs in the Chair's office as well as scholarly and professional development endeavors undertaken by faculty in the department. By having such funds in place, VU will be able to attract and recruit noted faculty leaders who have the talent to work with the faculty in pursuit of their academic endeavors.

(Named) Distinguished Professorship: \$500,000. This honorific designation will be accorded to faculty positions held by exceptionally gifted scholars and teachers. Faculty members selected to hold a Distinguished Professorship will be not only a noted scholar in their academic discipline, but facilitate the academic endeavors within their respective divisions, as well as, the University community generally. Interest income from the endowment will be utilized to underwrite financial needs in the Distinguished Professor's office as well as scholarly and professional development endeavors undertaken by the professor and other faculty/staff in the department.

(Named) Professorship: \$250,000. The honorific designation of a named Professorship will be accorded to members of the faculty whose accomplishments indicate their achievement of significant as a teacher and

scholar. Their efforts are focused on enhancing teaching and instructional skills as well as mentoring and advising students. In addition, they will serve as role models and mentors for younger faculty for purposes of teaching and professional development within their respective departments. Interest income from the endowment will be utilized to underwrite financial needs in the Professor's office as well as scholarly and professional development endeavors undertaken by the professor and other faculty/staff in the department.

(Named) Lectureship: \$250,000. The designation of Distinguished Lectureship is reserved for accomplished leaders who are invited to share their scholarly expertise with the Vincennes University community for a designated period of time. Typically, individuals chosen to be a Distinguished Lecturer do not hold a permanent position on the Vincennes faculty. In addition, special compensation packages usually are required for Distinguished Lecturers whose achievements surpass all but a few of their colleagues in their chosen field of professional endeavor.

(NOTE: In all cases, the annual allocation of funds by the Foundation to support Deanships, Chairs, Distinguished Professorships, Professorships and Distinguished Lectureships will be reviewed and authorized by the dean of a division or campus with which the funded position will be associated, subject to the approval of the provost. Any unspent allocations in a given year will be returned to the principal.)

(Named) Presidential Division, Department, Program or Presidential Scholarship Fund: \$200,000. This is a unique funding opportunity that will allow the University to address needs of its faculty and students in the future. The annual income generated from such an endowment primarily would be used to purchase academic needs to support teaching and research work of the faculty as well as public service endeavors they may have undertaken.

(Named) Fully Endowed Scholarship Fund or Fully Endowed Athletic Scholarship: \$100,000. These funds will help create endowed scholarships at Vincennes University. Depending on the donors' preference, and magnitude of the gift, these funds will enable deserving students, some of which may need to meet specific criteria, to have financed a portion or all of their educational experience at Vincennes University.

(Named) Library Endowment Fund: \$100,000. Income from the principal will provide unrestricted support for the annual operation of the library at Vincennes University. This type of endowment is very valuable because the library is an important asset which supports the technical and research-oriented work of the University.

(Named) Fellowship: \$50,000. Typically, fellowships are awarded to graduate students, with scholarships given to undergraduate students. Although Vincennes University does not have graduate programs, the Foundation can create a Fellowship to encourage the academic achievement of VU students as they continue their education at another institution of higher learning. Such a fund under the auspices of the VU Foundation can serve as an incentive to VU students encouraging the individual in pursuit of career goals.

(Named) Unrestricted Scholarship Endowment: \$10,000. Named Unrestricted Scholarship Endowments are a priority for Vincennes University due to the flexibility of such funds. Scholarships such as these will be used to recruit and retain the brightest and most capable students without any restrictions.

(Named) Endowed Scholarship: \$10,000. Named Restricted Scholarship Endowments are very important for Vincennes University due to the specific need that such a fund addresses. Scholarships such as these will be used to recruit and retain the brightest and most capable students with a pre-determined major or may be open to any major. Funds within the Restricted category may be spent on an "as needed" basis within the guidelines created, while Endowed funds provide for distribution based on Foundation policy. Currently, the policy has been to annually provide 5% of the principal as the basis for awards, based on a three-year averaging of the principal.

(Named) Endowed Division, Department, or Program Fund: \$10,000. Named Restricted Division, Department or Program Funds are critical for Vincennes University as they provide a supplement to the operating budget of the designated University unit and are important to help meet the unexpected or beyond the budget needs of the individual division or department. Funds within the Restricted category may be spent on an

“as needed” basis within the guidelines created, while Endowed funds provide for distribution based on Foundation policy. Currently, the policy has been to annually provide 5% of the principal as the basis for distribution, based on a three-year averaging of the principal.

(Named) Book, Housing, or Emergency Fund: \$10,000. This unique scholarship program is established with the funds being used to meet the book, housing, or emergency needs of a student at Vincennes University. Such funds may be set-up as a “loan fund” where students pay back the amount received or a grant where repayment is not required.

(Named) Special Award or Stipend Fund: \$10,000. Special Awards or Stipends are established to recognize students for their outstanding academic work or their skills and participation in co-curricular programs. The income from the principal will be used to recognize students for their achievements, with the principal of the fund being held in perpetuity to fulfill the wishes of the donor(s).

Approved by the Vincennes University Board of Trustees on August 27, 2008

General Guidelines for Naming University Facilities and Grounds

<u>Items and Conditions</u>	<u>Donor Expected Contribution</u>
New construction, if entirely funded from private sector.	No less than 40% of the cost of construction (minimum \$1 million)
New construction, if major portion (more than 51%) is to be funded by the state and/or other public sources.	Cost difference between government allocations and overall cost of construction, but not less than 25% of Overall cost (minimum \$1 million).
Renovations when entire cost is to be funded from private sector.	Generally, 75% of renovation cost (minimum \$1 million); A lesser amount if renovation cost is above \$2 million, but no less than 40% of overall cost (minimum \$1 million).
Renovations when state an/or public sources are paying part of the cost.	Difference between government allocations and overall Cost of renovations, but no less than 25% of overall cost (minimum \$1 million).
Components of a structure (laboratory, classroom, auditorium, office, seminar room, reception areas, studio, etc.)	150% of actual square footage construction cost (the 50% is endowment for upkeep purposes) (minimum \$250,000).
Courtyards, gardens, and other landscaping.	150% of cost (the additional 50% is endowment for Upkeep and other purposes) (minimum \$250,000).
Collections, Artwork, Sculptures, etc.	Fair Market Value of the donation, plus a sufficient contribution to maintain and preserve the donation. (To be reviewed on a case-by-case basis) (minimum \$250,000).

Obtaining Employee Medical Information

Medical Examination

Vincennes University reserves the right to require an employee or prospective employee to submit to a medical examination in the following situations:

1. When a person receives a conditional offer of employment (prior to beginning to work).
2. When an employee claims a disability requiring accommodations.
3. When an employee returns to work after being absent for at least five days due to illness or injury, regardless of whether the illness or injury was incurred on the job.
4. When an employee requests leave pursuant to the Family and Medical Leave Act (FMLA).
5. Any time when an employee's fitness for service is at issue.

When VU requires a medical examination, it shall choose the physician to conduct the examination and shall pay all costs associated with the examination. The physician conducting the examination shall complete the form prescribed by VU for that purpose. The employee shall cooperate fully and truthfully with the examination.

Information Relevant to the American with Disabilities Act

Any employee who claims to have a disability for which accommodations are required shall first submit a statement from a licensed physician stating the following:

1. The physician has reviewed the employee's job description.
2. The physician has reviewed the employee's medical records, specifying which records were reviewed.
3. The physician has personally evaluated the employee's condition.
4. Whether the employee is capable of performing each specific function of his or her job.
5. What, if any, reasonable accommodations may be needed.
6. A prognosis of the length of disability and when and under what conditions the employee can return to work.

The employee shall pay any cost associated with obtaining the required statement. As provided under Medical Examination, VU may then require the employee to submit to a medical examination at VU's cost.

Return to Work after Illness or Injury

An employee, prior to returning to work after a period of absence of five days or more due to illness or injury, regardless of whether the injury occurred on the job, shall submit a statement from a licensed physician stating the following:

1. The physician has reviewed the employee's job description.
2. The physician has reviewed the employee's medical records, specifying which records were reviewed.
3. The physician has personally evaluated the employee's condition.
4. Whether the employee is capable of performing each specific function of his or her job.
5. When and under what conditions the employee can return to work.

The employee shall pay any cost associated with obtaining the required statement. As provided under

Medical Examination, VU may then require the employee to submit to a medical examination at VU's cost.

Family and Medical Leave Act (FMLA)

Any employee who seeks leave under the FMLA because of a serious health condition of the employee or a covered family member shall first submit a written certification from a licensed physician on a form prescribed by VU for that purpose, or in the case of unforeseen need of leave, as soon as practicable after the leave commences.

The employee shall give at least thirty (30) days notice before FMLA leave is to begin on an expected birth, placement of adoption or foster care, or planned medical treatment for a serious health condition of the employee or family member. If thirty days notice is not practicable because of medical emergency, changes in circumstances and such, notice must be given as soon as is practicable.

The certification of the employee's physician shall provide the following information:

1. The date the serious health condition commenced and the health care provider's best medical judgment concerning the probable duration of the condition.
2. Diagnosis of the serious health condition.
3. A brief statement of the regimen of treatment prescribed for the condition by the health care provider (including estimated number of visits and nature, frequency and duration of treatment, including treatment by another provider of health services on referral by or order of the health care provider).
4. Indication of whether inpatient hospitalization is required.
5. For medical leave because of the employee's own serious health condition, the health care provider's certification must also include either a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position, based on either information provided via a statement from the employer of the essential functions of the employee's position or, if not provided, discussion with the employee about the employee's job functions.
6. For family leave to care for a seriously ill family member, the health care provider's certification must also include a statement that the patient requires assistance for basic medical, hygiene, nutritional, safety, or transportation needs or that the employee's presence would be beneficial or desirable for the care of the family member, which may include psychological comfort. The employee is required to indicate on the form what care he or she will provide and an estimate of the time period for which the care will be provided.
7. If leave is taken intermittently or on a reduced leave schedule because of the employee's own serious health condition or a seriously ill family member, the certification should also include the following:
 - a) A statement of the medical necessity for such leave; or
 - b) That the leave is necessary to care for the child, parent, or spouse who has a serious health condition or to assist in the family member's recovery; and
 - c) The expected duration and schedule of the intermittent or reduced leave schedule.

VU may request re-certification at any interval, but not more often than thirty (30) days, under the following conditions:

1. When an employee requests an extension of leave.
2. When circumstances described by the original certification have changed significantly (e.g., the duration of the illness, the nature of the illness, complications).
3. When the employer receives information that casts doubt upon the continuing validity of the certification.
4. When an employee is unable to return to work after FMLA leave because of the continuation, recurrence, or onset of a serious health condition, thereby preventing the employer from recovering its share of the health benefit premium payments made on the employee's behalf during a period of unpaid FMLA leave, the employer may require medical certification of the employee's or the family member's serious health condition.

The employee shall pay any cost associated with obtaining the required certification or re-certification. VU has the right to require, at its own expense, an employee to submit to a medical examination as set forth under Medical Examination. If the opinion of the employee's selected physician and VU's selected physician differ as to the need for family and medical leave, VU and the employee together may select a third physician to provide an examination at VU's expense, and the opinion of this third physician shall be binding. If the employee does not act in good faith in selecting the third health care provider, the employee shall be bound by the opinion of the second health care provider.

Confidentiality

All medical information under this policy will be maintained by VU in a separate, secured file, accessible only on a need-to-know basis. This file shall be maintained under the direction of the Director of Human Resources.

Racial, Ethnic, and Religious Harassment Policy

Vincennes University expects its campus community to respect the rights and dignity of all its members in matters of personnel consideration, admissions, or academic evaluation. Accordingly, the University expressly prohibits racial, ethnic, and religious harassment of its students, employees, and those who seek to join the campus community in any capacity.

Racial, ethnic, and religious harassment shall include, but not be limited to,

1. Physical, psychological, verbal, and/or written abuse with regard to race, creed, ethnic origin, or religion. (Examples would include unequal academic expectations, physical harm or threat of such harm, written abuse on papers or records, personal verbal insults, jokes based on a person's race, ethnic origin, or religious affiliation.)
2. Any harassing activity (one time or multiple times) which acts to deny an individual the full rights and privileges which are inherent in living, studying, working, and visiting on the campuses of Vincennes University. Persons participating in harassing activities as defined may be subject to disciplinary action.

Anyone having a complaint of racial, ethnic, or religious harassment should notify the University Human Resources Director, the Affirmative Action Officer, or the President. The college official will follow the procedures outlined in Section G – Item G10 – “Discrimination Complaint Procedures.”

Racial, Ethnic, and Religious Harassment Policy

The Racial, Ethnic, and Religious Harassment Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

Sexual Harassment Policy

Vincennes University does not tolerate sexual harassment of any kind. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for ensuring that the workplace is free from sexual harassment.

Vincennes University policy expressly prohibits

unwelcome sexual advances;

requests for sexual favors, with or without accompanying promises, threats, or reciprocal favors or actions;

other verbal or physical conduct of a sexual nature made to an employee when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions; such conduct has the purpose or effect of substantially interfering with an individual's work performance; or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment;

any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment.

Examples of Employee Sexual Harassment

Examples of conduct prohibited by this policy include, but are not limited to, the following:

- lewd or sexually suggestive comments;
- off-color language or jokes of a sexual nature;
- slurs and other verbal, graphic, or physical conduct relating to an individual's gender;
- any display of sexually explicit pictures, greeting cards, articles, books, magazines, photographs, or cartoons;
- offensive physical contact, such as unwelcome touching, pinching, or brushing the body;
- coerced sexual intercourse;
- actions indicating that benefits will be gained or lost based on response to sexual advances.

Anyone having a complaint of racial, ethnic, or religious harassment should notify the University Resources Director, the Affirmative Action Officer, or the University President. The college official will follow the procedures outlined in Section G – Item G10 – “Discrimination Complaint Procedures.”

Sexual Harassment Policy

The Sexual Harassment Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

Vehicle Usage Procedure

Statement

This vehicle usage procedures document addresses the use of vehicles in the conduct of University business and activities.

Definitions

1. Vehicle – Vehicle is defined as any University licensed vehicle used for University- related business legally certified or approved to be operated upon a public highway, street, road, or freeway.
2. Employee – An employee is any person who is on the University payroll (faculty, staff, or student).
3. Volunteer of Record – A person who is providing services to the University without compensation and is acting at the specific request and direction of a University employee. A volunteer also includes students participating in a program of service to the University or community.
4. University Business – Travel that is conducted with the knowledge and approval of the University for the benefit of the University.
5. Authorized Driver – An employee or volunteer of record authorized to drive a vehicle for University business.

General Rules

1. Compliance with Law – Drivers shall operate vehicles not only in compliance with law, but also in compliance with all good driving practices including, but not limited to, obeying speed limits and using seat belts.
2. Compliance with University and Departmental Procedures – Use of any vehicle for University business or activities shall be in compliance with this Vehicle Usage Procedure and any relevant departmental procedures.
3. Driving Record – An authorized driver must possess a valid driver's license and comply with all Indiana motor vehicle laws. A valid driver's license is one that has not expired and is without suspensions, revocations, or probation of driving privileges. All drivers planning to drive University vehicles are responsible for reporting these incidents to their immediate supervisor. All drivers are required to complete a University Vehicle Driver Information and Agreement, a copy of which is attached hereto and is made a part hereof. This agreement shall be kept on file with the Vincennes University Campus Police Department as well as the Human Resource Office.
 - A PPC (Public Passenger Chauffeur) will be required in accordance with DMV/DOT regulations relating to vehicle size, cargo, or number of passengers, subject to all DOT requirements.
 - A PPC will be required of any VU employee who drives a 15-passenger van, subject to the DMV/DOT regulations.
 - University employees who hold positions requiring them to possess and utilize a CDL in the course of their jobs will be required to comply with the VU CDL Program, including

- participation in the Drug and Alcohol Testing Program.
4. Department of Motor Vehicle Reports – The Vincennes University Campus Police Department will obtain a Department of Motor Vehicle (DMV) report bi-annually on all drivers or periodic reviews of driving records may be obtained if conditions warrant.
 5. Authorization – The following guidelines will be used when designating authorized drivers and determining whether an authorized driver loses authorization. As a part of the privilege to drive a University vehicle, the employee agrees that the employee will immediately notify his/her supervisor if the employee is arrested or convicted of one of the following occurrences:
 - Speeding more than 20 miles per hour over the speed limit,
 - Reckless driving,
 - Driving while under the influence of alcohol or drugs,
 - Failure to stop and report an accident,
 - Using vehicle to elude an officer of the law,
 - Felony with vehicle,
 - Filing a false report,
 - Passing a stopped school bus,
 - Speed contest, drag racing, etc.,
 - Driving while license is suspended or revoked, or
 - Assault, manslaughter, or homicide arising out of operation of the vehicle.

The Risk Management Committee will review the occurrences, interview the employee, and then determine whether the employee will continue to be an authorized driver of a University vehicle or authorized to drive on University business. Multiple minor infractions can jeopardize the authorized driving status of an employee or student.

University Owned Vehicles

1. **Authorized Use** – University vehicles shall be used only in the conduct of University business and activities. This means University vehicles may be used “only when driven in the performance of, or necessary to, or in the course of, the duties of University employment.” The vehicle may be used as transportation to and from personal residences in connection with departure and return from official University business, when the appropriate department official has determined that such use is more efficient than available alternatives. Any other use of a vehicle for transportation between home and office, other than those previously stated, must be specifically authorized.
2. **Authorized Drivers** – Authorized drivers shall include faculty, staff, students, volunteers, and non-University persons, including consultants, provided they have been approved by the appropriate campus official and the vehicle use is for official University business.
3. **Passengers** – Passengers shall be limited to those directly engaged in University business.
4. **Administrative Vehicles** – The President and any Vice President who have a permanently assigned vehicle are allowed personal use. Such drivers are responsible for maintaining records of mileage for personal use as required by the IRS. At the end of each calendar year, this record will be submitted to the Payroll Office who will calculate an amount based on IRS formulas to be added to the statement of earnings of the employee. Driving privileges will be extended to the employee’s spouse, subject to compliance with this document. Additionally, any of their family members are permitted to be passengers in the VU vehicles whether it is business or personal use.

5. **Inspection** – Authorized drivers shall inspect and report any vehicle deficiency or unsafe condition to the Maintenance Department before/after driving the vehicle by completing the Vehicle Repair Form located in the glove compartment of the vehicle. The department supervisor shall inspect the vehicle to determine whether it shall be driven under existing conditions. Cracked windshield, inoperable brake lights, faulty seat belts, and worn tire tread are examples of reasons for placing the vehicle out of service.
6. **No Smoking** – Smoking or any usage of tobacco is prohibited in all University-owned vehicles. The first violation would be subject to a written warning. The second violation would result in loss of driving privileges of any University vehicles for a period of 30 days. The third violation would result in loss of driving privileges of any University vehicles until further review from the Risk Management Committee.
7. **Animals** – Animals may not be transported in University vehicles, with the exception of service animals.

Unauthorized Vehicle Usage

1. The following are all considered unauthorized or vehicle misuse:
 - Use of a University vehicle without proper authorization by appropriate University officials,
 - Use by or transporting unauthorized personnel, materials, or animals,
 - Unauthorized possession of a vehicle beyond the established period,
 - DMV violations,
 - Off-paved-road use,
 - No smoking or usage of tobacco products within the vehicle,
 - Violations of the campus Alcohol and Substance Abuse policies, and
 - Use of a vehicle for personal business except as stated in “University Owned Vehicles,” Number 4.
2. Any driver who is not in compliance with this vehicle usage procedure may be held personally responsible for any damage incurred during such use or be subject to disciplinary action. The driver will be required to reimburse all costs associated with the damage, misuse, or careless operation of any University vehicle and said reimbursement shall not be paid by the University.

Non-University Owned Vehicles Rules

1. Private Vehicles

- **Authorized Use** – Private vehicles may be used in the conduct of University business and activities only when such use is the most economic and efficient transportation option available and when such use is under specific direction of University supervisors
- **Insurance** – Private vehicles used on University business must be covered with the owner’s insurance as required by law. The vehicle insurance policy need not be classified for commercial use, but if the extent of the University business goes beyond incidental use, it shall be the responsibility of the employee or volunteer of record to resolve the matter personally with his or her insurance company. Additionally, the insurance covering the private vehicle used on University business is primary and if that insurance is exhausted, the University insurance is secondary to the extent of the policy. Claims paid by private insurance for accidents occurring from the operation of privately owned vehicles on University business are not reimbursable from University funds or University insurance.
- **Mileage Reimbursement** – Mileage reimbursement is available to cover the cost of operation of vehicles used for University business. This reimbursement rate is established

annually by VU and covers operating, operator maintenance, and insurance costs.

2. Rented

- **Authorized Use** – Vehicles may be rented by employees and volunteers only with the approval of the appropriate department manager. Vincennes University must be listed on the rental agreement.
- **Insurance** – Rental agencies offer insurance for liability (damage or loss sustained by others) and collision (damage or loss sustained by their vehicles). The University hired or rented auto policy covers this exposure for University employees only. Should the employee or volunteer of record suffer such a loss, it will be reimbursed by the University only when the University employee is the driver. Therefore, University authorized drivers of commercially rented vehicles shall not purchase physical damage coverage from the Agency.

Responsibility

1. **Accident Reporting** – All automobile accidents should be reported to the Facilitator of Insurance Claims as soon as possible, and an Automobile Accident Report must be completed and submitted, a copy of which is located in the glove compartment of the vehicle, together with a copy of the police report (every effort should be made to have any accident investigated by a police department). Please note that it is important to report any accident even if there appears to be no visible damage to the University vehicle. In the event of an accident, a Vehicle Accident/Incident report should be completed within 24 hours and submitted to the Risk Management/Purchasing Office, who will inform the Physical Plant in order that damages can be assessed and estimates and repairs can be arranged.
2. The Risk Management Committee will review each accident or violation on a case-by-case basis to determine the best course of action to take to control the risk.
3. It is the responsibility of all vehicle operators to drive in a safe manner and conform to all applicable laws and regulations. In addition, vehicle operators are responsible for the conduct and actions of all passengers riding in the vehicle.
4. Employees and supervisors are responsible for compliance with vehicle usage procedures.

Traffic/Parking Violations

1. Traffic/parking violations shall not be paid from any source of University funds.
2. The driver of a University vehicle is responsible for the payment of any traffic/parking citations incurred on or off University property during the time that said driver is responsible for the operation of the vehicles. University parking citations have the same legal authorization as those issued by municipal or state law enforcement authorities.
3. Any traffic/parking citations levied against a University vehicle and which are not paid, or if said fees were paid by the University, and the driver does not reimburse the University, the University reserves the right to pursue legal action with all costs to be paid by the driver of the vehicle.

Questions regarding the rules and procedures should be directed to the Risk management Committee, consisting of the following members: Director of Purchasing, Human Resources Director, Assistant Director of Physical Plant, Director of Housing, Director of Residential Life, Facilitator of Equipment Inventory and Insurance Claims, Benefits Coordinator, and Loss Specialist for Forrest Sherer.

Document approved April 7, 2004
Updated April 7, 2004
Updated May 27, 2004

**VINCENNES UNIVERSITY UNIVERSITY
VEHICLE DRIVER INFORMATION AND AGREEMENT**

Name of Driver: _____

Campus Department: _____

Phone Number: _____

Driver License Number: _____

State of License: _____

Expiration Date: _____ Birth Date: _____

I have read and understand the guidelines regarding University vehicle usage as outlined by the Vincennes University Vehicle Usage Procedures document.

In order to be allowed permission to operate a University vehicle, I agree to abide by them. I also agree to operate the University vehicle in a safe, prudent and lawful manner at all times. I do truthfully state that I have a valid, non-conditional driver's license and that my privilege to drive is not currently under suspension, and further, I understand that the University may verify my license information and motor vehicle record to determine my eligibility to drive a University vehicle.

I agree to give the University prompt notice of driving arrests or convictions as listed in the Vehicle Usage Procedures, and I consent to the University Campus Police periodically reviewing my driving record to determine my continued eligibility to drive University Vehicles.

All information attained by the Vincennes University Police Department will be held in strict confidence.

Driver Signature: _____ Date: _____

Document Approved: April 7, 2004
Updated 4-22-04

Policy for Naming Opportunities at Vincennes University

I. Authority and General Guidelines for Honorific Naming of University Facilities, Positions, Scholarships, and Grounds Areas.

1. The Vincennes University Board of Trustees has sole and final authority to establish policies which confer honorific names on new or existing facilities, academic/non-academic positions, and grounds areas.
2. The Vincennes University Foundation has the authority to confer honorific names on scholarships, divisions, and department funds, and such other funds administered and invested by the Foundation.
3. In special circumstances, the University may consider the combination of a person or entity's financial and individual commitments of time and talent in determining the “value” of the overall impact on the University in deciding the level of contributory impact for naming purposes.
4. Facilities shall include buildings, classrooms, auditoriums, laboratories, libraries, athletic facilities/fields, residence halls, student union, special campus spaces, and similar entities.
5. Academic and non-academic positions may include Deanships, Chairs, Distinguished Professorships, Professorships, Distinguished Lectureships, and such other positions as may be created in the future.
6. Unrestricted, Restricted, and Endowed funds developed by the Foundation may include Divisional or Department Funds, Scholarship Funds, Fellowships, Book, Housing, and Emergency Funds, or Special Awards and Stipends.
7. Grounds shall include parks, open spaces, walkways, gardens, fountains, outdoor structures, monuments, art, campus entrances, and other similar entities.
8. Within the established policy guidelines, nominations for honorific naming of facilities, positions, and grounds area are subject to review and recommendation of the University President. Honorific naming opportunities exceeding \$500,000 shall be submitted by the University President for approval of the VU Board of Trustees.

II. Eligibility for Honorific Naming

1. New and existing (but unnamed) facilities; positions; scholarships; and grounds areas at Vincennes University may be considered for honorific naming.
2. Only those individuals or other beneficiary (or beneficiaries) who have made a significant, positive contribution(s) to the mission of Vincennes University, the Vincennes University Foundation, or an affiliated organization or program shall merit consideration for honorific naming.

III. Development-related Opportunities for Honorific Naming

1. As part of the ongoing efforts to attract private funding, the Office of the President of Vincennes University may present the policies of honorific naming of academic and non-academic facilities, programs, scholarships, and grounds areas at Vincennes University to potential major donors.
2. In cases where the significant, positive contribution takes the form of a major financial donation, the honorific naming will be considered only when the nature of the beneficiary

(beneficiaries) is compatible with the University mission and, when applicable, with the mission of the unit for which a donation may be designated. Cases in which honorific naming could be identified as promoting a political, religious, or social cause(s) or any political, religious, or social organization(s) or group(s) are ineligible for consideration.

3. The naming of a new state-funded or approved (but not funded) facility may be considered when any contributor(s) has donated a sum whose value will constitute a significant part of the initial cost of the building.
4. The naming of an existing facility may be considered when an individual or other beneficiary (beneficiaries) has donated a sum which will constitute a significant portion of the present value of the building or planned renovation to the building (minimum \$1 million).

See Also Trustees Naming Policy – C97

Section H Faculty

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The Teaching Task

Vincennes University is a teaching institution. VU's major emphasis is teaching rather than teaching, research, and publication as in baccalaureate institutions. Effective teaching, that which reaches students and challenges them, is the primary goal.

The foundation of the teaching task is that intelligence and the acquisition of knowledge is developmental and that good teaching strives to meet students where they are. It is assumed, therefore, that education is a growing and dynamic process. Professors must search to communicate high esteem of student learners and thereby enhance the educational process.

Vincennes University believes that exhaustive efforts must be made to create an overall educational environment for success of students. Students learn that they are able from success, not failure. It is understood that professors at VU face a highly heterogeneous student body regarding interests, capacities, aptitudes, and types of intelligence. Constantly, VU professors are confronted by a continuing paradox between the necessity of maintaining standards to guarantee the employability and transferability of graduates and the stark reality that, for many, Vincennes University may be the main hope to achieve a college education. Therefore, professors make every effort to adjust the teaching task to the capacities of the students.

Certainly, it takes more skill and effort to motivate and teach a wide spectrum of students than a highly homogeneous group of students selected with similar characteristics. Given the heterogeneity of the students, professors must make a conscious effort not to attribute their own shortcomings or inadequacies as teachers on the incompetencies of their students.

Teaching at Vincennes University is characterized by innovation and experimentation, by an expressed desire to help students succeed, by a climate warm with personal interest and concern, by a variety of teaching methods, and by preparation by the faculty.

To that end, the following recommendations are made regarding teaching practices:

Course content should be relevant and innovative.

When multiple sections of the same course are taught by different instructors, effort to coordinate the teaching and course content ensures performance at a similar level in all courses.

The need for increasing reading assignments should be emphasized. Students must learn to read widely. Use of the LRC must be encouraged. Reading should be complimented by audio-visual aids. Class presentations and outlines should be well organized and clear.

Every effort should be made to design procedures to encourage students to keep up with professors. Many students at VU cannot recover if they get behind in a course. For this reason, tests should be frequent so that the decision about students' achievement is not based on a few tests requiring abstract verbalism. In other words, tests (including final exams) should be used as teaching devices. Final examinations can serve as final reviews and should highlight the course as a whole.

If a faculty member's grades run consistently high or consistently low, either the teaching process or the grading needs to be reviewed.

Teaching Task Policy

The Teaching Task Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-V FACULTY of this University Manual.

Academic Advising

Academic advisors are assigned by the respective division deans. All program advising is done by faculty members in the students' major areas as part of the faculty responsibility. The Assistant Provost for Academic Affairs is responsible for coordinating the advising program. For procedures of advising, refer to the Advising Manual.

Academic Freedom

All faculty members are entitled to academic freedom as follows:

1. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other employment. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should not introduce into their teaching controversial matters that have no relevance to the subject.
2. College teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline. As individuals of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

Academic Freedom Policy

The Academic Freedom Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-V FACULTY of this University Manual.

Classroom Conduct

The following guidelines for classroom conduct are provided to enhance the teaching task:

- Classes should begin promptly at the scheduled time and should end at the scheduled time. No regulations exist whereby a class has to wait a certain period of time for a late professor, excepting the ordinary rules of courtesy and a desire to learn.
- Classes shall at all times be conducted with dignity and decorum befitting a college classroom. Faculty members have a responsibility to maintain order and discipline on the campus at all times. Instructors are not to tolerate disorder in their classrooms, nor should they permit their classes to be disturbed by students in the halls or any other part of the buildings in which their classes are being held. Students not showing proper cooperation should be warned and then ordered from the classroom. Lack of cooperation on the part of a student should be referred to the Dean of Students.
- Rules of professional courtesy should prevail at all times. Unprofessional remarks about other members of the staff are to be avoided as a matter of course, particularly in the presence of students.
- Faculty members should discourage undue intimacy with students. Students will address faculty members by their proper titles (Dr., Professor, Mr., or Ms.), not by their first names.

Class Rosters

Class rosters are prepared by the Management Information Center from the registration information collected from students. These are preliminary rosters available via SIS.

Official class rosters are available to class instructors via SIS after the “Drop and Add” period. Faculty should not permit students to attend class unless their names appear on the class roster. If a student’s name does not appear, but the student says that he or she is registered in that section, check the student’s schedule on the Z system. If a student whose name appears on the roster has not attended class, the student should be dropped for non-attendance as a “No Show.”

If errors occur in the class section number, time, or instructor at the top of the class roster, notify the department chair, who will initiate the notification process to the division dean.

Course Outlines and Syllabi

Vincennes University Common Course Outline (June 2008)

The Common Course Outline is a statement of the agreed upon elements (agreed upon by the department as a whole) common to the course no matter who teaches it. It includes the following:

- I. Identify the course and declare ownership**
 - A) Vincennes University
 - B) Course title
 - C) Course number
 - D) Credit hours
 - E) Distribution of contact hours
- II. Course Catalog description**

This section will (1) state the course catalog description including an prerequisites/co-requisites, (2) identify which General Education Skills (listed in the catalog) that the course meets and (3) identify which General Education Graduation Requirement, if any, are met by the course, whether common or broad core requirements or Reading, Writing or Speaking Intensive requirements.
- III. Common Course Outcomes**

The common course outcomes are statements of expected student learning. These define the required depth and breadth of the course. Each instructor of the course is expected to provide experiences that assist the student in achieving each of the outcomes stated in the common course outline. These are what distinguish this course from other courses.
- IV. Course Assessment Strategies**

Course assessment is the process of determining how well the class as a whole has mastered the common course outcomes. The documenting of such results is a fundamental part of the accreditation process for the University. The assessment process will involve the designation of at least one outcome and the development of a strategy for determining how well the outcome has been achieved.
- V. Course Text and Materials Statement**

Suggested list of acceptable text(s) must be listed with titles, author, publishers, edition number and the ISBN number.

A template for generating the Common Course Outline can be found on the VU homepage at Faculty/Staff, Center for Teaching and Learning, Faculty Resources.

VU Instructor Course Syllabus

The Instructor Course Syllabus delineates how the individual professor will approach the standardized content of the course and should include the following information.

I-V. Sections I-V of the Common Course Outline generated by the department.

VI. Instructional Methodologies/Activities

The following is a list of possible instructional methods taken from *The Acts of Teaching* by Donald Cruickshank, 1995.

Brainstorming	Academic games
Interest Centers	Case Studies
Contracts	Colloquia
Demonstrations	Debates
Discovery	Direct Instruction
Drill and Practice	Discussion
Independent Study	Field Observation
Learning Modules	Individualized Instruction
Oral Reports	Mastery Learning
Problem Solving	Presentations by Special Speakers
Projects/Activities	Programmed Instruction/CAI
Recitation	Protocols
Simulations	Role Playing
Tutoring	Student Teams, Cooperative Learning

VII. Course Grading and Evaluation Practices

- a. Grading Scale
- b. Course requirements by percentage of total grade or points
- c. Rubric scoring guide used in subjective assessments (as applicable)

VIII. Course Policies

- a. Attendance (Vincennes University catalog)
- b. Make-up work and late work (departmental or instructor's policy)
- c. Use of electronic devices in class
- d. Instructor's Academic Dishonesty Policy/Statement
- e. Disabilities Services Policy (Vincennes University catalog)
- f. Standard of Student Behavior (Vincennes University catalog)
Students need to be aware that violations of the University Standard of Student Behavior may result in some form of disciplinary action.
- g. Content/Schedule change statement.

IX. Course calendar/Schedule/Assignments

X. Other Information as desired.

A template for generating the Instructor Syllabus can be found on the VU homepage at Faculty/Staff, Center for Teaching and Learning, Faculty Resources.

Office Hours

The purpose of office hours is to encourage students to seek counsel. To make the counseling of students more effective, the following guidelines have been set forth.

- All faculty members hold at least seven office hours a week (one or more office hours per day), attempting to have at least one fifty-minute period at a time with some periods in the mornings and some in the afternoons available to students.
- Those faculty members whose schedules do not permit such an arrangement must submit a schedule showing the period of the day when they can best hold individual conferences.
- All such office hours are submitted to the Provost and Vice President for Instructional Services/Dean of the Faculty no later than the end of the third week of classes on the four-part Faculty Schedule Card Form. The white copy of this form is posted on the faculty member's office door, the second copy submitted to the division office, the third copy submitted to the Assistant Provost for Academic Affairs, and the fourth copy submitted to the Provost and Vice President for Instructional Services/Dean of the Faculty.

Faculty Office Hours Policy

The Faculty Office Hours Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-V FACULTY of this University Manual.

Instructional Evaluations

While the major thrust of the evaluation process is clearly for instructional improvement, there are implications for faculty promotion, retention, and tenure.

Student Rating of Instruction

Faculty members are rated by students using the following plan. In addition to the results being returned to the individual faculty member, a copy is placed in the file of the immediate supervisor.

1. A standard University core of rating items has been developed. All faculty members are expected to use this standard core of items unless approval has been granted by the Dean of Faculty to substitute departmentally prepared and approved items.
2. Each department has prepared an appropriate list of no more than fifteen rating items for each course the department offers. These items are then administered in conjunction with the standard University core items. These lists must be approved by the division chairperson and the Provost and Vice President for Instructional Services/Dean of the Faculty before their use and, once approved, remain in place until approval for any revisions is sought and granted. All faculty members teaching the same course use the same list of approved items. The same list of items may be used in multiple courses if the department so determines and appropriate approval is granted.
3. The student rating of instruction process is administered for each new faculty member in all class sections he or she teaches during the first four regular, full-time semesters of employment and for all classes taught in at least one semester each year thereafter until tenure is earned. Tenured faculty members are rated in all class sections taught during at least one semester during any two-year period or the equivalent thereof. Faculty members may elect to administer the student rating of instruction process in any course section during any semester.
4. Each department/division may elect to use additional items aimed at course evaluation. Response forms will be provided upon request.
5. Faculty members may elect to use up to five instructor-supplied items to individualize the evaluation process. These would be in addition to the University core and department items.

Use of Evaluation Data

1. All pertinent departmental, divisional, and administrative evaluation data of faculty, is placed in a master file. Faculty members are advised periodically of the type of materials going into this file.
2. Each faculty member has access to his or her file and upon reading it may initial any or all significant evaluations, reports, and comments contained therein. If any item is to be placed in the faculty member's file which has a negative connotation upon his or her performance or character, written notification is made from the Provost and Vice President for Instructional Services/Dean of the Faculty to the faculty member. The faculty member has the right to place written comments in the file in response to any materials contained therein.

A faculty member with identified weaknesses in teaching or professional service which have been verified through the evaluation process is counseled by the appropriate department chair,

division dean, and/or vice president. A report of the items discussed is placed in the faculty member's file, and the report is signed by all involved in the discussion.

3. The faculty member may, at his or her option, request that a faculty committee of peers from that service area, department, or division be established to assist him or her to strengthen deficiencies. This committee observes at length the faculty member in his or her classroom and in turn offer counsel to the faculty member.

Evaluation of Instruction Policy

The Evaluation of Instruction Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-V FACULTY of this University Manual.

Examinations

All professors are expected to give midterm and final examinations unless special arrangements are made with the division dean. A tentative final examination schedule is printed in the class schedule book. The official final examination schedule is announced by the Assistant Provost for Academic Affairs not later than two weeks before examination week. Midterm examinations are held during the designated week of the semester, and final examinations are held during the last week of the semester. All examinations should be given when they are scheduled. Only the division dean may approve changes in the time of an examination for an individual student. Only the division dean may approve not giving regularly scheduled exams.

Copies of all final examinations are filed with the division office. Filing midterm examinations is not required.

Examinations should be graded promptly and the results given to students so that they may be a learning tool in evaluating their work. Final examinations to be utilized to a large extent each year may be kept, but quiz results should be returned promptly. Term papers should be returned as they are the property of the student; however, professors may request copies.

Teaching Task Policy

The Teaching Task Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-V FACULTY of this University Manual.

Final Examinations Policy

The Final Examinations Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IV ACADEMIC INFORMATION of this University Manual.

Grade Reporting

Procedure

All final and midterm grades are reported on Campus Pipeline by each instructor. Grades must be reported by 9:00 a.m. Monday following the midterm examination period and within seventy-two (72) hours after the time of the final examination for the course.

Students may access their grades on Campus Pipeline.

After grades have been reported, the Registrar prepares the official list of students who are academically disqualified, who are on probation, who failed to meet Standards of Progress, and who are on the Dean's list.

A report on the academic standing of seniors who are candidates for graduation is required by the Registrar by midterm. A special form for this purpose is provided by the Registrar.

Because questions regarding grades may arise over a period of time, University approved policy states that all instructors will retain grade books for a five-year period. The grade books are turned into the faculty member's division office upon his or her leaving the employment of the University. The division office, at its discretion, turns the grade books into the Office of the Provost and Vice President for Instructional Services/Dean of the Faculty for storage.

All faculty members must follow the grading policies as outlined in the Catalog.

Grade Changes

To change a student's final grade after the grade reporting period has closed, submit the completed Grade Change Request Form to the Division Dean. If the change is approved, the Dean will forward the grade change to the Registrar for processing.

No student's letter grade, excluding that of Incomplete, can be changed on the basis of extra work or examinations given after the completion of the course.

If an incorrect midterm grade has been given to a student and that student's qualification for honors is thereby affected, the instructor notifies the Registrar in writing of the correct grade. In the case of Incomplete grades, only the Registrar needs to be notified.

Employment

Contracts

Tenured faculty members receive a letter of agreement indicating earned salary increases annually. Contracts are issued annually to non-tenured faculty members. Every effort is made by the Vice President for Financial Services and Government Relations to issue new contracts and letters of agreement by June 1 each year, dependent upon the date of notification of the University's state appropriation. Unless a faculty member is notified by February 15, it may be assumed that a contract will be offered for the next year. It would be appreciated if faculty members who are not returning would notify the Provost and Vice President for Instructional Services/Dean of the Faculty by April 1. All contracts offered must be returned fifteen (15) days after their issuance. Faculty members are paid their contracted salary in twenty-six (26) equal bi-weekly pay periods. Division deans are contracted for twelve months.

Employment and Tenure

Any employee who does not receive a written contract for a specified term of employment is not considered faculty and is not subject to the paragraphs that follow within this section "Employment and Tenure." Rather, any employee not employed by a written contract for a specified term may terminate his or her employment at VU at any time, and VU may terminate his or her employment at any time.

The Board of Trustees is committed to the principles of academic freedom at VU, and to further these principles, the Board of Trustees affirms its commitment to granting tenure, upon the terms hereafter designated, to faculty members involved in teaching at Vincennes University. The Board of Trustees believes the principles upon which tenure was founded apply only to faculty members involved in teaching, and, accordingly, Vincennes University does not offer tenure track positions to professional staff employed after June 1, 1990.

Also effective June 1, 1990, any new employee hired outside the University as an athletic director or coach at Vincennes University is employed by an individual written contract specifying the duration of the coach's employment. These coaches are given the appropriate rank and titles and are subject to promotion, but these coaches are not eligible for tenure.

Effective January 1996, the Trustees authorized the University administration to send letters to all tenure track employees not eligible for tenure in 1996 that their tenure track contracts would not be renewed. These employees were then offered employment in non-tenure track positions. However, the Trustees agreed that all previously accumulated years toward tenure would be retained, until such time as the Trustees may decide to reinstitute tenure track positions. Effective with the fall semester of 1999, the Trustees reinstated tenure track positions.

Employment and Tenure Policy

The Employment and Tenure Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-V FACULTY of this University Manual.

Non-Tenured Employment

1. The Board of Trustees expressly delegates to the President all authority for the employment of non-tenured faculty.
2. Before faculty members are appointed, the initial salary, rank, and duration of the appointment shall be stated in writing and placed in the possession of the University and the faculty. All contracts for faculty shall designate whether the faculty is tenured or non-tenured, and if non-tenured, whether the position is a tenure-track position.
3. Contracts for faculty not having been awarded tenure are only for the time specified in each of said contracts. Until tenure is granted, faculty shall have no expectation of continued employment after the duration of the contract, as the University expressly retains its right not to renew the contract.

All contracts offered to faculty shall be signed and returned to the University within fifteen days of the postmark.

4. The President, the appropriate Vice President, and/or Division Dean will arrange for an annual administrative evaluation of the contributions of the faculty. The faculty person evaluated will be notified of the evaluation, will be encouraged to participate in the evaluation, will be advised of the results of the evaluation, and will have an opportunity to respond to the results of the evaluation.

The faculty will be evaluated, as appropriate, upon the following general criteria:

- A) Instructional Effectiveness/Responsibilities
 - B) Student Support Services
 - C) Professional Growth and Development
 - D) Professional Ethics/Conduct
 - E) Contributions to the Department
 - F) Faculty Administrative Responsibilities
5. Non-tenure appointments for faculty who are in tenure-track positions but who have not been awarded tenure will be employed for one year at a time.
 6. The University President will notify by mail postmarked by the fifteenth day of February those non-tenured persons whose contracts are not being renewed for the subsequent year. Upon receipt of said notification, the faculty person may seek a meeting with the President to discuss the decision made by the President and administration not to renew the contract.
 7. The employment of a non-tenured faculty person shall be terminated by the University before the expiration date of the person's written contract only for reason of incompetence, serious personal or professional misconduct, or insubordination by the faculty person. This termination of a non-tenured faculty person is to be distinguished from the non-renewal of the non-tenured faculty person's contract, as non-tenured faculty persons are to have no expectation of continued employment after the expiration of each one-year contract.

If it becomes necessary to terminate the employment of a non-tenured individual before the expiration of the individual written contract, the University President shall provide the faculty person written notice of the reasons for the contemplated termination. The person may request a hearing before the University President in writing within ten (10) days after the postmark of the notice that termination is being contemplated or the President will proceed to make a

decision without benefit of the hearing.

The President will conduct the hearing within a reasonable time after receiving the written request. Before the hearing, the faculty person will be advised of the names and of the substance of the testimony of the witnesses who will testify in support of the adverse recommendation, and the faculty person will be given the opportunity at the hearing to cross examine witnesses and present witnesses and present evidence. The proceedings will be recorded and transcribed. The faculty person may be represented by counsel. The hearing will not be open to the public to protect the rights and privacy of the faculty person and all participants.

The University President may suspend with pay the faculty person, pending the hearing upon termination and the final decision thereon.

Personnel Information

Any changes in personnel information must be reported to the Human Resources Office. Address and telephone number changes should be reported to the Human Resources Office by appropriate department or division office on a Payroll Notification Form that is clearly marked "Address Change Only."

Service Date – Current Hire Date

Seniority recognition dates are referred to as "service date" and "current hire date." Service date is the date the employee began full-time, regular employment with the University. The service date is used to determine vacation allowance, sick leave benefits, and service awards. If a break in service to the University occurs that is of less than twelve (12) months duration the employee's previous service will count when determining vacation, sick leave benefits and service awards. A break in service of twelve (12) months or more means that an employee's previous service will not be counted toward vacation allowance, sick leave benefits, or service awards. Current hire date is the date of employment in the current occupational unit.

Tenure and Promotion Committees

All tenure and promotion applications shall be acted upon by the three faculty Tenure and Promotion Committees, by the Provost and Vice President for Instructional Services/Dean of the Faculty, by the President of the University, and by the Board of Trustees in that order. The committee structures and memberships are contained below:

1. The Department Tenure and Promotion Committee
 - A) The membership of the committee shall consist of the department chair and four tenured faculty members.
 - B) Two faculty members shall be elected by the members of the same department.
 - C) Two faculty members shall be elected by the division members from the pool of qualified faculty members.
 - D) If a department cannot meet the criteria of 1.A. through 1.C., the dean of that division shall fill the vacancies with members from the division pool.
2. The Divisional Tenure and Promotion Committee
 - A) The membership of the committee shall consist of the dean of that division and four tenured faculty members with the rank of full professor who are elected by the division.
 - B) No more than one elected member shall be from the same department.
 - C) If a division cannot meet the criteria in 2.A. and 2.B., the dean of that division shall fill the vacancies with other qualified members.
3. The University Tenure and Promotion Committee
 - A) The membership of the committee shall consist of one divisional dean who is elected by the instructional deans and one tenured full professor from each division, including the Jasper Campus, who shall be elected by the faculty members of each division.
 - B) If a division cannot meet the criterion in 3.A., the Vice President for Instructional Services shall appoint a faculty member from that division to serve on the committee.
4. Criteria for Membership on the Tenure and Promotion Committees
 - A) A faculty member may only serve on one committee at a time.
 - B) The term of membership shall be two years.
 - C) Each committee shall elect its own chair.
 - D) Elections for faculty membership shall be held at the beginning of each academic year.*
 - E) Committee members may be re-elected.
 - F) The decisions of the committee shall be determined by a majority vote which shall be transmitted along with the committee's recommendations.
 - G) If a committee member cannot fulfill his/her term, the division or unit represented by that member shall hold a special election to fill the vacancy.

*For the first year, fifty percent of the committee members shall be elected for a one-year term.

Tenure

Basic Tenets and Authorization of Tenure

The Board of Trustees reserves the right unto itself the granting of tenure status to faculty, which

determination will be made after due consideration to the recommendations of the President, the Provost and Vice President for Instructional Services/Dean of the Faculty, and the three faculty Tenure and Promotion Committees.

- A) The granting of tenure status is not based solely on years of service, nor is it reward for work well done. Tenure is to be recommended only after the most careful consideration of past and potential contributions in the context of the Department, Division, and University's mission, overall needs, and long-range plans.
- B) All departments should make it a matter of continuing concern to maintain an appropriate balance between non-tenured and tenured faculty and should try to space tenure appointments to achieve an even balance between the rate of appointment to tenure and the anticipated rate of retirement and resignation.
- C) Annually a workshop is held during the fall semester by the Chair of the University Tenure and Promotion Committee to outline procedures for application for tenure.

Years of Service

- A) To be eligible to apply for tenure, a faculty member must have served five consecutive years in the same academic department.
- B) Individuals on Board-approved leave will be construed as having served the University without interruption. However, duration of the leave will not count towards years of service.
- C) Years of service in an externally funded program administered by the University do not count toward the five years of consecutive service required for an employee to be eligible to apply for tenure.

Eligibility for Tenure

- A) To be eligible to apply for tenure, a faculty member in a tenure-track position must hold the rank of Associate Professor and have served a minimum of five consecutive years in the same academic department.
- B) To be eligible to apply for tenure, non-tenured faculty in full-time, non-tenure track positions must first be designated "tenure track" and hold or be promoted to the level of Associate Professor. After designated tenure track, the faculty member must serve five consecutive years within the same department. The Provost and Vice President for Instructional Services/Dean of the Faculty may grant, at his or her discretion, allowance of up to three years of non-tenure track service toward the five-year continuous service requirement.

Retaining Tenure

- A) Tenure is not retained when leaving a department and entering another at the University. Tenured faculty members who change departments are eligible to apply for tenure after two years of service in the new department, provided they hold the rank of Associate Professor or higher.
- B) Non-tenured faculty in tenure track positions who change departments at the University are eligible to apply for tenure after two years of service in the new area, provided they have a minimum of five years consecutive service as faculty at Vincennes University and hold the rank of Associate Professor.
- C) Non-tenured faculty in non-tenure track positions who change departments and enter another at the University are eligible to apply for tenure under the conditions of 3.B. above.

Factors to be Considered

Among the factors to be considered at each tenure review level are:

- A) The balance of tenured and non-tenured faculty within the Department in which tenure is requested.
- B) The viability of the program in which tenure is requested and other unforeseen, extraordinary changes in the circumstances in which tenure is requested. These changes must be communicated to the University faculty in a timely manner.

Responsibilities of the Three Tenure and Promotion Committees

- A) All committee members must keep confidential committee proceedings.
- B) The three Tenure and Promotion Committees are (1) the Department Tenure and Promotion Committee, (2) the Division Tenure and Promotion Committee, and (3) the University Tenure and Promotion Committee.

The Department Tenure and Promotion Committee

- A) The committee shall evaluate tenure application materials. It shall make recommendations for tenure or tenure denial to the Division Tenure and Promotion Committee.
- B) The committee shall consider the application, based on evidence that the faculty member:
 - 1. Understands the comprehensive community college philosophy.
 - 2. Is a superior teacher with competence in an area vital to the Department's functions.
 - 3. Has made significant contributions to the Department's academic advising and student services.
 - 4. Has provided significant service to the Department in non-teaching administrative responsibilities.
 - 5. Has participated in professional growth and development activities appropriate to the Department's mission and goals.
 - 6. Has participated in special projects on behalf of the Department, Division, and/or University.
 - 7. Possesses the potential to further the goals of the Department, Division, and University.
- C) The Department may make more specific tenure criteria within these seven areas or may include additional areas of evaluation, subject to review by the Provost and Vice President for Instructional Services/Dean of the Faculty provided that (1) such additional specifications or criteria must be made available to tenure track faculty at least one year before they are eligible to apply for tenure; and (2) additional specifications or criteria used in evaluation of tenure applications are part of the tenure application package and will be passed on to each level of evaluation.

The Division Tenure and Promotion Committee

- A) The committee evaluates tenure application materials forwarded by the Department Tenure and Promotion committees.
- B) The committee makes recommendations for tenure or tenure denial to the University Tenure and Promotion Committee based on the applicant's credentials and potential for future service to the Division in the context of the Division's mission and goals.
- C) The Division may make more specific tenure criteria within the seven areas listed in 7.B. or may include other areas of evaluation provided that (1) such additional specifications or criteria

must be made available to tenure track faculty at least one year before they are eligible to apply for tenure; and (2) additional specifications or criteria used in evaluation of tenure applications are part of the tenure application package and will be passed on to each level of evaluation.

- D) The Division Tenure and Promotion Committee hears appeals of tenure denial from Department Tenure and Promotion committees.

The University Tenure and Promotion Committee

- A) The committee reviews tenure application materials forwarded from Division Tenure and Promotion committees.
- B) The committee makes recommendations for tenure or tenure denial to the Provost and Vice President for Instructional Services/Dean of the Faculty in the context of the University's overall mission and goals.
- C) The committee hears appeals of tenure denial from the Division Tenure and Promotion committees.

The Vice President for Instructional Services

- A) The Provost and Vice President for Instructional Services/Dean of the Faculty reviews tenure application materials sent forward from the University Tenure and Promotion Committee and makes recommendations for tenure or tenure denial to the University President.
- B) He or she hears appeals of tenure denial from the University Tenure and Promotion Committee in accordance with the provisions under Procedures for Appeal.

The University President

- A) The President reviews tenure application materials sent forward by the Provost and Vice President for Instructional Services/Dean of the Faculty and makes recommendations for tenure or tenure denial to the Board of Trustees.
- B) He or she hears appeals of tenure denial from the Vice President for Instructional Services in accordance with the provisions under the Procedures for Appeals.

The Board of Trustees

- A) The Board of Trustees reviews application materials sent forward by the President.
- B) The Board of Trustees hears appeals of tenure denial from the President in accordance with the provisions under Procedures for Appeals.
- C) The granting of tenure to faculty is the sole prerogative of the Board of Trustees, whose decision is final.

Procedures for Applying for Tenure

- A) Eligible faculty members must submit their request for tenure in writing with a thorough documentation based upon the items in section 7.B. and other Department or Division criteria. The Department Chair will provide copies of the application to the Department Tenure and Promotion Committee and will notify the Division Dean that an application for tenure is under consideration.
- B) Applicants for tenure may be asked to speak to Department and/or Division Tenure and Promotion Committees or asked to provide additional supporting documentation.

Denial of Tenure

- A) The tenure application may be denied at any of the tenure evaluation levels by a majority vote of the Tenure and Promotion Committee, by decision of the Vice President for Instructional Services, or by decision of the University President.
- B) The reasons for tenure denial will be provided in writing to the faculty member in a timely manner.
- C) An applicant denied tenure may accept the denial and reapply for tenure in the future or appeal.
- D) An individual may reapply for tenure two additional times (excluding appeal) unless the individual's contract has been terminated in accordance with other relevant provisions in the University Manual.

Procedures for Appeals

- A) Appeals proceedings are confidential but will be communicated in writing to the tenure applicant in a timely manner.
- B) In any given application year, the applicant may appeal one denial of tenure decision to the next higher level.
- C) The faculty member shall provide the committee a written explanation of the basis of his or her appeal.
- D) The committee shall approve or reject the appeal by majority vote. The committee chairperson shall provide written reports of the committee's decision to the Division Dean and faculty member in a timely manner.
- E) If the appeal is approved, the tenure application materials shall be sent to the next level to be considered with other applications for tenure. The chairperson's report of the appeals proceedings shall be attached to the tenure application.
- F) If the appeal is denied, the faculty member's tenure application process does not continue. The applicant may reapply under 7.B.
- G) The Vice President for Instructional Services or the University President, as the case may be, may, but is not required to, appoint an advisory committee to assist in evaluating an appeal.
- H) If such an advisory committee is appointed, it shall consist of two tenured faculty members holding the rank of professor and a divisional dean. None of these individuals will be current members of any Tenure and Promotion Committee.
- I) The Vice President for Instructional Services or the President, as the case may be, shall provide a written report to the divisional dean and the faculty member whose application for tenure is denied.
- J) If the appeal is to the Board of Trustees, a committee of the Board of Trustees, consisting of the Chairman of the Personnel Committee (who will preside), one Trustee chosen by the faculty member, and one Trustee chosen by the President of the University, shall provide a faculty member with a formal hearing. The faculty person will be advised of the names and substance of the testimony of the witnesses who will testify in support of the denial of tenure a reasonable time in advance of the hearing. The faculty member shall then provide the University counsel the names and substance of the testimony of the faculty member's witnesses a reasonable time in advance of the hearing. Both sides will be given the opportunity to have counsel, to cross examine witnesses, and to present evidence at the hearing. The hearing will be conducted as a closed executive session of the Board of Trustees to protect the rights and privacy of the faculty member and participants. The Hearing Committee will forward a tenure recommendation to the Board of Trustees, which, after deliberation upon the information received from the Committee,

shall make the decision whether to grant tenure for the faculty member.

Termination of Tenured Employment

- A) The University may terminate tenured employment of a faculty member for only the reasons of incompetence, serious personal or professional misconduct, insubordination, discontinuance of a program, or extraordinary financial exigencies of the University.
- B) In the event the tenured employment of a faculty member is terminated because of extraordinary financial exigencies of the University, the faculty member will be given the first opportunity to return to the position for a period of three years.
- C) In the event the President of the University recommends to the Board of Trustees that a tenured faculty member's employment with the University be terminated, the President shall notify the faculty member in writing of the reason for the recommendation. The faculty member may request a hearing before a committee of the Board of Trustees, which shall consist of the Chairman of the Personnel Committee of the Board of Trustees (who will preside), one trustee chosen by the faculty member, and one trustee chosen by the President. The request for the hearing must be made in writing to the President within ten (10) days after the postmark on the notice of the adverse recommendation.

The committee will conduct the hearing within a reasonable time after receiving the written request. The faculty member will be advised of the names and substance of the testimony of the witness who will testify in support of the adverse recommendation a reasonable time in advance of the hearing. The faculty member shall then provide the University counsel the names and substance of the testimony of the faculty member's witnesses a reasonable time in advance of the hearing. Both sides will be given the opportunity to have counsel, to cross examine witnesses, and to present evidence at the hearing. The hearing will be conducted as a closed executive session of the Board of Trustees to protect the rights and privacy of the faculty members and participants.

The committee will forward a recommendation concerning the termination of employment of the faculty person to the Board of Trustees, which, after due deliberation upon the information received from the committee, shall make the decision whether the employment of the tenured faculty person is to be terminated.

Expectations After Tenure is Granted

- A) After tenure is granted, faculty members are expected to continue outside professional experiences to remain on tenure. Examples of expected work are as follows:
 - 1. A minimum of six credit hours in the teaching field every five years (or within a period of five years); or
 - 2. An equivalent in writing; or
 - 3. A substitution of research; or
 - 4. A substitution of travel, workshops, or seminars; or
 - 5. Return to work in the field related to teaching duties; or
 - 6. A substitution of special project for the University that requires any or all of the above.
- 7. If the faculty member holds a doctorate degree or its equivalent, writing, research, or a special project is more desirable than hours of credit.

- B) After tenure is awarded, the faculty member need not receive an annual contract of employment, as a continuation of employment will be automatic. However, any changes in salary, title, rank, and special duties shall be reduced to writing and added as an addendum to the faculty member's existing contract.

Amendment to Tenure Regulations

These regulations pertaining to tenure may be amended at any time upon agreement of a majority of the members of the faculty holding tenure and the approval of the Board of Trustees.

Performance Evaluations (June 2008)

Faculty members participate annually in a faculty evaluation. The evaluation focuses on three criteria: Performance of Assigned Tasks (60%), Service to College and Community (20%), and Professional Development (20%). The evaluation cycle runs March 1 – February 28-29.

The faculty evaluation plan involves two parts. The establishment of goals at the beginning of the evaluation cycle and the completion of a performance evaluation report at the end of the evaluation cycle.

The goals are developed by the faculty member and approved by the department chair or supervisor. For 2008 all faculty will submit goals by September 15. In subsequent years goals for continuing faculty will be submitted by March 22 and for new faculty by September 15. Faculty report on their progress on their goals as part of the performance evaluation report.

As part of the evaluation report, faculty members are invited to submit a self-report by March 22. The self-report and additional information are used by the department chair to develop an evaluation report. Criteria are rated superior (5), excellent (4), good (3), needs improvement (2), and unsatisfactory (0).

Department chairs review their initial ratings with deans to ensure consistency within divisions and deans review their ratings with the provost to ensure consistency across the university.

The Faculty Evaluation Plan is included as Section XXV of this chapter.

Faculty Ranks and Promotion

Faculty Ranks

Vincennes University recognizes four levels of academic rank. The requirements for each rank are enumerated below:

A) Instructors

An instructor shall have a minimum of (1) a bachelor's degree in the discipline to be taught; or (2) an associate degree in the discipline to be taught and with a minimum of four years related work experience; or (3) eight years of work experience in the discipline being taught.

B) Assistant Professors

An assistant professor shall have a minimum of (1) a master's degree in a discipline or a related discipline to be taught; or (2) a bachelor's degree in the discipline or related field with a minimum of four additional years work experience in the discipline to be taught; or (3) an associate degree in the discipline to be taught and a minimum of eight years related work experience.

C) Associate Professors

An associate professor shall have a minimum of (1) a doctorate in the discipline or related discipline and three years of college-level teaching experience; (2) master's degree in the discipline or related discipline with 30 additional graduate-level semester hours in a related field with five years teaching experience; or (3) a master's degree in the discipline or related discipline and five years work experience in the discipline to be taught and three years teaching experience; or (4) a bachelor's degree in the discipline or related discipline and eight years work experience in the discipline to be taught and five years college-level teaching experience.

D) Professors

A professor, also commonly known as full professor, shall have a minimum of (1) a doctorate in the discipline or related field and six years college-level teaching experience; or (2) a master's degree in the discipline or related teaching specialty and 30 additional graduate semester hours in related field and eight years of college-level teaching experience; or (3) a master's degree in the discipline or related field and the equivalent of 15 graduate-level semester credit hours of additional education and training related to the discipline and five years work experience in the discipline to be taught and eight years college-level teaching experience; or (4) a master's degree in the discipline or related field and eight years work experience in the discipline to be taught and eight years college-level teaching experience.

Eligibility for Faculty Promotion

To be considered for promotion, faculty members must meet the criteria for the academic rank set forth above and in addition show evidence that they:

- A) Understand the comprehensive community college philosophy.
- B) Are a superior teacher with competence in an area vital to the department's functions;
- C) Have made significant contributions toward academic advising and other student services;
- D) Have provided significant service to their department in non-teaching administrative responsibilities;
- E) Have participated in professional growth and development activities appropriate to the

- department's missions and goals;
- F) Have participated in special projects on behalf of the department, division, and University;
 - G) Possess the potential to further the goals of the department, division, and University.

Criteria for Application for Promotion

Work experience or teaching experience is defined as work experience in a related and/or specific occupational specialty associated with the areas of teaching responsibility to be assumed at Vincennes University.

Work experience, as defined in the paragraph above, to meet minimum qualifications for promotion is exclusive of and separate from in-grade requirements for promotion.

College teaching experience for faculty is interpreted as experience gained as a full-time college teacher.

In order to gain advancement in rank after initial employment, the faculty member must serve a minimum of three academic years as Instructor unless the master's degree is achieved, at which time the Instructor will immediately be promoted to Assistant Professor; five academic years as an Assistant Professor; and five academic years as an Associate Professor to be eligible for consideration to the next higher rank. This procedure regarding the rank became effective for faculty employed after May 1983.

1. An Instructor must serve a minimum of three academic years to be eligible for promotion to Assistant Professor. (Achieving the master's degree results in immediate promotion to Assistant Professor.)
2. An Assistant Professor must serve a minimum of five years to be eligible for promotion to Associate Professor.
3. An Associate Professor must serve a minimum of five years to be eligible for promotion to Professor.

Responsibilities of the Tenure and Promotion Committees

- A) Committee members are expected to keep committee proceedings confidential.
- B) The Department Tenure and Promotion Committee evaluates promotion application materials, makes recommendations for promotion or denial to the Division Tenure and Promotion Committee. *
- C) The Division Tenure and Promotion Committee evaluates promotion application materials forwarded by the Department Tenure and Promotion Committees and make recommendations for promotion or denial to the University Tenure and Promotion Committee. In addition, the Division Tenure and Promotion Committee hears appeals of promotion denial from Department Tenure and Promotion Committees.
- D) The University Tenure and Promotion Committee evaluates promotion application materials forwarded by the Division Tenure and Promotion Committees and makes recommendations for promotion or denial to the Vice President for Instructional Services. In addition, the University Tenure and Promotion Committee hears appeals of promotion denial from Division Tenure and Promotion Committees.

Responsibilities of the Provost and Vice President for Instructional Services/Dean of the Faculty and President

- A) The Provost and Vice President for Instructional Services/Dean of the Faculty:
 - 1. Reviews promotion application materials sent forward by the University Tenure and Promotion Committee and makes recommendations for promotion or promotion denial to the University President.
 - 2. Hears appeals of promotion denial from the University Tenure and Promotion Committee.
- B) The University President:
 - 1. Reviews promotion application materials sent forward by the Provost and Vice President for Instructional Services/Dean of the Faculty.
 - 2. Hears appeals of promotion denial from the Provost and Vice President for Instructional Services/Dean of the Faculty.
 - 3. Makes recommendations for promotion to the Board of Trustees.

Procedures for Applying for Promotion

- A) A faculty member seeking a promotion to the next rank submits a letter of application to the chair of the Department Tenure and Promotion Committee. The application should include (1) documentation showing that all Criteria for Ranking have been met; (2) documentation addressing all items in 2.A. through 2.G.; (3) a letter of support from a senior tenured faculty member; and (4) a letter of support from the faculty member's Department Chair. (**noted as a conflict)
- B) The committee chair notifies the Division Dean that an application for promotion is under consideration.
- C) Applicants for promotion may be asked to appear before the Department and/or Division Tenure and Promotion Committees or asked to provide additional supporting documentation if appropriate. It is, however, not the responsibility of the committees to mentor and counsel the applicants. The responsibility to provide relevant and complete documentation in a timely manner is solely that of the applicants.

Denial of Promotion

- A) The promotion application may be denied at any of the promotion evaluation levels by a majority vote of the Tenure and Promotion Committee, by decision of the Vice President for Instructional Services, or by decision of the University President.
- B) The reasons for promotion denial will be provided in writing to the faculty member in a timely manner.
- C) An applicant denied promotion may accept the denial, appeal the decision, or reapply for promotion the following year.

Procedures for Appeals

- A) Proceedings of Appeals Committees are confidential but will be communicated in writing to the promotion applicant in a timely manner.
- B) In any given application year, the applicant may appeal one denial of promotion decision to the next higher level.

Appeal of a Department Denial of Promotion Decision

- A) An appeal of a departmental denial of promotion shall be made to the Division Tenure and Promotion Committee.
- B) The faculty member shall provide the Committee a written explanation of the basis for the appeal.
- C) The committee will approve or reject the appeal by majority vote. The committee chairperson will provide written reports of the committee's decision to the Division Dean and faculty member in a timely manner.
- D) If the appeal is approved, the promotion application materials will be sent to the Division Tenure and Promotion Committee to be considered along with other applications for promotion. The chairperson's report of the appeals proceedings will be attached to the promotion application materials.
- E) If the appeal is denied, the faculty member's promotion does not move forward. The applicant may reapply under 6.C.

Appeal of a Divisional Denial of Promotion Decision

- A) An appeal of promotion denial shall be made by the faculty member to the University Tenure and Promotion Committee.
- B) The faculty member shall provide the Committee a written explanation of the basis of his or her appeal.
- C) The committee will approve or reject the appeal by majority vote. The committee chairperson will provide written reports of the committee's decision to the faculty member in a timely manner.
- D) If the appeal is approved, the promotion application materials will be sent to the University Tenure and Promotion Committee to be considered along with other applications for promotion.
- E) If the appeal is denied, the faculty member's promotion application process does not continue. The applicant may reapply under 6.C.

Appeal of University Tenure and Promotion Committee Denial of Promotion Decision

- A) Appeals of promotion denial by the University Tenure and Promotion Committee will be evaluated by the Provost and Vice President for Instructional Services/Dean of the Faculty.
- B) The Provost and Vice President for Instructional Services/Dean of the Faculty may, but is not required to, appoint an advisory committee to assist in evaluating the appeal.
- C) If the Provost and Vice President for Instructional Services/Dean of the Faculty chooses to appoint an advisory committee, the committee shall consist of two tenured faculty members holding the rank of full professor and one division dean.
- D) None of these three individuals will be current members of any tenure and promotion committees.
- E) The faculty member shall provide the Provost and Vice President for Instructional Services/Dean of the Faculty with a written explanation of the basis for the appeal.
- F) The Provost and Vice President for Instructional Services/Dean of the Faculty will approve or deny the appeal.
- G) If the appeal is approved, the promotion application materials will be considered along with other promotion applications by the Provost and Vice President for Instructional Services/Dean of the Faculty.
- H) If the appeal is denied, the faculty member's promotion application process stops. The faculty

member may reapply for promotion under the conditions in 6.C.

- I) The Provost and Vice President for Instructional Services/Dean of the Faculty will provide written reports of the decision to the University President and to the faculty member in a timely manner.

Appeal of a Denial of Promotion by the Provost and Vice President for Instructional Services/Dean of the Faculty

- A) The President may, but is not required to, appoint an advisory committee to assist in evaluating the appeal.
- B) If the President chooses to appoint an advisory committee, the committee shall consist of two tenured faculty members holding the rank of full professor and one division dean.
- C) None of these three individuals will be current members of any tenure and promotion committee.
- D) The faculty member shall provide the President with a written explanation of the basis of the appeal.
- E) The President will approve the appeal or uphold the promotion denial.
- F) If the appeal is approved, the promotion application materials will be considered along with other promotion applications by the President.
- G) If the appeal is denied, the faculty member's promotion application process stops. The faculty member may apply for promotion under the conditions in 6.C.
- H) The President will give in writing the reasons for an adverse decision to the faculty member in a timely manner.

Department Chairs and Division Deans

The following statements summarize department chair appointments:

- Department chairs are appointed for all instructional departments.
- The department chair’s contract is for nine-months. The stipend is determined annually based on the number of FTE faculty supervised during the previous academic year. FTE faculty is computed on the basis of fifteen credit hours or twenty-two contact hours. The stipend is included in the annual letter from the President stating the department chair’s pay for the coming year. If the chair supervises ten or more FTE faculty, 20 percent released time is allowed. Department chairs receive the following stipend:

FTE 1-3.....	\$500.00
FTE 4-5.....	\$600.00
FTE +5.....	\$1,000.00

- A department chair is appointed when a program is established that requires someone to determine teaching schedules and curricula, order supplies, and perform other duties for the operation of said program.

Department Chairs Policy

The Department Chairs Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-V FACULTY of this University Manual.

Selection of Department Chairs

- A) Appointment of a Search Committee
The Division Dean, after inviting nominations from and by members of the affected department, may appoint the members of the Search Committee including a member of the affected staff.
- B) Responsibility of the Search Committee
After scheduling and interviewing (with concurrence of the Division Dean) a reasonable number of candidates for the position, the Search Committee shall recommend a pool of qualified candidates to the Division Dean.

Retention of Department Chairs

Department Chairs serve at the discretion of the Division Dean and thus can be dismissed from the chair position by the Division Dean in consultation and agreement with the Vice President for Instructional services.

Appointment of Interim Department Chairs

In the event of a temporary vacancy or emergency, the Division Dean shall appoint an “acting” Chair for a reasonable length of time. A reasonable length of time shall be determined by the Division Dean in consultation with the members of the affected department.

NOTE: The term Department Chair is intended to also include, but not be limited to, the possibility of newly created job titles such as Program Coordinators, Lead Instructors, etc.

Process for Selection of Division Deans

Appointment of Search Committee

1. The Vice President for Instructional Services, after inviting nominations from and by members of the affected area, appoints the members of the Search Committee from the pool of those who wish to serve on the search committee, which in the past has included a staff member from the affected division and a faculty member from most of that division's departments.
2. The ongoing Dean of the affected division is not eligible to serve on the Search Committee.
3. The Vice President for Instructional Services also appoints one of the other Division Deans to serve as a member of the Search Committee.
4. The Chair of the Search Committee will be selected from the members.

Responsibility of the Search Committee

After scheduling and interviewing (with the concurrence of the Vice President for Instructional Services) a reasonable number of candidates for the position, the Search Committee shall recommend a pool of qualified candidates to the Vice President for Instructional Services.

Retention of Division Deans

Division Deans serve at the discretion of the Vice president for Instructional Services and thus can be dismissed from the deanship by the Vice President for Instructional Services.

Appointment of Interim Division Deans

In the event of a temporary vacancy or emergency, the Vice President for Instructional Services shall appoint an "acting" Division Dean for a reasonable length of time. A reasonable length of time shall be determined by the Vice President for Instructional Services in consultation with the President of the University Senate.

NOTE: The term Division Dean is intended to also include, but is not limited to, the possibility of such newly created job titles such as Assistant Dean, Associate Dean, etc.

Teaching Load Criteria

A three-track approach is used to compute a full teaching load for faculty. Each faculty member is expected to qualify in one of the three tracks each fall and spring semester: fifteen (15) credit hours, twenty-two (22) contact hours (50-60 minutes in a lecture or laboratory situation), or 563 weekly student contact hours (the number of students taught multiplied by the number of contact hours).

An optimum and a maximum class size is established for each course offered at the University, and enrollments in excess of the maximum class size are a factor in determining overload pay. Unusual circumstances for additional factors may also be considered in determining overload pay.

Overload should be limited to three credit hours or four contact hours except in emergency situations and then only with the approval of the Provost and Vice President for Instructional Services/Dean of the Faculty. Division deans should not carry overload except in extreme emergencies. Approval for any extra-stipend work by division deans must be sought in writing from the Provost and Vice President for Instructional Services/Dean of the Faculty in advance of the work.

Teaching Load Policy

The Teaching Load Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-V FACULTY of this University Manual.

Full-Time Faculty Overload Pay

Credit Courses

- Full-time faculty members who are required to assume the additional responsibility of teaching course credits in addition to the contracted workload are paid using the following schedule. Overload for a faculty member is determined using the method of satisfying the contracted workload whichever is of greatest benefit to the individual. For overload pay purposes, full-time faculty receive overload based upon one contact hour = one credit hour. In lieu of overload pay, faculty may request a lower load in one semester of the academic year to compensate for an overload in another semester.

Non Credit Courses

- Full-time faculty teaching non-credit courses may arrange for their work to be part of their contracted workload. Prior to teaching the course, the dean and the faculty member agree in writing on an appropriate workload credit for the assignment. Whenever the non credit workload results in full-time faculty overload, overload pay will be provided consistent with that for credit courses.

Overload Pay Rate for Full-Time Faculty

- Each year, the administration will determine the overload pay rate for full-time faculty for work the subsequent academic year.

Pay Schedule for Overload Pay

- Overload pay is awarded on a semester basis except in those known areas within a division where the teaching loads predictably fail to meet any one of the criteria for a full teaching load as defined in Teaching Load Criteria in this manual due to the inconsistencies of the demand for classes. In these cases, division deans may withhold authorization of overload pay for the fall semester until the completion of Drop and Add for the spring semester to determine if an overload does actually exist.

Full-Time Faculty Summer Pay

Credit Courses

- Full-time faculty members teaching summer courses are compensated on a per course basis using the method which provides the greatest compensation for the faculty member. Credit hour and contact hour values for courses are as stated in the University Catalog regardless of the academic term in which the course is taught.

Non Credit Courses

- Full-time faculty members are compensated for any non credit courses during the summer as agreed upon in writing by the dean and the faculty member.

Summer Pay Stipends for Full-Time Faculty

- Each year, the administration will determine the pay rate for full-time faculty for summer work. During summer terms full-time faculty receive a stipend based on the greater of the following calculations.

Stipend = Credit hours of the course segment X full-time faculty summer pay rate

Stipend = Contact hours of the course X .67 X full-time faculty summer pay rate

Additional Compensation for Faculty

Credit Courses

- Faculty members who teach at the penal sites receive hazard pay in the amount of \$150.00 in each semester when they teach a course at these sites. Faculty members who teach at an off-campus site beyond a fifty-mile radius of the assigned campus receive a distance differential payment of \$100.00 each semester they teach a three credit hour course at such sites.

Non-Credit Courses

- Paraprofessional instructors (those knowledgeable in a skill, craft, or subject area but who do not hold a license, certificate or educational degree for that skill, craft, or subject area) and professional instructors (those who have a license, certificate, or educational degree in a particular area and are teaching a course directly related to that professional area) are paid per contact hour for non-credit courses.
- Some non-credit courses require extensive preparation or a special approval process as part of their development. Because of the extra amount of time required for this preparation, an additional stipend is awarded with the amount dependent upon the extent of the involvement.
- Because of the variety of course and special programs offered in an entrepreneurial capacity, often it is necessary to contact a person outside of the local area to serve as an instructor or workshop coordinator. This individual has a special level of skill or qualification and requires special consideration. The fee for a workshop under the direction of such a person is calculated to cover the special salary consideration that is required.

Change in Job Classification: Administration of Benefits

Vacation

Transfer:

Faculty who transfer to a professional or support staff position will receive the vacation benefits of professional or support staff. The employee will begin accruing vacation on the date of transfer at the appropriate rate to the new job classification and the years of the employee's continuous employment.

Retirement

A faculty member who transfers to either support staff or professional staff retains benefits if the position is one with benefits.

PERF:

The University makes employee contributions into the Public Employees Retirement Fund (PERF) for full-time support staff and professional staff. Contact the Payroll Department for the amount that is contributed on your behalf.

Supplemental Retirement:

The University pays into the supplemental retirement fund for professional staff after they have completed five continuous years in that position. The University contributes 5 percent of the professional staff's base salary to TIAA-CREF, its current carrier. Contact the Business Office if you have TIAA-CREF questions.

Indiana State Teachers Retirement Fund:

Faculty who are participants in the Indiana State teachers Retirement Fund and transfer to professional or support staff will continue as participants in the Indiana State Teachers Retirement Fund.

Attendance/Absence Reporting

Lateness, Absence and Attendance Reporting

All employees are expected to report to work regularly and on time. If illness, inclement weather, or other unexpected situations cause tardiness or absence, all employees are required to contact their immediate supervisor prior to the start of the workday, or at least within the first hour of the workday.

Faculty are required to report their absence from class in writing to their department chair (or division dean if no chair exists) to confirm that appropriate arrangements may be made for the disposition of the respective classes involved.

Inclement Weather

In the case of inclement weather and the possible altering of the University schedule or closing of the University, employees are to listen to any radio station in Knox County, in those counties adjacent to Knox County, in Evansville, in Bloomington, or in Bedford. Information is also available on WVUT (Channel 22, Cable 12) and television stations in Terre Haute and Evansville. In addition, employees may obtain pertinent information through voice mail messages by calling one of the following numbers: 888-7979 or 888-8888.

For the Jasper Campus, contact the office of the Dean for information regarding changes in schedule; for the ATC, contact the department chair.

Mini-Grants

Mini-grants provide financial support to faculty to undertake and develop projects that exceed normal workload expectations. Proposed projects considered and awarded require significant time commitments beyond what can occur concurrently with day-to-day responsibilities. Funded projects are those that having direct application to the faculty member's department, division, or area.

The following list represents the kinds of projects for which support is considered:

1. Developing an entirely new course.
2. Revision of a major portion of a lab manual (e.g., integrating new technology into the lab component);
3. Developing curriculum for a new degree or certificate program, including course descriptions, course objectives, specific and detailed competencies, and all materials;
4. Developing applications for special funding to state, federal, and/or private foundations or agencies;
5. Developing and conducting of special programs to serve students and/or special populations (e.g., special summer programs to attract students);
6. Participating in summer workshops related directly to the individual's professional responsibilities and that are important to the development of the respective department, division, and/or area.

The following list represents examples of projects considered part of the normal faculty responsibilities and therefore not considered for mini-grant support:

1. Minor course revisions necessary to keep courses current, including lab manuals;
2. Preparation of program self-study documents;
3. Development of student course materials (e.g., assignments, handouts, tests).

All faculty members who wish to apply for funding of a mini-grant project must submit a written request through their respective department chairs and division deans to the Assistant Provost for Academic Affairs, who must receive it by January 1. The request for funding should include an outline of the work along with the budget for the project being requested.

Payments of stipends for approved projects are processed upon the completion of the project. However, grant recipients may request, as needed, money for supplies, secretarial services, and such that were included as part of the approved mini-grant proposal.

Professional Development Opportunities

Because faculty's primary responsibility is teaching, faculty's remaining abreast of current trends and research is of great importance for the good of the University. Therefore, faculty members are urged to attend at least one professional meeting, workshop, or seminar each year. In addition, faculty members are encouraged to visit other community colleges to learn of their programs that may be helpful to VU. To help defray expenses, professional development funds are available. The amount of financial assistance provided rests with the administration and is considered in the light of the amount of such available funds in any particular year and the total needs of faculty.

Faculty Sabbatical and Professional Development Leaves of Absence Policy

October 4, 2004 (approved by Board of Trustees)

I. Purpose

The purpose of either a sabbatical or a professional development leave is to benefit Vincennes University, its students and its programs through the development of its faculty as teachers and scholars. Qualifying sabbatical or leave proposals involve activities beyond the scope of normal, daily faculty activities and involve activities that demand relief from those duties in order to complete. Proposals for these activities must clearly show a benefit to VU. Proposals of the following types will be eligible for consideration as sabbatical or professional development leave requests: activities, whether scholarly, creative, or professional; activities that enhance a faculty member's pedagogical or professional competencies; and activities that contribute significantly to the development of a discipline or curricular area. The application and evaluation process for a Professional Development Leave is the same as a sabbatical.

II. Terms of Faculty Sabbaticals and Professional Development Leaves of Absence

The number and types of sabbaticals and professional development leaves of absence will depend, annually, upon the amount of money available, the number and quality of the applications, and the types of sabbaticals or leaves of absence requested. For sabbaticals and for qualifying professional development leaves, fringe benefits will continue to be paid by the University, and time spent doing approved proposals will count toward continuous service calculations.

- A) Sabbaticals: A leave of one semester at full pay, two semesters at half pay, or a summer paid at the adjunct rate for 12 credit hours of instruction. Applications for semester proposal periods that will begin or end during the summer months should note the summer months needed so that faculty are not expected to be on campus for activities such as advising, meetings, or articulation discussions. Requests for additional University financial assistance needed to complete proposals must clearly justify the need and give evidence of how the expenses support the University. Proposals qualifying as sabbaticals will likely be proposals intended to bring some new benefit to the institution or instruction, or intended to enhance the reputation of the institution. This award is generally not intended to be used to complete degrees required for the position the faculty person currently holds.
- B) Reduced-Load Sabbaticals: A load reduction for a semester or up to a year with full pay. This award is intended for smaller proposals that require less travel and relief from usual duties. This award might be given to someone trying to complete an additional degree. Faculty must indicate in their proposal the amount of load reduction they are seeking and

justify the size of the reduction with time and effort needed to complete the proposal.

- C) Professional Development Leaves of Absence: A leave without pay for one or two semesters to participate in an activity that clearly supports the university, the department, or pedagogy. This leave category is not to be confused with personal leaves of absence, as described elsewhere in the manual. Leaves intended for rest and recuperation, family care, or individual business interests, for example, would not qualify for this leave category. This award is intended for proposals involving the development of knowledge or skills through work at a business or another institution of higher education.

III. Eligibility Requirements for Sabbaticals

All of the following requirements must be met in order for an applicant to qualify for a sabbatical or professional leave of absence.

- A) Six years of continuous full-time service.
- B) Proof of significant contribution to the university beyond the teaching function. Faculty applying for sabbaticals should be those who have earned this meritorious opportunity by having served the institution through work such as serving on committees, proposals with students, governance activities, community service activities, etc.
- C) Willingness to serve two years at VU following completion of the sabbatical or leave. Sabbatical or leave recipients should assume that qualifying proposals will serve the good of the institution as well as enhance their pedagogical techniques, and they should apply for sabbaticals with the intention of satisfying both purposes upon their return. Except for cases of unforeseen complications, such as health reasons, persons failing to return for two years of service to VU will be required to repay all costs of the sabbatical incurred by the University, including salary, fringe benefits and other expenses approved to support the sabbatical.
- D) Submission of a detailed proposal describing the type of sabbatical or leave being requested, the applicant's qualifications for and details of the sabbatical. The proposals must be well-written and carefully prepared, in addition to showing thorough planning of the proposal details. Specifics of a well-developed proposal are listed under Roman numeral "V" below.
 - 1. Requirement to report the outcome of the sabbatical activities. Faculty receiving a sabbatical will be required to file a report of one to three pages with the Dept. Chair, Dean of the Division, the Sabbatical Review Committee and the Provost within one month of the completion of the sabbatical. This report must describe the benefits of the activity, describe how the activity and the results match the claims of the proposal, and must account for any discrepancies between the proposal and the activities and outcomes. In addition, faculty must prepare and deliver a sabbatical presentation to the VU community. Except for cases of unforeseen complications, persons failing to meet the proposal objectives will be required to repay all costs of the sabbatical incurred by the University, including salary, fringe benefits and other expenses approved to support the sabbatical.

IV. Sabbatical Proposal Submission and Review Timeline

Proposals must be reviewed at each level listed below.

- A) With the exception of the 2004-2005 academic year, complete proposals must be submitted to the Dept. Chair by Sept. 15th of the year prior to the proposed sabbatical in order to receive consideration for a sabbatical during the following summer or academic school year.
- B) A proposal review will be completed by the Dept. Chair and submitted to the Division Dean by October 1st. The written review by the Dept. Chair should indicate his or her perceived

value of the proposal and the level of support for the sabbatical, and the report must include a description of the need for, the tentative plans for, and the feasibility of finding replacement personnel.

- C) A proposal review will be completed by the Division Dean and submitted to the Faculty Senate Sabbatical Review Committee on Oct. 15th or the first day of normal business hours after the 15th. However, proposals should not be sent to the Committee prior to Oct. 15th. The Division Dean should indicate his or her perceived value of the proposal, level of support, and comments on the issue of faculty replacement.
- D) The Faculty Senate Sabbatical Review Committee will evaluate and rank the proposals in the appropriate categories of sabbaticals or leaves. The Committee's report will be sent to the Provost by November 15th.
- E) The Provost will review the recommendations and discuss his/her initial recommendations with the Faculty Senate Sabbatical Review Committee. Following this discussion, the Provost will present his/her final recommendations to the President by November 30th.
- F) The President will announce the approved proposals by December 15th.

V. Proposal Guidelines

Proposals should be precisely described and should not exceed five single-spaced pages.

Proposals should address all of the following items:

- A) Name, department, type of sabbatical or leave requested, dates of proposed activities, and a stated agreement to return to VU for two years upon completion of the sabbatical and to complete all reporting activities.
- B) Description of University service beyond the teaching function during the previous six years.
- C) Detailed description of the proposal, any advance arrangements made for the proposal including travel plans and use of special facilities, a timeline for completion, and an explanation of the feasibility of proposal completion. Applicants should be sure to explain how any special plans, for instance travel, are related to the success of the proposal.
- D) Detailed description of the intended goals of the proposal and some standard by which the success of the proposal can be judged. If publication is one of the objectives, the plans for publication must be given, including the name of the publisher or the journal to which writings will be submitted. Fine arts proposals should describe plans for display or performance. Proposals designed to enhance instruction should make clear how the activity will manifest itself in classroom instruction.
- E) Description of the value of the proposal to the University, the department, and the faculty member's professional growth. Proposals must describe how the activity will bring new possibilities to the University or enhance the institution or its service to students.
- F) Description of the impact of the faculty member's absence. The proposal must make clear what responsibilities will have to be covered during the proposed time of the proposal.
- G) A summary statement that makes clear any special benefits of the proposal and how the benefits of the proposal outweigh any impact the faculty person's absence may have on the program.

VI. Proposals That Will Not Qualify For Approval

- A) Course preparation: Proposals involving activities that are part of routine duties required by the faculty member's contractual agreement with VU will not qualify for sabbatical leave.
- B) General rest and recuperation: Proposals seeking relief from routine duties merely for the purpose of providing a faculty member time away from contractual responsibilities will not qualify for consideration.

- C) Personal financial gain: Proposals intended primarily to provide financial gain for the applicant in addition to the salary and benefits paid by the institution will not qualify for consideration. In the case of Professional Development Leaves of Absence, acceptance of payment for services rendered to other institutions or businesses is not considered “personal financial gain” as it would be accepted in lieu of the faculty member’s VU salary. Examples of allowable proposals would include those involving faculty serving in a business or industry related to their instruction or faculty exchange programs or faculty in temporary residence at another institution.

VII. Criteria for Evaluation and Approval of Proposals

In order for a proposal to qualify an applicant for a sabbatical or leave, the proposal must be reviewed by the Dept. Chair, Division Dean, and approved by the Faculty Senate Sabbatical Review Committee, Provost, and President. In addition, the Faculty Senate Sabbatical Review Committee will rank order the sabbatical requests; those proposals viewed as most deserving by the Review Committee will be recommended to the Provost for first consideration of available funds. Thus, faculty will be competing for available funds, and depending on the number of proposals submitted in any one year, it is possible that proposals will be approved as acceptable proposals, but not as fundable. Therefore, faculty should take seriously the proposal guidelines given above and the criteria for evaluation and approval given below. In the event that approved applications exceed the funds available for awards, high quality proposals that are not funded in the year submitted will be granted special consideration the following year, assuming the proposals are updated and the proposals are still approved by all the necessary parties.

Evaluation Criteria:

- A) Quality of the Proposal: Proposals must reflect a high degree of planning, organization, and development. Faculty submitting proposals are responsible for the clarity and details of the proposal. Only proposals of highest quality will be considered for approval and funding.
- B) Stated Agreement: The proposal includes a stated agreement to return to VU for two years upon completion of the sabbatical and to complete all reporting activities.
- C) Service to the Institution: Evaluators will consider the amount, type, and quality of service to the institution prior to the submission. Faculty should make clear what contributions to the University, their Division, their Department, and/or the community they have made in their various activities. Differences in the amount, type, and quality of the service will be considered in the ranking of the proposals, as a faculty member’s work history will offer some basis for determining both the merit of the applicant and the likelihood of the proposal’s completion.
- D) Outcomes of the Proposal: Evaluators will consider how well the outcomes are defined and how feasible they appear.
- E) Contribution of the Proposal to the University, Division, and/or Department: Proposals must clearly define the value of the proposal and how it will enhance the quality and reputation of the institution and faculty instruction. Proposals designed to bring new benefits to the institution or instruction will be given priority over those designed to complete activities already in process or enhancements of existing activities or proposals.
- F) Time Between Requests for Sabbaticals: Except for unusual circumstances, faculty members should assume the time between receiving additional sabbatical awards will be at least five years after their previous award.
- G) Equalization of awards to members of a division and department: Final decisions will take into consideration the representation of proposals and past awards from different divisions

and departments in the divisions. An effort will be made to ensure that awards will be equitably distributed, assuming proposals of equal merit have been submitted from different areas.

- H) Impact of the Faculty Members Absence on His or Her Program: Administrative approval of proposals depends on the impact of the absence of the faculty member from the program. The Provost will use the letter of approval from the Dept. Chair and other variables to determine the impact of the proposal.
- I) Institutional Financial Distress: In cases of extreme financial distress, a sabbatical might be put on hold at the last minute. However, financial arrangements will be made to ensure that approved sabbaticals will be granted the following year or as soon thereafter as possible.

VIII. Faculty Senate Sabbatical Review Committee: Description and Responsibilities

- A) The Committee will consist of seven members, one faculty member from each division and one from the Jasper Campus, and the Senate President, who serves as the convener and casts votes only in the case of ties. The first two members will be senators and will be elected by the Senate body; these senators must be from different divisions. Subsequently, four Committee members will be chosen from the divisions not already represented by the two senators and Jasper in the event that Jasper is not represented by one of the two senators. No division may be represented by more than one person. The Committee will elect a chair.
- B) Faculty submitting proposals for consideration by the Faculty Senate Sabbatical Review Committee are not eligible to serve on the Committee. If the Senate President submits a proposal, he or she will be replaced on the Committee by the Senate Vice President. If both the President and the Vice President submit proposals, a Committee convener and tie-breaker will be elected from the Senate body.
- C) The Committee's responsibilities are to evaluate the proposals in light of the criteria above and rank the proposals accordingly. Primary consideration should be given to merit, but other factors such as fair distribution of awards to different units and budgeted monies should also be part of the evaluation and ranking.
- D) After ranking the proposals, the Committee will send the rankings to the Provost, and later discuss with the Provost his or her initial rankings before the Provost makes final recommendations to the President.
- E) The Committee, with the Provost, will be responsible for making a report to the Senate and for sharing evaluation sheets with faculty who have submitted sabbatical proposals.
- F) The Committee will evaluate sabbatical reports and advise the Provost regarding whether the reports satisfactorily meet sabbatical policy guidelines.

Study Leaves

Faculty members with five years of service may apply for a two months' salary allotment for the summer months for continued study as may be approved by the President and the Board of Trustees.

In the case of faculty on twelve months' salary, consideration will be given to travel and other expenses.

Tenured faculty may apply for up to a year for 40 percent release time and/or payment of actual costs in support of proposed study during the academic year or the summer as may be approved by the President and the Board of Trustees. After reception of a leave, a faculty member must wait five years before applying again.

Requests for study leave must be made through the proper administrative channels to the appropriate vice president. The request should state the type of study to be undertaken and should include such things as the name of the university or college, the course description, the credit hours, the dates, and such, plus a short statement concerning how the study leave will benefit the faculty member. All requests must arrive at the appropriate vice president's desk by January 1.

Study Leaves Policy

The Study Leaves Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-V FACULTY of this University Manual.

Disagreement Procedure

If a faculty member views a decision as unfair, discriminatory, or in violation of University policy, the faculty member has the right to initiate a review of the decision. The first step in the review process is to discuss the decision in question with the faculty member's immediate supervisor. If the faculty member is unsatisfied with the outcome of the discussion, the faculty member may initiate further review of this decision by progressing to the next level in the chain of command. If attempts at resolution at all levels are unsatisfactory, the faculty member may ask the President to review the decision.

The Affirmative Action Officer hears concerns of an affirmative action nature. A formal Affirmative Action grievance requires submission in written form.

Replacement for Faculty with Extended Illness

- Short-term absences of faculty are to be covered (when possible) by department personnel and colleagues.
- Faculty may choose to offer replacement services, without charge, as a professional courtesy for their colleagues. The faculty with the extended illness receives full pay when colleagues extend this privilege.
- Extended absences of faculty beyond two full weeks qualify for payment of replacement personnel at the existing part-time rate.
- Payment for replacement personnel services for extended absences of faculty begins at the date that the replacement service is instituted.
- In situations where services or classes for students might be adversely affected, the University administration may modify the replacement procedure.

Faculty and Professional Staff Extended Sick Leave Policy

In addition to two weeks of annual sick leave, faculty and professional staff receive an additional five days for each year of continuous service per illness per year. After the extended sick leave benefit has elapsed, faculty and professional staff will receive the difference between their designated salary and the cost of a replacement. The University's disability insurance begins after six months of continuous illness.

Bylaws of the University Senate for the Faculty of Vincennes University (Revised March 5, 2007)

PROLOGUE/PREAMBLE

These bylaws exist for the sake of defining the faculty's unique share in the governance of Vincennes University and delineating, within the limitations established by the Board of Trustees and the laws of the State of Indiana, the operation of its Senate as the sole legislative body with advisory authority to the Board of Trustees through the University President in the areas of the faculty's chief responsibility, in accordance with Article II, Section 2A. Their implementation will be directed toward the development of such educational and other institutional policies as will best serve the well being of this University and its students.

ARTICLE I - NAME

The name of the body shall be the University Senate for the Faculty of Vincennes University, hereinafter referred to as "the University Senate."

ARTICLE II - OBJECT (Authority of the University Senate)

SECTION 1. Subject to the authority of the Board of Trustees, by whose approval it was established, the University Senate is the policy advisory body representing the faculty of Vincennes University. The University Senate has the advisory authority to propose and review policies consistent with the mission and philosophy of Vincennes University as an institution of higher education.

SECTION 2.

- A. The chief advisory responsibility of the University Senate shall be to propose and review educational policies in the following areas and forward such advice to the Board of Trustees through the University President.
1. Curriculum changes, curriculum requirements for degrees and certificates, and other academic affairs issues. (Curriculum and Academic Affairs Committee).
 2. New academic programs. (Curriculum and Academic Affairs Committee).
 3. Instructional standards and professional responsibilities. (Curriculum and Academic Affairs Committee).
 4. Guidelines and principles for fair, democratic, and open procedures for divisions, departments, and other governmental units. (Governmental Structures and Procedures Committee).
 5. Faculty conduct and discipline. (Faculty Affairs Committee).

6. Faculty appointment, retention, tenure, and promotion. (Faculty Affairs Committee).
7. Freedom of expression and academic freedom. (Faculty Affairs Committee).
8. Academic standards for continuing enrollment of students. (Curriculum and Academic Affairs Committee).
9. Sabbatical Awards. (Sabbatical Review Committee).

B. Action taken by the Board of Trustees relative to the areas of advisory responsibility of the University Senate will be transmitted by the President to the University Senate membership.

SECTION 3

It shall also be within the authority of the University Senate to advise the University President in the following areas:

1. General budgetary policy and the allocation of financial resources. (Finance and Budget Review Committee).
2. General development of campus physical facilities. (Finance and Budget Review Committee).
3. Standards for student conduct and discipline. (Student Affairs Committee).
4. Creation of faculty governing bodies and determination of their responsibilities and powers. (Governmental Structures and Procedures Committee).
5. Academic standards for admission of students. (Curriculum and Academic Affairs Committee).
6. Standards concerning extra-curricular activities. (Student Affairs Committee).
7. Changes of policy in the University Manual. (Governmental Structures and Procedures Committee).
8. Standards for programs sanctioned by the University. (Finance and Budget Review Committee and/or Curriculum and Academic Affairs Committee)
9. Sabbatical Awards. (Sabbatical Review Committee).

SECTION 4

- A. The University Senate minutes, decisions, and policy recommendations shall be transmitted to the Board of Trustees through the President of the University.
- B. On any Senate proposal requiring the specific approval of the Board of Trustees, Senate action

takes the form of a resolution communicated to the President of the University to be submitted to the Board for approval.

The resolution shall begin with substantially the following wording:

Under the authority granted it by Article 2, Section 2 of its bylaws, the University Senate for the Faculty of Vincennes University submits to the Board of Trustees the following resolution for approval:

The University President, within 45 days after the Senate's action or as soon thereafter as the Board may meet, shall present the resolution to the Board with the University President's recommendation for its approval or disapproval. Prior to presenting this recommendation, the University President will inform the Senate of the intended recommendation. Representatives of the Senate will be given an opportunity (at the board's option) to discuss the resolution with the Board prior to the Board's action on the resolution unless this opportunity is denied by the Board Chair in writing delivered to the President of the Senate at least 24 hours before the Board takes action. Provisions of the resolution take effect immediately upon the Board's approval unless otherwise specified.

- C. On any Senate resolution not requiring the specific approval of the Board of Trustees, but requiring the specific approval of the University President, Senate action takes the form of a resolution submitted to the University President for approval. The resolution shall begin with substantially the following wording:

Under the authority granted it by Article 2, Section 3 of its bylaws, the University Senate for the Faculty of Vincennes University submits to the University President the following resolution for approval:

Within 45 days after the Senate's action, the University President will either notify the Senate of the University President's approval or approval with changes and forward it through the appropriate channels, or will return the resolution to the Senate with the reasons for its return or suggestions for revision. In case of rejection or approval with changes, the Senate may review the proposal in line with the University President's suggestions or may work out a compromise resolution satisfactory to both the University President and the Senate. Provisions of the resolution take effect immediately upon the University President's notice to the Senate of his/her approval unless otherwise specified.

- D. On any Senate resolution not requiring the approval of either the Board of Trustees or the University President, Senate action on the resolution is forwarded through the appropriate channels by the Senate President. Provisions of the resolution take effect immediately upon their approval by the Senate unless otherwise specified.

ARTICLE III - MEMBERS

SECTION 1. The membership will be identified as individuals who are annual, full-time faculty with teaching being at least 50% of their contract responsibility. No individual continuously serving in an administrative position of Dean or in a position of higher administrative rank for a period longer than a year will be defined as faculty for the purposes of serving on the University Senate for the Faculty. The University Senate reserves the right to determine the eligibility of its members in accordance with the bylaws.

SECTION 2. The membership shall be organized in different representative units described in the bylaws as “functional units” or “representative units” or “units.” Each representative unit shall be entitled to two (2) automatic seats on the Senate, and units with twenty-five (25) or more faculty shall be entitled to additional proportional representation. The terms “unit” or “functional unit” or “representative unit” are defined as a group of at least fifteen (15) full-time faculty representing multiple programs organized as a single administrative body chaired by a Dean reporting to or directly supervised by the Provost/Vice-President for Instructional Services.

The membership shall also include representatives from off-campus sites, sites traditionally not thought of as part of the “main-campus.” Sites providing academic service as programs in a functional unit shall elect to be represented either as a part of their functional unit or as a separate site with representation as described below. No program or site shall receive dual representation both as an independent site and as a program in a functional unit. No member shall serve as a representative of two units or as a representative of a unit and a site. A member will represent the functional unit or site for which the member does the majority of his or her instruction.

Sites with at least fifteen (15) full-time faculty representing multiple programs organized as a single administrative body chaired by a Dean, Department Chair, or Program Chair/Coordinator reporting to or supervised by the Provost/Vice-President for Instructional Services shall be recognized as “units” or “functional units” as described above. Sites with at least five (5) but not more than fourteen (14) full-time faculty organized as a single administrative body chaired by a Dean, Department Chair, or Program Chair/Coordinator may elect to have representation separate from a functional unit and will receive one (1) automatic seat on the Senate. For purposes of the bylaws, these sites with fewer than fifteen (15) full-time faculty are not viewed as synonymous with “functional unit,” and membership on Senate Committees will be limited to the one elected Senate member. Sites with less than five (5) full-time faculty shall gain representation through the unit under which they are administered, and those sites that are not represented as part of a separate functional unit shall elect a functional unit to participate in solely for the purposes of Senate representation.

Additional Senate membership shall include one representative from the following groups: (A) Part-time or Adjunct Faculty, and (B) Retired or Emeritus Faculty. These additional representatives shall serve in a non-voting capacity and shall be elected by the Senate body as a slate recommended by the Governmental Structures and Procedures Committee after candidates have submitted a letter stating their desire to serve, their years of service, and their qualifications.

SECTION 3

The University Senate shall consist of thirty (30) full-time faculty members as indicated in Exhibit A.

SECTION 4

The formula for faculty proportionment shall be as described in Exhibit A.

SECTION 5.

The ex-officio members of the University Senate who shall have a speaking, non-voting membership shall be the President of the University, the Provost and Vice President for Instructional Services/Dean of Faculty, Vice President for Financial Services and Government Relations, Assistant Provost for

Academic Affairs, Director of University Relations and Marketing, Assistant Provost for Student Affairs, and Vice President for Statewide Services; the Deans; the President of the Student Senate; the liaison of the Support Staff Council; and the liaison of the Professional Staff Congress. Membership shall also include one (1) non-voting adjunct faculty member and one (1) non-voting retired faculty member.

SECTION 6.

- A. Terms shall be for two years. The term of initial Senators shall be one or two years. The initial designation of the length of term shall be made by each represented unit, with approximately one half of the unit's senators serving an initial one-year term.
- B. No Senator can serve more than two terms consecutively. A former Senator shall not be eligible for re-election until a two-year period has elapsed without University Senate approval before the name is placed on the ballot.

SECTION 7

Any member of the University Senate who is unable to attend a meeting will designate an alternate from the same functional unit or site. The Senator will supply the alternate with the agenda and any other pertinent material. The alternate must print his/her name and the word "substitute" on the attendance sheet next to the name of the Senator for whom he/she is substituting.

SECTION 8

In the event of a vacancy in the office of a Senator, the individual with the next highest number of votes in the most recent election will complete the un-expired term; if there is no such individual, a special election to complete the un-expired term shall be held by the appropriate unit or site, using the election process described in Section 11.

SECTION 9

An area Senator may be removed from the University Senate prior to the expiration of the term by a means of recall. Initiation of the recall process requires a petition of 33 percent of the constituency of that unit or site. A two-thirds vote of the unit or site constituency will effect the recall.

SECTION 10

Any Senator may be removed from office if he/she misses 25% of the regularly scheduled meetings. After a Senator is absent for 3 meetings, with or without a substitute, any Senator can initiate removal of the absentee Senator by calling for a discussion and vote during the following month's meeting. For removal of the Senator to occur, a 2/3 majority vote by the Senate must be obtained. If removal occurs, the functional unit or site will be notified, and the Senator can be replaced with the runner-up from the previous election. If no runner-up is available, the functional unit or site can hold an election as described in Article III, Section 11.

SECTION 11

The election process for the University Senate shall be a secret ballot process. The first ballot shall contain only the names of those members of that eligible group who would serve if elected. If the number of candidates exceeds three times the number of positions to be filled, then a second ballot will be distributed. The second ballot shall have those individuals who received the most votes. There may be up to three candidates for each University Senate position on the second ballot. The ballots shall be prepared and tabulated by the Governmental Structures and Procedures Committee. Newly elected senators shall be notified in writing by the chair of the Governmental Structures and Procedures Committee.

SECTION 12

Effective August 1, 1999, the year of service shall run from May 1 through April 30. Elections shall be held from March 1 through April 30 in the Spring Academic term. (Those Senators who were elected in Spring 1998 to serve a two-year term will have their second term shortened by three (3) months, and those Senators elected in Spring 1999 will serve from August 1, 1999, until April 30, 2001.)

SECTION 13

Senators who voluntarily resign must submit that resignation in writing to the Secretary of the University Senate, identifying the effective date.

ARTICLE IV - OFFICERS

SECTION 1

Officers of the University Senate shall be President, Vice President, and Secretary, elected by voting members of the University Senate. Neither ex officio nor non-voting members may serve as officers of the Senate.

SECTION 2

The University Senate shall have three (3) elected officers chosen by majority vote at the first meeting of each University Senate calendar year to serve one-year terms.

SECTION 3

No University Senate officer shall serve more than two terms consecutively in the same office.

SECTION 4. Duties of University Senate Officers

- A. The University Senate President's duties shall be to preside over all meetings of the University Senate, chair the Agenda Committee and formulate an agenda for each University Senate meeting, appoint a University Senate parliamentarian for the year, represent the University Senate in all matters and meetings when necessary, meet regularly with the University President and, when requested by the University President, make necessary reports to the Board of Trustees, coordinate activities of the committees, serve on the Governmental Structures and Procedures Committee and assign committee items for study, perform any other duties

mandated by a majority vote of the University Senate, and convene the University Senate in a special session.

- B. The University Senate Vice President shall serve in all capacities as Assistant to the President and serve as presiding officer whenever the President is unable to perform the duties of the Office, serve as a member of the Agenda Committee and as Chairperson of the Governmental Structures and Procedures Committee, and perform any other duties mandated by a majority vote of the University Senate.
- C. The University Senate Secretary's duties shall be to publish an agenda sufficiently in advance of each meeting of the University Senate, to file, maintain, and preserve all University Senate minutes and records, publish and distribute official copies of the minutes and voting records in whatever place and within whatever time limit designated by the University Senate, handle all official correspondence of the University Senate, and perform any other duties mandated by majority vote of the University Senate.

SECTION 5

Any University Senate officer may be removed from office prior to the expiration of the term by means of recall. Initiation of the recall process requires a petition of 33 percent of the constituency of the membership of the University Senate. A two-thirds vote of the University Senate will effect the recall.

SECTION 6

In the event of a vacancy of an elected officer, a special election of the University Senate will be held to complete the un-expired term.

SECTION 7

Officers of the University Senate who voluntarily resign must submit that resignation in writing to the Secretary of the University Senate identifying the effective date. If the Secretary is voluntarily resigning, he/she must submit that resignation in writing to the President of the University Senate identifying the effective date.

SECTION 8

No functional unit or site may have more than one Senator holding an office at any one time.

ARTICLE V - MEETINGS

SECTION 1

The calendar of the University Senate shall consist of twelve (12) regularly scheduled meetings with one held each month on the second Tuesday of the month at 11:00 a.m. (Vincennes time). The calendar year of the University Senate shall be from May 1 through April 30. The date of the meeting may, under unusual circumstances, be displaced not more than one week by action of the Agenda Committee and be announced at least one week in advance of the actual date of said scheduled meeting.

SECTION 2

Special meetings of the University Senate may be called by the President of the University Senate or the President of the University or upon petition by one-third of the membership of the University Senate submitted to the President of the University Senate. Written notice must be provided to Senators at least forty-eight (48) hours in advance of such meetings. Only subjects specifically listed in a proposed agenda for a special meeting may be considered at that meeting.

SECTION 3

A quorum shall consist of sixteen (16) voting Senators.

SECTION 4

Meetings shall be open to all members of the Vincennes University community except when the University Senate meets in executive session.

SECTION 5

The agenda for each University Senate meeting shall be prepared by the President of the University Senate and the Agenda Committee.

ARTICLE VI - COMMITTEES

SECTION 1. The standing committees shall be

Curriculum and Academic Affairs Committee
Faculty Affairs Committee
Student Affairs Committee
Finance and Budget Review Committee
Sabbatical Review Committee
Governmental Structures and Procedures Committee
Agenda Committee
University Tenure and Promotion Committee

SECTION 2. The standing committees of the University Senate shall have the advisory authority, duty, and responsibility to deal with the following policies.

Curriculum and Academic Affairs Committee

1. The curriculum of the University.
2. Academic standards for admission and continuous enrollment of students.
3. Curriculum changes, curricular requirements for degrees and certificates, and other academic

affairs issues.

4. Instructional standards and professional responsibility (including extension and continuing education classes earning college credit).

Faculty Affairs Committee

1. Faculty appointment and retention.
2. Selection and retention of departmental chairs and divisional deans.
3. Freedom of expression and academic freedom.
4. Faculty promotions and tenure.
5. Faculty salaries and benefits, including insurance, retirement, professional development, and study leaves.
6. Faculty conduct, work rules, job descriptions, grievance procedures, and disciplinary procedures.
7. Faculty research.

Student Affairs Committee

1. Standards of student conduct and discipline.
2. Standards concerning extra-curricular activities.
3. Standards and policies for recruitment and retention of students.

Finance and Budget Review Committee

1. General budgetary policy and the allocation of financial resources.
2. General development of campus physical facilities.

Sabbatical Review Committee

1. Recommendations to the Provost regarding the ranking and priority of sabbatical proposals.
2. Consultation with the Provost on his or her initial rankings.
3. Reports to the Senate, the Provost, and those proposing sabbaticals regarding rankings, evaluations, and post-sabbatical summaries.
4. Reports, presented with the Provost, regarding sabbaticals both achieving and failing to achieve

their stated objectives.

Governmental Structures and Procedures Committee

1. Development and approval of guidelines and principles of fair, democratic, and open procedures for divisions, departments, and other governmental units.
2. Creation of faculty governing bodies and determination of their responsibilities and powers.
3. Changes of policy in the University Manual.
4. Nomination of University Senate members and other University personnel to University Senate committees.
5. Reception of proposed amendments to University Senate bylaws.

Agenda Committee

1. Development and circulation in advance of an agenda for each meeting of the University Senate.
2. Direct all written resolutions and requests for study of a problem or issue to the appropriate University Senate Committee or directly to the Senate for action.
3. Organize and promote open discussion of broad and specific issues of concern to the University community.

University Tenure and Promotion Committee

1. All committee members must keep confidential committee proceedings.
2. The committee reviews tenure application materials from Division Tenure and Promotion committees.
3. The committee makes recommendations for tenure or tenure denial to the Provost and Vice President for Instructional Services/Dean of Faculty in the context of the University's overall mission and goals.
4. The committee hears appeals of tenure denial from the Divisional Tenure and Promotion committees.

SECTION 3.

The Standing Committees of the University Senate shall be comprised of the following membership:

Curriculum and Academic Affairs

Members from the University Senate (one from each functional unit)	7
Faculty from outside the University Senate (proportional representation from each functional unit)	14
Division Deans	6
Provost and Vice President for Instructional Services/Dean of Faculty (Chair designate. Vote only in case of tie.)	1
Chairs of Standing Committees (ex-officio)	
General Education	
Assessment	
Advising	
Developmental Education	4
Vice President for Financial Services and Government Relations (ex officio)	1
Assistant Provost for Student Affairs (ex officio)	1
Vice President for Statewide Services (ex officio)	1
Dean of Jasper Center	1
Registrar (ex officio)	1
Director of Curriculum (ex officio)	1
Assistant Provost for Academic Affairs (ex officio)	1
Dean of Continuing Studies (ex officio)	1
General Education Coordinator (ex officio)	<u>1</u>
	41*

Faculty Affairs Committee

Faculty Members from the University Senate (one from each functional unit)	7
One additional faculty per unit from outside the University Senate	7
Dean of Faculty (ex officio)	1
Representative from Division Deans	1
VUFA President	<u>1</u>
	17*

Student Affairs Committee

Members from the University Senate	2
Assistant Provost for Student Affairs (ex officio)	1
Dean of Students (ex officio)	1

Student Senate President and Vice-President, plus one dorm resident and one commuter	4
Student Affairs Directors (ex officio)	8
One additional faculty per unit from outside the Senate	7
Athletic Director (ex officio)	1
International and Multicultural Student Director (ex officio)	<u>1</u>
	25*

Finance and Budget Review Committee

Members from the University Senate	5
Vice President for Financial Services and Government Relations (ex officio)	1
Provost and Vice President for Instructional Services/Dean of Faculty (ex officio)	1
Assistant Provost for Student Affairs (ex officio)	1
Vice President for Statewide Services (ex officio)	1
One additional faculty per unit from outside the University Senate	7
Representative from Division Deans	<u>1</u>
	17*

Sabbatical Review Committee

Members from the University Senate (each must be from different units or sites)	2
One additional faculty member from each of the remaining unrepresented units	5
President of the Faculty Senate (Convener and votes only in the case of ties)	<u>1</u>
	8*

Governmental Structures and Procedures Committee

Members from the University Senate	4
President of the University Senate	1
Secretary of the University Senate	1
Vice President of the University Senate (Chair designate. Vote only in case of a tie.)	1
Representative from Division Deans	<u>1</u>
	8*

Agenda Committee

Officers of the University Senate	3
President of the University or Designee	<u>1</u>
	4

*Site representatives may select or may be assigned to a committee to serve on, thus possibly changing the total number of committee members by one (1).

University Tenure and Promotion Committee

A. Structure

1. The membership of the committee shall consist of one divisional dean who is elected by the Instructional Deans and one tenured full professor from each division, including the Jasper campus, who shall be elected by the faculty of each division.
2. If a division cannot meet the above criterion, the Provost and Vice President for Instructional Services/Dean of Faculty shall appoint a tenured full professor from that division to serve on the committee.
3. The Provost and Vice President for Instructional Services/Dean of Faculty will receive the names of the committee members and will convene the first meeting of the committee.

B. Criteria for Membership

1. A faculty member on this committee may not also serve on the Department or Divisional Tenure and Promotion Committee.
2. The term of membership shall be two years. For the first year, fifty percent of the committee members shall be elected for a one-year term.
3. This committee shall elect its own chair.
4. Elections for faculty membership shall be held at the beginning of each academic year.
5. The decisions of the committee shall be determined by a majority vote.
6. If a committee member cannot fulfill his/her term, the division or unit represented shall hold a special election to fill the vacancy.

SECTION 4

The Provost and Vice President for Instructional Services/Dean of Faculty shall be the chairperson of the Curriculum and Academic Affairs Committee.

SECTION 5

The voting members of the committee, unless otherwise specified, shall elect the Chair of the standing committees, from the voting University Senate membership of each said committee. A simple majority of the voting membership of the committee constitutes a quorum. Ex officio members and non-voting members on the committee may take part in discussion and debate, but may not vote in the committee.

SECTION 6.

When reasonably possible, every elected Senator shall serve on a committee of the University Senate. After consultation by University Senate officers with Senate members to determine the most effective distribution of talents and preference, University Senate members will be nominated for each standing committee. The Senate will confirm the membership of each committee, and each committee member will be notified in writing of his or her appointment.

SECTION 7. Standing committees are derived from the University Senate Bylaws and must report directly to the University Senate. Upon reception of recommendations or proposals from the standing committees, the University Senate may either:

- A. Approve the proposal or recommendation without alteration.
- B. Approve the proposal or recommendation with alteration and communicate the alterations to the submitting committee.
- C. Return the proposal or recommendation to the submitting committee with a recommendation for further study.
- D. Reject the proposal or recommendation with an explanation of the reasons.

SECTION 8.

- A. Standing committees shall have the authority to form subcommittees and determine their composition and duties.
- B. Any existing subcommittee shall be accountable to that standing committee dealing with related matters as described in Exhibit B. Subcommittee members shall be nominated by the Provost and Vice President for Instructional Services/Dean of Faculty and confirmed by the appropriate standing committees.

SECTION 9

Ad hoc committees are those committees established by a majority vote of the University Senate to accomplish a specific task. They answer directly to the University Senate. Ad hoc committees shall have such powers and perform such duties and act for such times as are designated in the resolution calling for their establishment, except that no ad hoc committee shall be formed to perform any regular duties already specifically assigned to a standing committee or subcommittee of the University Senate. Ad hoc committees shall be established only during the University Senate calendar year in which they are authorized, unless a definite term is specified in the authorizing motion or it is continued by action of the University Senate.

SECTION 10

The most current edition of *Robert's Rules of Order* governs all University Senate Committees in all parliamentary situations that are not provided for in these Bylaws.

SECTION 11

University Senate committee meetings shall be open to all members of the Vincennes University community, except when a committee meets in executive session.

SECTION 12

Committees shall be reviewed annually on the basis of their function and/or role.

SECTION 13

Terms of service on all committees shall be arranged to achieve a reasonable continuity of membership. This continuity shall be reviewed on a yearly basis.

SECTION 14

Eligibility for membership on committees and subcommittees is not limited to full-time faculty but may include part-time faculty and, where appropriate, may include students and other staff members. All committee members approved by the University Senate have a full voice and voting rights within said committees and subcommittees, unless otherwise specified in the Bylaws. The Student Senate shall select the student members of the Student Affairs Committee, and all student members shall have a full voice and voting rights on that committee and its subcommittees. If appropriate, students may be named to serve as members of an ad hoc committee and will have full voting rights on that committee unless the Senate resolution creating that committee states otherwise

SECTION 15

The normal route of legislative and advisory action is for the item to be considered successively by a standing committee of the University Senate, and by the whole University Senate. Exceptions are the following:

- A. Resolutions without legislative significance.
- B. The University Senate may, by a majority vote of those present and voting, choose to bring any matter directly onto the floor.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The University Senate shall operate under the most current edition of *Robert's Rules of Order*.

ARTICLE VIII - AMENDMENTS

SECTION 1

An amendment to these Bylaws may be adopted by a two-thirds vote of those senators present and

voting at any regular meeting of the University Senate. Each member must be notified two weeks in advance of such a vote and at that same advance date be furnished with a copy of the proposed amendment. The amendment must have been discussed at the meeting immediately preceding the regular meeting where action is being proposed.

SECTION 2

An amendment to the Bylaws shall become effective upon approval by two-thirds of those Senators present and voting at the regular meeting of the University Senate and then recommended to the Board of Trustees through the President. No amendment may be effective without the express approval of the Board of Trustees. The Board of Trustees, through the President, may propose direction to the University Senate. Suspension of rules is not permitted when considering proposed amendments to these Bylaws.

SECTION 3

Initiation of amendments may come about either by one-third of the University Senate or by petition from outside the University Senate of fifty members of the represented constituency.

ADOPTED BY THE BOARD OF TRUSTEES

AS AMENDED
March 5, 2007

EXHIBIT A

The formula for election of proportionate representation of faculty on an adjustable annual basis:

1. Notwithstanding anything else to the contrary, units or sites with less than 25 full-time faculty may have no more than two (2) seats.
2. Two (2) seats are assigned to each unit, and sites with 5-14 full-time faculty are assigned one (1). (Note—Units might vary over the years.)
3. Subtract the sum of assigned seats (e.g., 2007-2008: 6 divisions + Jasper Center + ATC = 15 seats) from the 38 available seats (e.g., 30 - 15 = 15).
4. Allot the remaining seats according to the following formula:
 - a. Count the number of full-time tenure track or annualized contracted faculty annually as of October 1 (2007 - 2008 = 259).
 - b. Count the number of full-time tenure track or annualized contracted faculty per unit (division) and determine what percentage of the whole faculty body this number represents. (Technology has 51 faculty divided by 259 total faculty = .197).
 - c. Multiply this percentage times the number of seats remaining after the assignment of two seats per unit (e.g., 15), and disregarding fractions, designate senators for respective divisions accordingly (e.g.. Technology = 5).
 - d. Assign one each of however many seats are left to those divisions with the highest fractions.
 - e. In case of a tie, to determine which functional unit is awarded the extra Senate seat, a tiebreaker procedure will occur. The tiebreaker would involve a Senator from each of the involved functional units picking a piece of paper out of a hat or bag. One of the pieces of paper will say “Senator”; the other piece of paper will be blank. In the presence of a Faculty Senate Officer and the Provost, each Senator will blindly pick a piece of paper out of the hat. The functional unit of the Senator who picks the piece of paper that says “Senator” will be awarded the extra Senate seat.

2007-2008 numbers and breakdown on the basis of formula: $FTP \div \text{Total Faculty} \times \text{remaining seats}$

Unit		Total Seats
Health and Human Performance	$34/259 = .131 \times 15 = 1.965$	$2+1+1 = 4$
Humanities	$52/259 = .201 \times 15 = 3.015$	$2+3+1 = 6$

Science/Math	$33/259 = .127 \times 15 = 1.905$	$2+1+1 = 4$
Business/Public Service	$34/259 = .131 \times 15 = 1.965$	$2+1+1 = 4$
Technology	$51/259 = .197 \times 15 = 2.955$	$2+2+1 = 5$
Performing Arts/Social Science	$31/259 = .120 \times 15 = 1.800$	$2+1+1 = 4$
ATC	N/A (5 full-time Faculty)	$1+0+0$
Jasper Center	N/A (19 full-time Faculty)	$2+0+0$
		$15+9+6 = 30$

EXHIBIT B

Curriculum and Academic Affairs Committee

Academic Advising Committee

Study Skills and Developmental Education Committee

General Education Committee

Learning Resources Center Committee

Assessment Committee

Faculty Affairs Committee

Alumni-Faculty Citation Award Committee

Center for Teaching and Learning Advisory Committee

Student Affairs Committee

Blue and Gold Cord Awards Committee

Finance and Budget Review Committee

Affirmative Action Affairs Committee

VINCENNES UNIVERSITY

FACULTY EVALUATION PLAN

Approved: _____

Dr. Richard Helton, President

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I. PREAMBLE

Principles

Vincennes University is a premier learning institution, widely recognized for leadership in innovation, delivery of successful educational experiences and its commitment to enhancing student learning.

As such, the university provides an environment of dynamic growth and innovative change, which is reflected in teaching and scholarship, curricula, community service, faculty, administration, and staff. VU affirms that student learning is its primary mission; delivery of the highest quality educational services is central to all its endeavors.

The university is committed to the development of an academic environment that fosters the following principles:

- **Collaboration**

The university practices collaboration among its various constituencies in governance, operations, and planning to ensure broad commitment to its mission.

- **Civil Environment**

The university and its members are committed to maintaining a professional environment based on mutual respect and academic integrity.

- **Academic Freedom and Responsibility**

Academic freedom is the basis for the discovery, dissemination, and advancement of knowledge. The university vigorously protects academic freedom and cultivates an environment of openness in which all members of the university engage in diverse perspectives and ideologies with tolerance and fairness. With this comes the responsibility “to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus” (AAUP, “A Statement of the Association’s Council: Freedom and Responsibility”).

- **Diversity**

The university recognizes that diversity, in its many facets, throughout all of its constituencies is a source of renewal and vitality.

- **Faculty Productivity**

The university endorses the concept that the work of faculty needs to be defined in ways that reflect the full range of academic, professional, and civic responsibilities. VU recognizes the importance of effective teaching in a learning-centered university and affirms the value of faculty applying their expertise in service to the community.

- **Equity**

The evaluation process for all faculty will be fair and without prejudice to the individual.

- **Professional Development**

Providing a sense of stability and cohesiveness requires an institution’s commitment to the welfare and development of its employees. The administration and individual faculty members share the responsibility for professional growth. The administration provides faculty members with opportunities and resources to continue their professional development. Individual faculty members, in turn, take the initiative in promoting their own growth as teachers, scholars, and, where appropriate, as practitioners.

- **Institutional Effectiveness**

VU affirms that assessment of all functions is an essential step for improvement and continual renewal. Through the engagement of all members of the college community to assess, review and revitalize our offerings and

services, the university ensures that it provides the highest quality education, scholarly activity, and service to the community. Institutional effectiveness is the measure by which the institution demonstrates its quality and commitment to student learning.

Self-Report of Performance for Vincennes University Full-time Faculty

To be completed annually by each faculty member

Name: _____

Department/Program/Area: _____

Division: _____

Present Rank: _____

Years of Service at VU: _____ Academic Year: _____

Status: _____ Contract _____ Tenured

I. TEACHING EFFECTIVENESS & PERFORMANCE OF ASSIGNED TASK (60%)

II. PROFESSIONAL DEVELOPMENT (20%)

III. SERVICE TO THE UNIVERSITY OR COMMUNITY (20%)

Faculty Signature _____ Date _____

Self-Report of Performance for Vincennes University Full-time Faculty

Sample Indicators of Professional Performance for Full-time Faculty

(To aid administrative evaluation and self-report)

The first set of bulleted items in each section is contractual in nature, which faculty members are expected to fulfill. The bulleted items under "Sample Indicators of Strength" can be used as examples to describe strengths beyond contractual obligations and to gather ideas for goals.

I. Teaching Effectiveness and Performance of Assigned Tasks (60%)

The faculty is expected to provide an effective teaching environment that is conducive to student learning. The classroom and coursework should contain elements that recognize and enhance components of the learning process, employ effective delivery of instructional materials, and are responsive to the personal and professional needs of students.

Contractual Obligations:

The faculty will fulfill his/her responsibilities for effective teaching and the facilitation of student learning, which include activities such as

- Teaching students in courses as assigned
- Meeting all classes at the appointed time and for the scheduled amount of time
- Holding office hours
- Grading students fairly and consistently
- Being prepared for classes with appropriate handouts, laboratory materials, tests, and syllabi that are clear, consistent, and current
- Following institutional standards and procedures for grade reporting
- Providing the respective dean, department chair, and each student with a copy of the syllabus for each class
- Fulfilling responsibility of release time and assigned tasks
- Create a positive classroom climate that facilitates student learning
- Assess student learning outcomes
- Utilize current knowledge and relevant examples
- Be student-centered in decisions to accommodate student needs_

Sample Indicators of Strengths:

*These examples can be used to describe strengths **beyond contractual obligations** and to gather ideas for goals.*

A. Learning Process:

- Use a variety of modalities to promote authentic learning
- Introduce and reinforce life-long learning skills
- Incorporate student retention activities as a component of course structure

B. Instructional Delivery:

- Develop presentations that are enthusiastic, stimulating, thought provoking, and engaging to students
- Consider student readiness and learning comprehension in coursework
- Accommodate diversity of learning styles and limitations
- Incorporate group-learning activities where applicable
- Use a variety of learning strategies and presentational styles
- Employ current instructional technology.
- Use extended classroom activities such as field trips, etc.
- Manage external sites such as clinical settings, co-ops, apprenticeships, internships, etc.

C. Curriculum Development:

- Develop and implement program assessment activities
- Integrate general education outcomes in reading, writing, and speaking intensive courses
- Ensure viability of transfer courses and programs, and network with counterparts at other institutions
- Identifying course objectives and implementing appropriate assessment activities
- Use advisory committee input to ensure viability of courses and programs
- Participate in course and program assessment process and implementation
- Maintain currency of the curriculum and reading materials
- Network with peers, colleagues, and other employees
- Work with other disciplines to integrate content with related programs
- Work with support staff (e.g., counselors, librarians, computer laboratory coordinators)
- Develop program, department and course goals and objectives, and pursue them through the University planning process
- Work with and support the general education curriculum competencies
- Solicit wide input and inclusiveness in program development

II. Professional Development (20%)

The faculty is expected to participate in activities that provide professional growth and expertise. Institutional

support will be given as possible for activities aligned with the University mission and goals. The faculty may demonstrate professional development through activities that maintain currency in their discipline, continuing education, scholarly activity, and organizational memberships.

Sample Indicators of Strengths:

*These examples can be used to describe strengths **beyond contractual obligations** and to gather ideas for goals.*

A. Personal Advancement in the Discipline:

- Extensively read literature within the field
- Attend and present internally or externally
- Network with colleagues and professional organizations
- Be a practitioner
- Demonstrate knowledge of resources
- Conduct classes that reflect current pedagogical practices
- Participate in Center for Teaching and Learning presentations
- Visit area industries and businesses
- Develop classroom activities to reflect new techniques and technology (e.g., new equipment, preparation of experiments)

B. Structured Educational Activities:

- Attend workshops or classes related to the discipline
- Participate in upgrading technical skills (e.g. computer training, laboratory and mechanical upgrades)
- Complete academic courses for degree or certificate programs
- Participate in activities or programs to obtain or maintain licensure or certification
- Present or produce seminars, lecture series, concerts, exhibits, plays, etc.
- Developing and presenting in-service workshops and faculty development programs

C. Scholarly Activity:

- Demonstrate expertise in the discipline such as musical performances, art exhibits, etc.
- Research about effective teaching and student learning
- Serve as expert witness, content authority, adjudicator, etc.
- Write book reviews, review texts, etc.
- Build skills directed toward effective learning

D. Memberships:

- Active participation in professional groups or organizations
- Serve as an officer in a professional group or organization
- Represent the University in formal settings

III. University or Community Service (20%)

The faculty should be engaged actively in processes that promote outstanding programs designed for student success and/or engage in activities that are of value to the community and responsive to the University mission and values. University Service includes curriculum development, student-centered scheduling, attracting and keeping qualified adjunct faculty, and management of resources. Evidence of Community Service activities may include participation in community activities and committees, being a community partner, and engagement with other educational institutions.

Contractual Obligations:

The faculty will fulfill his/her responsibilities to contribute to University or Community Service, which includes but is not limited to

- Attending department, division, and faculty meetings
- Advising students in academic and program areas

Sample Indicators of Strengths:

*These examples can be used to describe strengths **beyond contractual obligations** and to gather ideas for goals.*

A. Course Schedules:

- Work with other disciplines to avoid schedule conflicts
- Make data-driven decisions
- Schedule courses so students can complete their programs in a timely fashion
- Teach at nontraditional times, days, and sites

B. Identify, Mentor, and Evaluate Adjunct Faculty:

- Assist with orientation
- Provide educational resources
- Support continuing education
- Promote growth, development, and retention of adjunct faculty
- Be a resource person
- Participate in the interview and hiring process
- Participate in an organized mentoring program
- Develop appropriate discipline and program handbooks, etc.

C. Augmenting Resources:

- Seek funding source alternatives through grant opportunities and fundraising
- Seek equipment and support materials
- Use external personnel such as guest lecturers, visiting artists, etc.
- Obtain materials by loan and lending

D. Resource Management:

- Work with others to manage the budget and use funds effectively
- Work with off-site personnel to coordinate student opportunities for clinicals, apprenticeships, and internships
- Support advisory committee functions

E. Service to Students:

- Promote student accountability and preparedness
- Conduct student-teacher conferences
- Schedule additional student-teacher sessions as needed
- Identify and follow up with students on personal issues, making referrals as necessary
- Serve as a role model in professional conduct, enthusiasm, and positive attitude
- Promote long-range career and educational planning
- Serve as an advisor to a club
- Participate in activities such as the Science Olympiad, Job Fair, Wellness Fair, etc.
- Participate in decisions about textbook selections and course and program review or additions
- Be involved with student activities

F. Committee Work:

- Serve as a committee chair
- Participate in committee as a member or resource
- Serve on internal governance committees, sub-committees, and other University task forces and committees
- Participate in search committees
- Participate in University-wide committees as a member or resource

G. Recruitment and Retention:

- Participate in calling campaigns, college night, etc.
- Organize seminars for visiting students
- Open classes to prospective students
- Sponsor activities such as science and health fairs, etc.
- Recruit students by writing letters and hosting on-site visit opportunities
- Make school visitations
- Participate in retention activities by calling or contacting at-risk students
- Offer alternative scheduling (e.g., 8-week, late-start classes)

H. Active University Citizen:

- Recognize and support needs and resources outside the respective discipline
- Participate in the development of University-wide goals and objectives
- Attend and support voluntary University activities
- Participate in grant writing activities

I. Community Partnerships:

- Serve on community boards
- Promote educational partnerships with K-12 districts, four-year institutions, and work environment
- Network with K-12 and four-year counterparts
- Seek out internship and service learning opportunities
- Participate in public forums
- Train or consult in business and industry
- Establish workshops and academies
- Establish continuing relationships with school systems
- Showcase student work
- Participate in community events such as band concerts, health fairs, cable shows, etc.

Summative Performance Evaluation for Vincennes University Full-time Faculty

To be completed annually by the Department/Program/Area Chair

Name: _____

Department/Program/Area: _____

Division: _____

Present Rank: _____

Years of Service at VU: _____ Academic Year: _____

Status: _____ Contract _____ Tenured

Teaching Effectiveness & Performance of Assigned Task _____ (.60) = _____

Professional Development _____ (.20) = _____

Service to University or Community _____ (.20) = _____

TOTAL _____

FACULTY COMMENTS (if desired)

_____ Check here if comments are attached.

Faculty's Signature _____ **Date** _____

(Signature does not imply agreement with the evaluation.)

Chair's Signature _____ **Date** _____

Dean's Signature _____ **Date** _____

Provost's Signature _____ **Date** _____

Changed in format, not content. Approved by the Faculty Senate at their 9-9-14 meeting.

I. TEACHING EFFECTIVENESS & PERFORMANCE OF ASSIGNED TASK (60%)

Exemplary	Excellent	Good	Needs Improvement	Unsatisfactory
5	4	3	2	0

Chair's Comments:

Dean's Comments:

II. PROFESSIONAL DEVELOPMENT (20%)

Exemplary	Excellent	Good	Needs Improvement	Unsatisfactory
5	4	3	2	0

Chair's Comments:

Dean's Comments:

Changed in format, not content. Approved by the Faculty Senate at their 9-9-14 meeting.

III. SERVICE TO UNIVERSITY OR COMMUNITY (20%)

Exemplary	Excellent	Good	Needs Improvement	Unsatisfactory
5	4	3	2	0

Chair's Comments:

Dean's Comments:

IV. SUMMARY/CONCLUSIONS

Exemplary	Excellent	Good	Needs Improvement	Unsatisfactory
5	4	3	2	0

Chair's Comments:

Dean's Comments:

Changed in format, not content. Approved by the Faculty Senate at their 9-9-14 meeting.

**Summative Performance Evaluation for Vincennes University Full-time Faculty
Rating Categories for Evaluations**

GOOD – Good is the rating that indicates that the individual is meeting the expectations of the job in a satisfactory manner. It is the standard starting point for all considerations.

NEEDS IMPROVEMENT – Needs Improvement indicates that attention is needed in certain specified areas of the evaluation. It usually implies that something has surfaced over that past year that needs attention in the coming year.

UNSATISFACTORY – Unsatisfactory indicates that the performance of the individual is not at an appropriate level of quality and that there is little expectation that the situation is temporary or that it could improve. Areas rated as Unsatisfactory are those that should have been addressed during the previous year and were not addressed or were addressed ineffectively.

EXCELLENT – Excellent indicates that the individual consistently exceeds the expectations of the job in several areas.

EXEMPLARY – An outstanding rating is reserved for those individuals who are performing at a level significantly above the “excellent” instructors and deserve a special recognition during that evaluation year. It is anticipated that a limited number of faculty will receive this rating each year.

It is expected that ratings other than GOOD will require written justification as part of the evaluation narrative.

In terms of calculation of final rating, these categories would carry the following weights:

EXEMPLARY	= 5 (4.6 - 5)
EXCELLENT	= 4 (3.6 - 4.5)
GOOD	= 3 (2.6 - 3.5)
NEEDS IMPROVEMENT	= 2 (1.5 - 2.5)
UNSATISFACTORY	= 0 (0- 1.4)

**Summative Performance Evaluation for Vincennes University Full-time Faculty
Rating Categories for Evaluations**

GOOD – Good is the rating that indicates that the individual is meeting the expectations of the job in a satisfactory manner. It is the standard starting point for all considerations.

NEEDS IMPROVEMENT – Needs Improvement indicates that attention is needed in certain specified areas of the evaluation. It usually implies that something has surfaced over that past year that needs attention in the coming year.

UNSATISFACTORY – Unsatisfactory indicates that the performance of the individual is not at an appropriate level of quality and that there is little expectation that the situation is temporary or that it could improve. Areas rated as Unsatisfactory are those that should have been addressed during the previous year and were not addressed or were addressed ineffectively.

EXCELLENT – Excellent indicates that the individual consistently exceeds the expectations of the job in several areas.

EXEMPLARY – An outstanding rating is reserved for those individuals who are performing at a level significantly above the “excellent” instructors and deserve a special recognition during that evaluation year. It is anticipated that a limited number of faculty will receive this rating each year.

It is expected that ratings other than GOOD will require written justification as part of the evaluation narrative.

In terms of calculation of final rating, these categories would carry the following weights:

EXEMPLARY	= 5 (4.6 - 5)
EXCELLENT	= 4 (3.6 - 4.5)
GOOD	= 3 (2.6 - 3.5)
NEEDS IMPROVEMENT	= 2 (1.5 - 2.5)
UNSATISFACTORY	= 0 (0- 1.4)

Professional Growth Plan (PGP) for Vincennes University Full-time Faculty

To be completed annually

Name: _____

Department/Program/Area: _____

Division: _____

Present Rank: _____

Years of Service at VU: _____ Academic Year: _____

Status: _____ Contract _____ Tenured

Prior to the evaluation conference, each faculty member submits a draft of the Professional Growth Plan (PGP).

During the evaluation conference, the Chair and faculty member jointly finalize a PGP for the next academic year, taking into consideration specific areas of instructional performance that may need attention, the professional development of the individual, and institutional goals. Chair and faculty must develop one goal for Teaching Effectiveness & Performance of Assigned Task and one goal for either Service to University Or Community or Professional Development.

PGP FOR NEXT ACADEMIC YEAR _____

I. TEACHING EFFECTIVENESS & PERFORMANCE OF ASSIGNED TASK

GOAL

Objective(s)

Resources Needed

Assessment Method

Results

II. PROFESSIONAL DEVELOPMENT

GOAL

Objective(s)

Resources Needed

Assessment Method

Results

III. SERVICE TO UNIVERSITY OR COMMUNITY

GOAL

Objective(s)

Resources Needed

Assessment Method

Results

Faculty's Signature _____ **Date** _____

Chair's Signature _____ **Date** _____

Timeline for Completion of Faculty Evaluation Process

By March 22

Faculty complete “Self-Report of Performance for Vincennes University Full-time Faculty” and submit form to Department Chair.

By April 8

Department Chair reviews “Self-Report of Performance for Vincennes University Full-time Faculty” and prepares draft ratings of “Summative Performance Evaluation for Vincennes University Full-time Faculty.”

By April 22

Department Chair meets with Division Dean to discuss and finalize ratings of “Summative Performance Evaluation for Vincennes University Full-time Faculty.”

By May 10

Department Chair meets individually with each Faculty member to discuss their “Self-Report of Performance for Vincennes University Full-time Faculty,” ratings of “Summative Performance Evaluation for Vincennes University Full-time Faculty,” and “Professional Growth Plan for Vincennes University Full-time Faculty.”

By May 15

Department Chair forwards all faculty evaluation forms to Division Chair.

By June 1

Division Dean reviews all faculty evaluation forms and forwards them to Provost.

By June30

Provost forwards signed copy of evaluation forms to faculty.

Evaluation Year – March 1 to February 28/29

Appeal Process

Rebuttal of Evaluation:

A faculty member who disagrees with any part of the evaluation may request a reconsideration of all or part of the evaluation. Faculty comments added to or attached to the evaluation do not constitute a written rebuttal. The rebuttal must be a separate action as noted below.

Process of Rebuttal:

1. A faculty member who feels that the evaluation is not accurate has the opportunity to file a written rebuttal to the evaluation. The written rebuttal must begin with the phrase “**This is an official rebuttal of the evaluation of <Name>.**” It should be filed with the chair (with a copy to the dean) within ten business days of signing the evaluation. The rebuttal should note the sections in which the faculty member has disagreements and should include an indication how the faculty member would like to see the evaluation changed. The faculty member should present a justification for why the specified sections of the evaluation should be changed.
2. The chair must respond in writing to the faculty member within ten business days of the receipt of the rebuttal. A copy of the written response must be sent to the dean as well.
3. A copy of the rebuttal and the response must be sent by the chair to the Office of the Provost for inclusion with the evaluation form.

Appeal of Evaluation:

A faculty member who remains dissatisfied with the evaluation after the rebuttal may submit a written appeal of all or part of the evaluation.

Process of Appeal:

1. The written appeal must begin with the phrase “**This is an official appeal of the evaluation of <Name>**.” It should be filed with the dean (with a copy to the chair) within ten business days of receipt of the response to the written rebuttal. The appeal should indicate what areas of the evaluation that were rebutted remain in dispute, the change desired, and a justification for making the change. The original rebuttal and the response to the rebuttal must also be attached to the appeal.
2. The dean must provide a written response to the faculty member within ten business days of receipt of the appeal. A copy of the response must be sent to the chair as well.
3. A copy of the appeal and the response must be sent by the dean to the Office of the Provost for inclusion with the evaluation form.

Additional Action Afforded the Faculty Member:

A faculty member who believes that actions with regard to the evaluation, rebuttal or appeal are in violation of university policy may direct a written complaint to the provost.

Process of Additional Action:

1. The complaint should be sent in writing to the provost and should note the policy that has been violated and specifically identify how the policy has been abridged with regard to the evaluation, rebuttal or appeal.
2. The provost will review the complaint and either deny the complaint or direct the dean and/or chair to reconsider the evaluation, rebuttal or appeal in a manner consistent with university policy within ten business days of the receipt of the appeal.

Notes:

1. Business days normally include Monday – Friday. They do not include days when the person is on annual or sick leave, when the person is on assignment away from the office, and when the person is not on contract.
2. Failure by the faculty member to abide by the time line terminates the rebuttal or appeal process without changing the evaluation.
3. Although evaluations are not grievable, violations of the evaluation policy and the appeals process are grievable.

Additional Provisions

1. An Implementation Team consisting of faculty and administration will be formed to move toward expedient implementation in a reasonable and appropriate time following approval. The duties of this team will be to implement the new evaluation process; to develop training in use of the evaluation form; and to plan, revise and develop additional tools to evaluate teaching effectiveness.

2. The Senate requests significant faculty representation in addition to division deans and department chairs in the training process of the new faculty evaluation document.

3. A subcommittee of Faculty Affairs will be brought together after the second year of implementation to evaluate any and determine any changes that may need to occur. Feedback will be obtained from all groups involved. This assessment will continue every two years so as to keep the evaluation process up to date.

4. Every faculty member working for Vincennes University should be evaluated on the same standards of what is "good," "excellent," etc. The Senate requests to receive a summary of the actual results each year to assess the process and recommend appropriate revisions.

5. Raise percentages should be directly tied to final evaluation figures. Senate designated representatives will participate with the administration in the development of the relationship between evaluation scores and pay increases.

Section I Professional Staff

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Employment

Definition of Professional Staff

A professional staff classification requires the position to have certain educational requirements, skills, and/or experience, supervision of other employees, budgetary responsibilities, and responsibility for administration of decisions and other requirements designated by the appropriate Vice President. Professional staff positions are exempt from overtime as defined by the Fair Labor Standards Act.

Tenured Employment of Professional Staff

Some professional staff employed at Vincennes University prior to June 1, 1990, received tenure. These tenured professional staff employees do not receive an annual contract, as continuation of employment is automatic. However, any changes in salary, title, rank, and special duties will be reduced to writing and become an addendum to the tenured professional staff employee's existing contract.

The University may terminate the tenured employment of a professional staff member only for reasons of incompetence, serious personal or professional misconduct, insubordination, discontinuance of a program, or extraordinary financial exigencies of the University.

In the event the tenured employment of a professional staff member is terminated because of extraordinary financial exigencies of the University, the professional staff member will be given first opportunity to return to the position for a period of three years.

In the event the President of the University recommends to the Board of Trustees that a tenured professional staff member's employment with the University be terminated, the President shall notify the professional staff member in writing of the reason for the recommendation. The professional staff member may request a hearing before a committee of the Board of Trustees, which shall consist of the Chair of the Personnel Committee of the Board of Trustees (who will preside), one trustee chosen by the staff member, and one trustee chosen by the President. The request for the hearing must be made in writing to the President within ten (10) days after the postmark on the notice of the adverse recommendation.

The committee will conduct the hearing within a reasonable amount of time after receiving the written request. The professional staff member will be advised at a reasonable time in advance of the hearing regarding the names and substance of the testimony of the witnesses who will testify in support of the adverse recommendation. The professional staff member shall then provide the University counsel the names and substance of the testimony of the staff member's witnesses at a reasonable time in advance of the hearing. Both sides will be given the opportunity to have counsel, to cross-examine witnesses, and to present evidence at the hearing. The hearing will be conducted as a closed executive session of the Board of Trustees to protect the rights and privacy of the professional staff member and participants.

The committee will forward a recommendation concerning the termination of employment of the

professional staff member to the Board of Trustees, which, after due deliberation upon the information received from the committee, shall make the decision whether the employment of the tenured professional staff member is to be terminated.

Non-Tenured Employment of Professional Staff

Vincennes University professional staff members who are not tenured will be advised in writing of their salary and rank and will be eligible for promotion as outlined in the provisions "Professional Staff Rank." Non-tenured professional staff members do not have a specified term of employment and may terminate employment at VU at any time, and VU may terminate the employment of such professional staff at any time.

Orientation Sessions

Vincennes University provides an orientation session for all new staff employees. The supervisor notifies the employee of the time of this orientation, which will include a review of the philosophy, mission, history, and administrative structure of the University; a review of fringe benefits; a review of University policies and procedures; and a review of environmental safety.

During the first month of employment, the supervisor is expected to arrange a tour of the campus for the new professional staff employee.

Personnel Information

Any change in personnel information must be reported to the Human Resources Office. Address and telephone number changes should be reported to the human Resources Office by the appropriate department or division office on an Employee Change of Status form that is clearly marked "Address Change Only."

Service Date – Current Hire Date

Seniority recognition dates are referred to as "service date" and "current hire date. Service date is the date the employee began full-time, regular employment with the University. The service date is used to determine vacation allowance, sick leave benefits, and service awards. If a break in service to the University occurs that is of less than twelve (12) months duration the employee's previous service will count when determining vacation, sick leave benefits and service awards. A break in service of twelve (12) months or more means that an employee's previous service will not be counted toward vacation allowance, sick leave benefits, or service awards. Current hire date is the date of employment in the current occupational unit.

Sick Leave and Vacation

Faculty and Professional Staff Extended Sick Leave Policy

The Faculty and Professional Staff Extended Sick Leave Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

Vacation

Full-time professional and support staff employees accrue vacation based on the following schedule:

<u>Vacation Earned During:</u>	<u>75 Hour Work Week Hours Per Pay Period:</u>	<u>80 Hour Work Week Hours Per Pay Period:</u>
0 – 4 years-	2.88 (10 days per year)	3.08 (10 days per year)
5 – 9 years	3.46 (12 days per year)	3.69 (12 days per year)
10 – 14 years	4.32 (15 days per year)	4.62 (15 days per year)
15 years or more	5.77 (20 days per year)	6.15 (20 days per year)

- Vacation will be earned each pay period based upon the number of hours in a regular pay status and years of service. Regular pay status time includes scheduled regular work hours, paid sick time, paid vacation, paid holidays, and other approved absences. Overtime and special payments shall be excluded. Nine, ten, and eleven month staff will earn vacation based upon years of service and the ratio of 9/12, 10/12, and 11/12 (respectively) of the twelve month total.
- Vacation time may not be utilized during the initial three (3) months of employment.
- Vacation time will be available for use upon accrual except during the initial three (3) month probationary period. Vacation periods shall be arranged in advance with the appropriate supervisor. Vacation should be reported in one hour increments with a minimum of one hour per day.
- The maximum accrual at any time shall be twice the annual allowance. Vacation time will not carry over beyond the two-year maximum accumulation. After the maximum vacation allowance is reached, no further vacation accumulation will occur until vacation time is used.
- At the time of separation from the University, unused vacation time will be paid in a lump sum at the employee's current rate of pay not to exceed the maximum that can be earned in one year. The last day worked shall be the last day for which vacation leave is accrued. Vacation days may not be used to extend the termination date. An employee terminating during the probationary period will be paid all accrued vacation.
- Vacation or other accrued time cannot be used in lieu of notice of resignation.
- No employee will be granted extra pay in lieu of accrued vacation.
- Vacation allowances will not be granted to temporary employees. Such employees appointed to a regular, full-time position would receive vacation allowance only for time served in the regular, full-time position.
- Employees paid from grant funds must generally utilize vacation prior to the expiration of the grant. Any questions concerning use of vacation or final payment of vacation should be directed to the grant administrator.

Non-Teaching Staff Vacation Policy

The Non-Teaching Staff Vacation Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

Sick Leave Policy

Full-time professional staff employees will be granted 75 hours per year (10 days per year) of sick leave upon first day of employment. In addition to these hours, faculty and professional staff receive an additional 37.5 hours per year (5 days per year) for each year of continuous service per illness per year.

Professional Staff Rank

Criteria for Initial Rank

Levels of Rank

The classification of professional staff members divides into four levels of rank. Time in a grade as a faculty member does not apply as a professional staff member and vice versa. Levels of rank for professional staff are as follows: Level I, Level II, Level III, and Level IV.

Criteria for Appointment at the Time of Hiring

The President, based upon the recommendation of the appropriate vice president, assistant provost, dean or director of the program, determines the initial rank assigned to professional staff upon employment. The various professional ranks provide guidelines for initial employment. The University determines the rank for any new professional staff employee on an individual basis, and final salary and rank depend upon professional qualifications as well as educational preparation and experience. In individual cases, outstanding prior achievement may be equated to degree requirements and/or professional experiences.

For appointment in one of the levels of rank, a professional staff member must meet one of the following requirements:

1. Level I
 - A) Bachelor's Degree
 - B) Work Experience (eight years)
2. Level II
 - A) Master's degree in a related professional specialty. (This level is automatically granted upon obtaining Master's degree.)
 - B) Bachelor's degree in a related professional area plus three years' related work experience.
 - C) Eight years' related work experience plus two years' related professional experience plus thirty undergraduate credit hours, all of which are obtainable under the provision of "Equivalency Criteria."
3. Level III
 - A) Doctoral degree.
 - B) Master's degree plus thirty additional graduate hours plus two years' related work experience.
 - C) Master's degree plus five years' related work experience.
 - D) Bachelor's degree plus five years' related work experience plus five years' professional experience.
 - E) Associate degree plus ten years' related work experience plus four years' professional experience
 - F) Ten years' related work experience plus four years' professional experience plus sixty (60) undergraduate credit hours, thirty of which may accumulate under the provisions of "Equivalency Criteria" for all presently employed professional staff.
4. Level IV

- A) Doctoral degree plus five years' professional experience.
- B) Master's degree plus thirty (30) additional graduate credit hours plus eight years' professional experience.
- C) Master's degree plus ten years' professional experience.
- D) Master's degree plus five years professional experience plus five years' work experience.
- E) Bachelor's degree plus twelve years' related work experience plus six years' professional experience plus thirty hours graduate credit obtained under the provisions of "Equivalency Criteria" that are not part of the bachelor's degree transcript.

Equivalency Criteria

1. Vincennes University may grant to professional staff credit for all courses they have taught at Vincennes University.
2. Professional staff may establish any desired number of credit hours at Vincennes University by Early Completion with full waiver of tuition and fees.
3. Professional staff may enroll in any course at Vincennes University with full waiver of tuition.
4. Two years' experience in occupational experience specialty may be equivalent to one year of undergraduate credit. (The appropriate vice president or supervisor designates acceptance of work experience equivalency.)

Professional Staff Promotion

The employee initiates promotions to a higher rank by submitting an application for promotion that will be reviewed by the immediate supervisor, the Professional Staff Promotion Committee, the appropriate assistant vice president or assistant provost, vice president, and the president. Final action regarding requests for professional staff promotions resides with for the Board of Trustees. General qualifications for promotion of professional staff follow the performance evaluation criteria as outlined in the Professional Staff Evaluation Form:

- Professional Responsibilities
- Professional Qualities
- Professional Skills
- Job Knowledge
- Evidence of Commitment to Program/Institution

The basis of promotion of professional staff members is not solely on seniority, but also includes qualification through job performance. Seniority merely determines a professional staff member's eligibility for consideration for promotion. In order to receive a promotion to a higher rank, eligible professional staff members must document their job performance according to the criteria outlined below. The salary increase upon promotion for professional staff is \$600.00 for promotions from Level I to Level II, \$700.00 for promotion from Level II to Level III, and \$800.00 for promotion from Level III to Level IV.

Professional staff members eligible for promotion are encouraged to attend the informational meeting held before October 1 each year by the Professional Staff Promotion Committee. Professional staff members submit promotion applications are submitted to this committee, which is responsible for making promotion recommendations for all professional staff employed at the Institution. Vice Presidents, however, have the prerogative for convening "area" committees to assist in the promotion process.

After the Professional Staff Promotion Committee reviews the application, a recommendation for or against promotion is then given to the staff member's Assistant Vice President/Assistant Provost (or designee of the Vice President from Financial or Presidential Services). If the committee's recommendation is negative, no further action is taken unless the applicant appeals. If the committee's recommendation is positive, the Assistant Vice President/Assistant Provost/designee then reviews the application and makes his or her own recommendation. This process repeats through the upper administration levels until eventually the President is able to recommend applicants for promotion to the Board of Trustees.

Eligibility for Professional Staff Promotion

In order to be eligible for promotion consideration, a member of the professional staff must satisfy the seniority requirements as prescribed below:

- A) Requirements for promotion from Level I:
 - 1. To apply for a Level II professional staff rank, the professional staff member must serve a minimum of three years before making application for promotion.
 - 2. An immediate promotion to Level II follows the professional staff member earning a master's degree.
- B) Requirements for promotion from Level II: A Level II professional staff member must serve a minimum of five years to be eligible for promotion to Level III.
- C) Requirements for promotion from Level III: A Level III professional staff member must serve a minimum of five years to be eligible for promotion to Level IV.

Criteria for Professional Staff Promotion

For promotion, the professional staff member must meet the eligibility requirements listed above and in addition show evidence that he/she:

- A) Understands the comprehensive community college philosophy;
- B) Demonstrates outstanding employee competence in an area vital to the department/area's functions;
- C) Provides significant service to his/her department or area;
- D) Participates in professional growth and development activities appropriate to the department's mission and goals;
- E) Possesses the potential to further the goals of the program, department, division, area, and University;
- F) Satisfy all requirements of the position according to the job description; and
- G) Verify through the supervisor or Human Resources Department eligibility for promotion.

Procedures for Applying for Promotion

Professional staff seeking promotion will submit the promotion packet to the chair of the Professional Staff Promotion Committee. The promotion packet should total no more than fifteen (15) pages (including all the documentation listed below), and must include:

- A) Cover Sheet (found later in this section)
- B) Letter of application
- C) Letter from immediate supervisor
- D) Documentation of Criteria
 - 1. Revised Position/Job Description: Should be prepared in conjunction with the immediate

- supervisor.
2. Credentials: Limit documentation to activities since last promotion.
 3. Philosophy: Submit a brief written statement explaining your professional philosophy and how it supports Vincennes University's comprehensive community college philosophy.
 4. Effectiveness/Expertise in Profession: Provide evidence of effectiveness or expertise in your area of employment. Examples of documentation may include annual evaluations, recognition of colleagues locally, regionally and/or nationally, and significant examples of contributions to the growth of your program, department or service and/or Vincennes University.
 5. Professional Services: Provide evidence of personal contributions to your program that exceed the requirements of your job. In addition, demonstrate how your professional philosophy enhances the goals and objectives of your program.
 6. Community Involvement: Document your non-job related community involvement.
 7. Professional Growth: Provide documentation of activities in local, regional and/or national organizations plus involvement in workshops, seminars, presentations, and/or education.
 8. Special Projects: Provide examples of additional responsibilities and service not previously cited in your job description.

Responsibilities of the Professional Staff Promotion Committee

The Professional Staff Promotion Committee (PSPC) convenes for the purpose of assessing achievement and making recommendations for promotion of eligible professional staff members. The composition of the PSPC includes representation from all University areas, VUJC, and off-campus sites. The Professional Staff Congress selects the committee members from among the most senior members of each area (at Level IV where possible). The responsibilities of the PSPC are these:

- A) PSPC members will convene the informational meeting for the professional staff members who are eligible for promotion.
- B) PSPC evaluates promotion application materials and makes recommendations for or against promotion to the Assistant Vice President or Assistant Provost. In areas that do not have an Assistant VP or Assistant Provost (such as Financial Services), the recommendation may go to the Vice President or the Vice President's designees.
- C) The PSPC will notify the candidate of its recommendation for promotion or promotion denial.
- D) PSPC adheres to the deadlines prescribed later in this section of the University Manual.
- E) PSPC members keep committee proceedings confidential.

Responsibilities of the Immediate Supervisor, Asst. VP/Asst. Provost, Vice President, and President

- A) The Immediate Supervisor:
 1. Verifies eligibility for promotion with the professional staff member.
 2. Negotiates a revised job description with the professional staff member.
 3. Supports the eligible professional staff member in attending the promotion information committee.
 4. Reviews promotion application materials and recommends promotion or promotion denial by submitting a letter with the promotion packet.
- B) The Assistant Vice President or Assistant Provost
 1. Reviews the promotion materials sent forward by the PSPC and makes recommendations regarding promotion to that service area's Vice President.

2. Notifies the candidate of recommendation for promotion or promotion denial.
 3. Hears appeals of promotion denial by the PSPC.
- C) The Vice President
1. Reviews promotion application materials sent forward by his/her Assistant VP or Assistant Provost and makes recommendations for promotion or promotion denial to the University President.
 2. Notifies candidate of recommendation for promotion or promotion denial.
 3. Hears appeals of promotion denial by an Assistant Vice President or Assistant Provost
- D) The University President
1. Reviews promotion application materials sent forward by the Vice Presidents.
 2. Hears appeals of promotion denials from the Vice Presidents.
 3. Makes recommendations regarding promotion to the Board of Trustees.
 4. Notifies candidates of promotion after Board approval.

Denial of Promotion

- A) Any of the following promotion evaluation levels can result in denial of the promotion application:
1. Immediate Supervisor
 2. PSPC (majority vote required)
 3. Assistant VP/Assistant Provost
 4. Vice President
 5. President
 6. Board of Trustees
- B) The reasons for promotion denial will be provided in writing to the professional staff member in a timely manner, according to the timeline listed below.
- C) The applicant is also provided, in the same communication, all the information necessary to file a timely appeal to the decision.
- D) An applicant denied promotion might accept the denial, appeal the decision to the next higher level, or reapply for promotion the following year.

Procedures for Appeals

- A) The professional staff member initiates an appeal letter/memorandum, which addresses the issues listed on the written memorandum of promotion denial.
- B) In any given fiscal year, the applicant may appeal only one denial of promotion decision to the next higher level.

Professional Staff Promotion Timeline

The following table outlines the process for professional staff promotions. The process requires completion of procedures on or before the dates shown.

<i>DATE</i>	<i>PROCESS</i>	<i>RESPONSIBLE PERSON</i>
July 30	Eligibility for promotion of professional staff member is verified.	Supervisor and professional staff member
Sept. 15	Supervisor/employee complete an updated job description that reflects current duties of the position.	Supervisor of professional staff
Oct. 1	General information meeting convened for eligible professional staff.	PSPC Chair and PSP Committee
	Eligible professional staff attend and receive information	Supervisor/Professional staff
Dec. 1	Professional staff submit promotion packets to the PSP Committee	Eligible professional staff
Dec. 7	Promotion packets distributed to PSP Committee	PSPC Chair
Feb. 15	Promotion recommendations forwarded to Asst. VP, Asst. Provost, or designee in Financial and Presidential Services	PSP Committee, Chair
March 1	Promotion recommendations forwarded to VPs (President in Presidential Services)	Assistant VP, Assistant Provost, Designee
March 30	Promotion recommendations forwarded to President	Vice Presidents
April/May	Promotions granted	Board of Trustees

**Professional Staff Promotion Packet
Cover Sheet**

Personal Data

Name _____
Position _____
Department/Division/Area _____
Present Rank _____

Permanent Mailing Address _____

Original Hiring Date _____ Hiring Date in Present Position _____
Date of Last Promotion _____
Highest Academic Degree _____
Date Granted _____ Granting Institution _____

I am requesting consideration from Vincennes University for promotion from Level __ to Level _____. Attached are the original and four (4) copies of the Promotion Packet supporting this request. Included are:

- _____ *My letter of application;*
- _____ *A job description revised on _____ (date);*
- _____ *A letter of recommendation from my supervisor; and*
- _____ *Documentation that supports the Promotion Criteria.*

Applicant's Signature _____ **Date** _____

Review Process

Approval _____ Disapproval (letter attached) _____ Date _____
Immediate Supervisor Name _____ Signature _____

Approval _____ Disapproval Chair, PSPC _____ Date _____
Name _____ Signature _____

Approval _____ Disapproval Asst. Provost, Asst. VP or Designee _____ Date _____
Name _____ Signature _____

Approval _____ Disapproval Vice President/President _____ Date _____
Name _____ Signature _____

Approval _____ Disapproval President _____ Date _____
Name _____ Signature _____

Performance Evaluation Procedure

Individual professional staff members initiate the evaluation process by completing those items in the “Comments” section of the evaluation form that they wish the evaluator to consider when completing the evaluation process. (For the evaluation, the employee may provide extra pages of information at his/her discretion.) Information not provided to the evaluator might not be considered when completing the evaluation process. Comments should detail the level of accomplishment of performance goals delineated during the previous evaluation cycle.

Once the professional staff member completes listing items for consideration, he/she submits the form to the appropriate supervisor (due approximately February 1). Respective Vice Presidents receive all completed evaluations by April 1.

The evaluator completes the form by checking the appropriate box for each evaluation category and includes pertinent evaluation comments. The choices of “Failed to Meet Basic Responsibilities” (0), “Met Basic Responsibilities” (1, 2, 3), and “Meritorious Performance” (4) allow for differentiation of levels of performance in those respective instances in which performance may have been below or above contractually expected levels. The evaluator documents in the “Comments” section of the form reasons for the ratings.

The supervisor, following the policies within a department, division, or area of the University as appropriate, equates the Total Evaluation Scores with the merit salary increase. Final approval for any merit salary increase rests with the appropriate Vice President.

Mini-Grants

Mini-grants provide financial support to professional staff members to undertake and develop projects that exceed normal workload expectations. Proposed projects considered and awarded require significant time commitments beyond what can occur concurrently with day-to-day responsibilities. Funded projects are those having direct application to the professional staff member's department, division, or area.

The following list represents the kinds of projects for which support is considered;

1. Developing an entirely new course.
2. Revision of a major portion of a lab manual (e.g., integrating new technology into the lab component);
3. Developing curriculum for a new degree or certificate program, including course descriptions, course objectives, specific and detailed competencies, and all materials;
4. Developing applications for special funding to state, federal, and/or private foundations or agencies;
5. Developing and conducting of special programs to serve students and/or special populations (e.g., special summer programs to attract students);
6. Participating in summer workshops related directly to the individual's professional responsibilities and that are important to the development of the respective department, division, and/or area.

The following list represents example of projects considered part of the normal professional staff responsibilities and therefore not considered for mini-grant support:

1. Minor course revisions necessary to keep courses current, including lab manuals;
2. Preparation of program self-study documents;
3. Development of student course materials (e.g., assignments, handouts, tests).

All professional staff members who wish to apply for funding of a mini-grant project must submit a written request through their respective Vice President to the Assistant Provost for Academic Affairs, who must receive it by January 1. The request for funding should include an outline of the work along with the requested, specific dollar amount.

Payments of stipends for approved projects follow the completion of the project. However, grant recipients may request money for supplies, secretarial services, and such should as needed.

Study Leaves

Professional staff members with five years or service may apply for a two months' salary allotment for the summer months for continued study. This requires approval by the President and the Board of Trustees.

For those professional staff members on twelve months' salary, the President and the Board of Trustees will consider remuneration for travel and other expenses associated with the leave.

Tenured professional staff may apply for 40 percent release time within a twelve month period. The President and the Board of Trustees may also approve payment of actual costs in support of the proposed study. After completion of a leave, a professional staff member must wait five years before applying again.

Requests for study leave must follow the proper administrative channels from the professional staff member to the appropriate vice president. The request should state the type of study to be undertaken and include such things as the name of the university or college, the course description, the credit hours, the dates, and such, plus a short statement concerning how the study leave will benefit the professional staff member. All requests must arrive at the appropriate vice president's desk by January 1.

Study Leaves Policy

The Study Leaves Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

Common Information

Lateness, Absence and Attendance Reporting

All employees are expected to report to work regularly and on-time. A good attendance record is an important factor in job success and promotion. Chronic absence and/or lateness impair your department's operations, reduce your own productivity, and diminish your overall effectiveness and performance. You are a part of an organization in which every job is important. Consequently, absences and/or lateness unfairly burden your supervisor and your fellow workers. If illness, inclement weather, or other unexpected situations cause lateness or absence, an employee must contact his/her immediate supervisor prior to the start of the workday, or at least within the first hour. In such absences, the employee may use available sick or vacation time, use a convenience day or take absence without pay.

An accumulation of an unacceptably large number of absences or an absence of more than three consecutive workdays without notice is cause for termination.

Your supervisor reports your absence to the Payroll Department by use of the Vacation and Sick Leave Report. Under the Fair Standards Act, the University must keep exact records of the hours worked by each employee during each work day and the total hours worked in each work week. Time off not reported to the Payroll Department and computed as time worked is a falsification of records. Therefore, it is very important to report ALL absences.

Inclement Weather

In the case of inclement weather and the possible altering of the University schedule or closing of the University, employees to listen to any radio station in Knox County, in those counties adjacent to Knox County, in Evansville, in Bloomington, or in Bedford. Information is also available on WVUT (Channel 22, Cable 12) and television stations in Terre Haute and Evansville. In addition, employees may obtain information through voice mail messages by calling one of the following numbers: 888-7979 or 888-8888.

For the Jasper Campus, contact the office of the Dean for information regarding changes in schedule; for the ATC, contact the department chair.

Breaks

Vincennes University allows a break not exceeding fifteen minutes during each four-hour period. Breaks are not cumulative, nor for use to shorten the scheduled work day.

Dress

Some departments require and provide uniforms for employees involved in certain kinds of work responsibilities. Such department supervisors inform these employees of particular dress requirements.

Area or department supervisors, in accordance with their responsibilities, have permission to set specific departmental rules for personal hygiene and dress as they pertain to the work environment.

Working Hours

The immediate supervisor provides information regarding working hours and attendance procedures. The majority of staff work 37 ½ hours weekly with the official University hours being 8:00 a.m. to 4:30 p.m. However, some departments' hours vary due to the nature of their work. All offices, regardless of the hours of the workday, must provide availability of at least one employee for each hour open.

Change in Job Classification: Administration of Benefits

The following applies to all employees with changes in job classification:

A Professional Staff member who, at the request of the administration or supervisor, moves to a reclassified position will receive no lesser benefits than he or she presently receives as specified in the following paragraphs. A Professional Staff member who transfers to a position that is classified at a different staff level will be entitled to participate in staff benefits as detailed in the following paragraphs.

Vacation

Reclassified:

Staff members with positions reclassified from support staff to professional staff are entitled to vacation benefits of professional staff. The employee will begin accruing vacation on the date of the reclassification at the rate appropriate to the job classification and the years of the employee's continuous employment. All accrued and unused vacation is transferable upon any reclassification.

When a position is reclassified from professional staff to support staff and the support staff position allows accumulation of fewer vacation days, the employee will not lose the vacation benefit from the previous position. The employee will continue to participate in the vacation benefits of the position before reclassification.

Transfer:

Support staff members whose position changes to a professional staff position because of transfer will receive the vacation benefits of professional staff. The employee will begin accruing vacation based on the date of transfer at the rate appropriate to the new job classification and the years of the employee's continuous employment. Employees with a different vacation allowance will be entitled to any accrued and unused vacation, but will begin earning and accruing vacation at the rate appropriate to the classification of the new position and the years of continuous service on the date of transfer.

Faculty who transfer to a professional or support staff position will receive the vacation benefits of professional or support staff. The employee will begin accruing vacation on the date of transfer at the appropriate rate to the new job classification and the years of the employee's continuous employment.

Sick Leave

The professional staff sick leave benefit transfers with employees to reclassified positions or those who transfer from a support staff position to a professional staff position. A professional staff employee would have ten (10) days of sick leave the first year, with five (5) days annually for each year of service. Previous sick leave earned as support staff is not transferable with the

reclassification or transfer to professional staff.

Upon the reclassification or transfer of an employee from professional staff to support staff, the employee will earn sick leave according to the published schedule with a maximum accumulation of 120 days.

Group Insurance Program

Participation in the University's group insurance programs extends to all full-time employees. In the event of reclassification to less than full-time (23 hours or less), the University offers the support staff or professional employee COBRA.

Retirement

An employee classified as either support staff or professional staff retains benefits if the position is one with benefits.

PERF:

The University makes employee contributions into the Public Employees Retirement Fund (PERF) for full-time support staff and professional staff. Contact the Payroll Department for the amount that is contributed on your behalf.

Supplemental Retirement:

The University pays into the supplemental retirement fund for professional staff after they have completed five continuous years in that position. The University contributes 5 percent of the professional staff's base salary to TIAA-CREF, its current carrier. Contact the Business Office if you have TIAA-CREF questions.

Indiana State Teachers Retirement Fund:

Faculty who are participants in the Indiana State teachers Retirement Fund and transfer to professional or support staff will continue as participants the Indiana State Teachers Retirement Fund.

Disagreement Procedure

If a professional staff employee views a decision as unfair, discriminatory, or in violation of University policy, the professional staff member has the right to initiate a review of that decision. The first step in the review process is to discuss the decision in question with the professional staff member's immediate supervisor. If the results of this discussion are unsatisfactory, the professional staff employee may initiate further review of this decision by progressing to the next level in the chain of command. If attempts at resolution at all levels are unsatisfactory, the professional staff member may ask the President to review the decision.

The Affirmative Action Officer hears concerns of an affirmative action nature. A formal Affirmative Action grievance requires submission in written form.

Bylaws of the Vincennes University Congress for Professional Staff

Statement of Purpose

The purpose of the Vincennes University Congress for Professional Staff is to serve as the voice of the Professional Staff as it relates to the mission and philosophy of Vincennes University. Serving as an advisory body to the University President, its mission is to maintain an active and participatory line of communication with the university community. The Congress provides a forum through which University Professional Staff can make recommendations concerning university issues, activities, and policies.

Article I – Name

The name of the body shall be the Vincennes University Congress for Professional Staff, hereinafter called “University Congress”.

Article II – Object

Section 1. Subject to the authority of the Board of Trustees, by whose approval it was established, the University Congress is the policy advisory body representing the Vincennes University Professional Staff. The University Congress has the advisory authority to propose and review policies consistent with the mission and philosophy of Vincennes University as an institution of higher education and to forward such action to the Board of Trustees via the University President. The University President will take University Congress input to the Board. Action taken by the Board of Trustees relative to the areas of advisory responsibility of the University Congress will be transmitted by the University President to the University Congress membership.

Section 2. The chief advisory responsibility of the University Congress shall be to propose and review institutional policies, and forward advice and recommendations on policies to the Board of Trustees through the University President.

Section 3. It shall also be within the authority of the University Congress to advise the University President in any administrative issues as appropriate with the Professional Staff.

Section 4. The minutes, documents, and other communications, which contain the decisions and policy recommendations of the University Congress, shall be transmitted to the Board of Trustees through the University President in a timely manner.

Article III – Members

Section 1. The membership will be identified as individuals who are full-time employees, as defined by the University Organizational Areas, subject to the final approval of the University Congress body. The University Congress reserves the right to determine the eligibility of its members in accordance with the Bylaws.

Section 2. Representation of professional staff shall be delegated to a body ranging from twenty-two (22) to twenty-five (25) elected representatives. In units having more than one representative, half of the seats shall be elected each year. Any unit having only one representative will elect their representative in cycle with length of the term.

Section 3. The formula for Professional Staff apportionment shall be based on the University Organizational Areas, with additional members elected to serve as 'at-large' representatives:

Presidential Services: One (1) seat.

Financial Services: Two (2) seats.

Instructional Services: Fourteen (14) seats. At least one member shall be from the Jasper Campus.

Statewide Services: Five (5) seats.

At Large: Three (3) seats.

During the election process, candidates for membership must declare their intent to run for a seat within their University Organizational Area or for an at-large position.

Section 4. The ex-officio members of the University Congress who shall have a speaking, non-voting membership shall be the President of the University; the Provost; Vice-Presidents; the Assistant Provosts for Student Affairs, Academic Affairs, and Enrollment Management; the Faculty Senate liaison; Support Staff Council liaison; and the President of the Student Senate.

Section 5. Terms shall be for two years. No University Congress representative can serve more than two terms consecutively. A former University Congress representative shall not be eligible for re-election until a two-year period has elapsed unless the University Congress grants approval.

Section 6. Any member of the University Congress who is unable to attend one or more of the sessions should designate an alternate from the Professional Staff for such meetings. The alternate must register with the Secretary of the University Congress prior to the start of the meeting to be eligible to participate and vote. Any University Congress member not represented at three consecutive, regularly scheduled, meetings will be removed from the University Congress.

Section 7. Any member of the University Congress may also be removed from the University Congress prior to the expiration of the term by means of recall. Initiation of the recall requires a petition of 33 percent of the constituency of that University Organizational Area. A two-thirds vote of the unit constituency will affect the recall.

Section 8. In the event of a vacancy in the office of a University Congress representative, the University Congress President shall appoint a Professional Staff member to the unexpired term.

Section 9. The election process for the University Congress membership shall be by ballot. The ballot shall contain only the names of those members of that electoral unit who would serve if elected. An ad hoc committee formed from the University Congress shall hold the election. When paper ballots are in use, the voter for eligibility identification must sign the envelope across the seal. When electronic ballots are in use, eligibility will be determined by use of a valid Vincennes University e-mail ID. For Vincennes University employees who do not have use of an ID with the Vincennes University e-mail network, eligibility will be determined by use of an e-mail ID registered with the University Congress. Use of Vincennes University network ID, or other registered e-mail network ID in this manner shall in

no way compromise the confidentiality of the votes cast.

Section 10. The year of service shall follow the University's fiscal year, July 1 through June 30. The University Congress President will appoint an election committee no later than the March meeting. Elections shall be held by May 15, with results available for the June meeting.

Section 11. University Congress representatives who voluntarily resign must submit that resignation in writing to the Secretary of the University Congress identifying the effective date, as well as notify their constituents of their resignation.

Section 12. The July meeting of the University Congress shall be a joint meeting between the current members of University Congress as well as those whose terms have just ended. Voting during the joint meeting will be restricted to current University Congress members.

Article IV – Officers

Section 1. Officers of the University Congress shall be President, Vice-President, Secretary, and Historian elected by voting members of the University Congress. The University Congress may split the duties of the Office of Secretary with the election of co-secretaries. Ex-officio members may not serve as officers of the University Congress.

Section 2. The University Congress shall have four elected officers chosen by majority vote no later than the second meeting of each University Congress calendar year to serve one-year terms. No University Congress officer shall serve more than two terms consecutively in the same office.

Section 3. Duties of University Congress Officers.

A) The University Congress President's duties shall be:

1. Preside over all meetings of the University Congress
2. Chair an Agenda Committee to formulate an agenda for each University Congress meeting
3. Represent the University Congress in all matters and meetings, and act as the spokesperson for the University Congress in any official matters
4. Meet regularly with the University President and when requested by the University President
5. Make necessary reports to the Board of Trustees
6. Create ad hoc committees as needed
7. Coordinate activities of the committees and assign committee items for study
8. Notify Congress members when their membership has been terminated such as due to lack of representation at consecutive meetings or recall by the Congress (provide documentation of such notification to Congress Secretary for record keeping).
9. Perform such duties as usually pertain to the office of President as well as other duties mandated by a majority vote of the University Congress
10. Convene the University Congress in special session.

B) The University Congress Vice-President shall:

1. Serve as presiding officer whenever the President is unable to perform the duties of the office
2. Serve in all capacities as Assistant to the President
3. Perform any other duties mandated by a majority vote of the University Congress

- C) The University Congress Secretary's duties shall be:
 - 1. Publish and distribute official copies of the minutes in whatever place and within whatever time limit designated by the University Congress
 - 2. Publish and distribute an agenda sufficiently in advance of each meeting of the University Congress
 - 3. Keep the official membership roll of the University Congress as well as an attendance log
 - 4. Notify the University Congress President when a member has not attended or been represented at three consecutive meetings and thus have his/her membership terminated
 - 5. Conduct correspondence of the University Congress as necessary
 - 6. Perform any other duties mandated by majority vote of the University Congress.
- D) The University Congress Historian shall:
 - 1. File, maintain, and preserve all University Congress minutes and records
 - 2. Maintain the University Congress historical documents in the Louis library.

Section 4. Any University Congress officer may be removed from office prior to the expiration of the term by means of recall. Initiation of the recall process requires a petition of 33 percent of the constituency of the membership of the University Congress. A two-thirds vote of the University Congress will affect the recall.

Section 5. In the event of a vacancy of an elected officer, a special election of the University Congress will be held to complete the unexpired term.

Section 6. Officers of the University Congress who voluntarily resign must submit that resignation in writing to the Secretary of the University Congress, identifying the effective date. If the Secretary is voluntarily resigning, he/she must submit that resignation in writing to the President of the University Congress identifying the effective date.

Article V – Meetings

Section 1. The calendar of the University Congress shall consist of not less than nine (9) regularly scheduled meetings. The calendar year of the University Congress shall run concurrently with the University fiscal year.

Section 2. A quorum shall consist of a simple majority of the entire membership. Ex-officio members shall not count towards creating a quorum. A majority approval vote of the members present shall be required to pass a motion that has been seconded.

Section 3. Meetings shall be open to all members of the Vincennes University community, except when the University Congress meets in executive session.

Section 4. The President of the University Congress and the Agenda Committee shall prepare the agenda for each University Congress meeting.

Section 5. Special meetings of the University Congress may be called by the President of the University Congress, the President of the University, or upon petition by one-third of the membership of the University Congress submitted to the President of the University Congress. Written notice of a special meeting must be provided to all University Congress members at least forty-eight (48) hours in

advance of such meetings. Only subjects specifically listed in a proposed agenda for a special meeting may be considered at that meeting.

Article VI - Committees

Section 1. Standing committees

- A) Agenda Committee
 - 1. Membership – Officers of the University Congress
 - 2. Responsibilities - Development and circulation of an agenda in advance of each meeting of the University Congress.
- B) Professional Staff Promotion Committee
 - 1. Membership:
 - a) The composition of the Professional Staff Promotion Committee will include 2 professional staff members (at Level IV) from each of the four service areas of the University (Financial; Statewide; Instructional; and Presidential), 1 professional staff member from Jasper and 1 professional staff member representing off-campus sites for a total of 10 members.
 - b) Members will be appointed by Professional Staff University Congress members at the beginning of each fiscal year.
 - 2. Responsibilities
 - a) PSPC members will convene the informational meeting for the professional staff members that are eligible for promotion.
 - b) PSPC evaluates promotion application materials and makes recommendations for or against promotion to the Assistant Provosts or Assistant Vice Presidents. In areas that do not have an Assistant Vice President or Assistant Provost (such as Financial Services), the recommendation may go to the Vice President or the Vice President's designees.
 - c) The PSPC will notify the candidate of recommendation for promotion or promotion denial.
 - d) PSPC adheres to the deadlines prescribed in the University Manual.
 - e) PSPC members are expected to keep committee proceedings confidential.

Section 2. Special committees or ad-hoc committees shall be formed by a majority vote of the University Congress or appointed by the University Congress President to perform a specific task.

Article VII – Parliamentary Authority

The University Congress shall operate under the most current edition of Robert's Rules of Order, except as the Bylaws make expressed provision to the contrary.

Article VIII – Amendments to the Bylaws

Section 1. An amendment to these Bylaws shall be adopted by a two-thirds vote of those University Congress members present and voting at any regular meeting of the University Congress. Each member must be notified two weeks in advance of such a vote and at the same advance date be furnished with a copy of the proposed amendment. The amendment must have been discussed at the

meeting immediately preceding the regular meeting where the action is being proposed.

Section 2. An amendment to the Bylaws shall become effective upon approval by two-thirds of those University Congress members present and voting at the regular meeting of the University Congress. The amendment is then recommended for consideration by the Board of Trustees through the President of the University. No amendment may be effective without the express approval of the Board of Trustees. The Board of Trustees, through the University President, may propose direction to the University Congress. Suspension of rules is not permitted when considering proposed amendments to these Bylaws.

Section 3. Initiation of amendments may come about either by one-third of the University Congress or by petition from outside the University Congress by 20 percent of the Professional Staff.

Section J Support Staff

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Employment

Definition of Support Staff

The classification of support staff includes typists, secretaries, administrative assistants, lab assistants, security officers, technicians, housekeeping personnel, trade and crafts persons, building and grounds workers, and similar office, operational, and maintenance positions. Questions concerning job classification should first be directed to the employee's immediate supervisor. Any unresolved questions should be directed to the Director of Human Resources.

Employment Status of Support Staff

Support staff members are "at-will" employees and, therefore, are not employed for a specified term at Vincennes University. Rather, support staff may terminate employment at VU at any time, and VU may terminate the employment of support staff at any time.

Orientation Sessions

Vincennes University provides an orientation session for all new staff employees. The supervisor notifies the employee of the time of this orientation, which will include a greeting from the President of the University; a review of the philosophy, mission, history, and administrative structure of the University; a review of fringe benefits; a review of University policies and procedures; and a review of environmental safety.

During the first month of employment, supervisors are expected to arrange a tour of the campus for the new support staff employee.

Personnel Information

Any change in personnel information must be reported to the Human Resources Office. Address and telephone number changes should be reported to the Human Resources Office by the appropriate department or division office on an Employee Change of Status form that is clearly marked "Address Change Only."

Service Date – Current Hire Date

Seniority recognition dates are referred to as "service date" and "current hire date." Service date is the date the employee began full-time, regular employment with the University. The service date is used to determine vacation allowance, sick leave benefits, and service awards. If a break in service to the University occurs that is of less than twelve (12) months duration the employee's previous service will count when determining vacation, sick leave benefits and service awards. A break in service of twelve (12) months or more means that an employee's previous service will not be counted toward vacation allowance, sick leave benefits, or service awards. Current hire date is the date of employment in the current occupational unit.

Sick Leave and Vacation

Sick Leave and Vacation: Ninth-Month and Part-Time Staff

These regulations apply proportionally to applicable staff. For full-time, nine-month staff, the maximum accumulation of sick leave is 120 days (one day per month worked); vacation earned is based upon years of service and the ratio of 9/12 of the twelve month total.

See Item E2 – “Sick Leave for Faculty, Support, and Professional Staff” in Section E – Compensation Benefits.

Vacation

Full-time professional and support staff employees accrue vacation based on the following schedule:

<u>Vacation Earned During:</u>	<u>75 Hour Work Week Hours Per Pay Period:</u>	<u>80 Hour Work Week Hours Per Pay Period:</u>
0 – 4 years-	2.88 (10 days per year)	3.08 (10 days per year)
5 – 9 years	3.46 (12 days per year)	3.69 (12 days per year)
10 – 14 years	4.32 (15 days per year)	4.62 (15 days per year)
15 years or more	5.77 (20 days per year)	6.15 (20 days per year)

- Vacation will be earned each pay period based upon the number of hours in a regular pay status and years of service. Regular pay status time includes scheduled regular work hours, paid sick time, paid vacation, paid holidays, and other approved absences. Overtime and special payments shall be excluded. Nine, ten, and eleven month staff will earn vacation based upon years of service and the ratio of 9/12, 10/12, and 11/12 (respectively) of the twelve month total.
- Vacation time may not be utilized during the initial three (3) months of employment.
- Vacation time will be available for use upon accrual except during the initial three (3) month probationary period. Vacation periods shall be arranged in advance with the appropriate supervisor. Vacation should be reported in one hour increments with a minimum of one hour per day.
- The maximum accrual at any time shall be twice the annual allowance. Vacation time will not carry over beyond the two-year maximum accumulation. After the maximum vacation allowance is reached, no further vacation accumulation will occur until vacation time is used.
- At the time of separation from the University, unused vacation time will be paid in a lump sum at the employee's current rate of pay not to exceed the maximum that can be earned in one year. The last day worked shall be the last day for which vacation leave is accrued. Vacation days may not be used to extend the termination date. An employee terminating during the probationary period will be paid all accrued vacation.
- Vacation or other accrued time cannot be used in lieu of notice of resignation.
- No employee will be granted extra pay in lieu of accrued vacation.
- Vacation allowances will not be granted to temporary employees. Such employees appointed to a regular, full-time position would receive vacation allowance only for time served in the regular, full-time position.

9. Employees paid from grant funds must generally utilize vacation prior to the expiration of the grant. Any questions concerning use of vacation or final payment of vacation should be directed to the grant administrator.

Sick Leave Policy

Sick leave with pay shall be granted to full-time support staff employees on the basis of 3.46 hours per pay period (12 days per year) for 75-hour employees and 3.60 hours per pay period (12 days per year) for 80-hour employees. Sick leave should be reported in one hour increments with a minimum of one hour per day.

Sick leave will accrue based on hours in regular pay status. Regular pay status time includes scheduled regular work hours, paid sick time, vacation time, paid holidays, and other approved paid absences. Nine, ten, and eleven-month staff will earn sick leave at the ratio of 9/12, 10/12, and 11/12 (respectively) of the twelve month total.

Sick leave can not be used during the probationary three (3) month period; however, sick time is earned and accumulated during probation and is available for use after successful completion of the probationary period.

The maximum accrual at any time is 900 hours for 75-hour employees and 960 hours for 80-hour employees. After the maximum sick leave allowance has been reached, no further sick leave accumulation will occur until sick leave is used.

Compensation

Overtime

Compensation for all overtime must be approved by the supervisor, the director of Human Resources, and the Vice President for Financial Services and Government Relations. Anticipated overtime authorization should be obtained in advance by submitting a completed Overtime Authorization Form (available in the Human Resources Office) to the Human Resources Office. Emergency, unanticipated overtime authorization should be obtained by submitting a completed Overtime Authorization Form to the Human Resources Office within ten days of the work performance. Supervisors who allow employees to work overtime without prior approval are in violation of University policy. Supervisors who allow non-exempt employees to work overtime without compensation are in violation of the Fair Trade Standards Act.

Employees at Vincennes University are divided into two categories, exempt and non-exempt, when considering overtime compensation. The following provisions apply to all non-exempt employees except law enforcement employees, who are subject to Fair Labor Standards Act Section 7(k), Regulation 553.230.

Overtime is defined as time worked with supervisory permission in excess of the number of hours called for in the full-time basic work schedule. Generally, overtime worked will be compensated by either “exchange time off” or “compensatory time off.” Exchange time off is time off, hour for hour, taken by an employee within the work week when the overtime occurred. For example, if an employee works four hours on Saturday, four hours of exchange time should be scheduled during the work week ending the following Tuesday.

If an employee works more than the full-time basic weekly hours in a single work week (Wednesday through Tuesday), exchange time is not applicable. Compensatory time off or pay at one and one-half times the equivalent hourly rate of pay is required in these cases. Compensatory time off at the one and one-half to one rate is the preferred method of overtime compensation. However, compensatory time accumulations may not exceed 75 hours and must be taken within six months of the date earned.

Extra Meal Allowance

If employees remain at their official station or assignment until after 8:00 p.m. to perform overtime work at the request of their department or division head, they may claim reimbursement for the evening meal in the amount of \$13.00 provided, however, that the employees are not receiving overtime compensation for the additional time worked. Further, before reimbursement may be paid, the Vice President for Financial Services and Government Relations must receive and approve a memorandum stating why the overtime was not considered routine activity and that it was performed at the request of the department chair, division dean or supervisor.

Salary Range

Responsibilities, duties, and the value of the job to the University determine the salary ranges for each classification. Vincennes University has salary ranges for positions in the secretarial/clerical,

technical/paraprofessional, skilled crafts, and service/maintenance areas. Considerable difference exists between the minimum and the maximum for each position, but it is possible for employees with considerable work histories to reach the maximum salary for their positions.

Performance Evaluation Procedure

All employees are evaluated once a year with an option for re-evaluation in six months to review identified areas of weak performance.

Individual support staff members initiate the evaluation process by completing the appropriate items on the Support Staff Evaluation Form for their work responsibilities and then providing it to their supervisor. Evaluations should be completed by April 1 of each year.

The supervisor reviews each individual's job description, thoroughly discusses accomplishments as well as any identified problem areas, and jointly sets goals for the support staff member for the coming year.

The supervisor files a copy of the signed Support Staff Evaluation Form and the Appraisal Summary in the Human Resources Office and provides a copy of each to the support staff member.

It is the responsibility of the supervisor(s), either individually or collectively as appropriate for the department, division, or area, to determine the process for equating the Evaluation Ranking Scores with the merit salary increase policies within a department, division, or area of the University. The appropriate Vice President gives final approval for any merit salary increases.

Grievance Philosophy and Procedure

A grievance is a work-related problem or condition that an employee believes to be unfair, inequitable, discriminatory, or a hindrance to his or her effective operation.

The main weakness in most grievance procedures for employees is a lack of use by employees out of fear of reprisal; therefore, at VU the grievant is protected against recrimination. Any recrimination may be grounds for further review by the President.

As a grievant, you are allowed to select another person from within the University community to accompany you when discussing grievances.

First, the grievant should talk with the person with whom the problem exists to explain the grievant's point of view. It is only by discussing the problem that it can be resolved. The grievant may also talk with his/her supervisor for advice and assistance if it is believed doing so would be helpful. If these steps do not resolve the problem, the grievant may discuss it with the Director of Human Resources, who will determine whether the problem is of the type and of the magnitude to be handled pursuant to this Grievance Procedure. If the Director of Human Resources determines the problem or complaint is eligible for the Grievance Procedure, the following steps to initiate the Grievance Procedure may be undertaken.

Step 1

Notify your supervisor in writing within seven (7) calendar days of the unresolved discussion. As soon as the supervisor has been notified, notify the Human Resources Office.

When you notify your supervisor that you are entering a grievance, he or she will arrange to meet with you within seven (7) calendar days. After talking with you and looking into the details and facts of the grievance, your supervisor will give you a response in writing within ten (10) calendar days after the grievance was filed. If you are not satisfied with the response and feel that you still have a problem, you may proceed to the next administrative level (Step 2).

Step 2

Give your grievance to the next higher administrator in writing within seven (7) calendar days after you receive your supervisor's response. Your grievance will be considered settled if you do not do this. Within seven (7) calendar days of receiving notice, the administrator will investigate your complaint and will talk with you and the person(s) involved. Within seven (7) calendar days after meeting with you, the administrator will give you a written response. If you are not satisfied with that response, you may repeat this step of the Grievance Procedure through level of administration up to and including the appropriate Vice President. If you are still not satisfied, you may proceed to the third step.

Step 3

Request in writing not more than seven (7) calendar days after receiving the response from the Vice President to the Director of Human Resources that you want to proceed with Step 3 of the Grievance Procedure. Your grievance will be considered settled on the basis of the Step 2 decision if you do not do this. At this point, you will have your grievance heard and decided by a five-member panel.

The five-member panel will be selected by the President of the University at the beginning of each calendar year to hear all grievances during the calendar year. The panel will be composed of one faculty member, one person from administration other than a Vice President or Dean, two support staff employees, and the Director of Human Resources, who will serve as a non-voting ex-officio member of the panel. The panel will meet with you and the person assisting you to conduct a thorough and objective review of the grievance. The decision of the panel is binding, provided the decision is in agreement with personnel policies, past practices, state and federal law, and University policy as defined by the University Manual. If the five member panel is unable to reach a conclusion within seven (7) calendar days after the meeting, or if its decision does not agree with personnel policies, past practices, state and federal law, or University policy as defined by the University Manual as determined by the Director of Human Resources, your grievance will be referred to the President. The President will review the facts and respond to your grievance.

Extensions to the time limits as listed above may be granted when justified by the complexity of the case or by the unavailability of individuals involved. Requests for extensions should be submitted to the Director of Human Resources for approval.

Records must be kept of all grievances (except minor grievance settled informally). Copies will be maintained in employees' personnel files.

Grievance Policy

The Grievance Policy has been established by action of the Vincennes University Board of Trustees. For a complete text of the policy, see Section C-IX PERSONNEL of this University Manual.

University Meetings and Professional Development

As an institution of higher education, Vincennes University's administration willingly supports and encourages personal and professional growth of its employees. Supervisors are allowed flexibility in scheduling work hours so that staff can take advantage of the tuition reimbursement fringe benefit policy. Staff members are to be allowed to take day courses and to participate in workshops, especially those offered by Vincennes University. Staff members are to be allowed an opportunity to attend special campus presentations.

Supervisors and staff have the flexibility and responsibility for arrangements to make up the hours absent from the workplace. Having to give up a lunch hour is not the only choice for making up the absence. No department is to be allowed to have a prohibition against participating in educational and professional opportunities.

All staff should recognize that scheduling a professional development opportunity during the most critical part of the workday would be prohibitive.

Common Information

Lateness, Absence and Attendance Reporting

All employees are expected to report to work regularly and on-time. A good attendance record is an important factor in job success and promotion. Chronic absence and/or lateness impair your department's operations, reduce your own productivity, and diminish your overall effectiveness and performance. You are a part of an organization in which every job is important. Consequently, absences and/or lateness unfairly burden your supervisor and your fellow workers. If illness, inclement weather, or other unexpected situations cause lateness or absence, an employee must contact his/her immediate supervisor prior to the start of the workday, or at least within the first hour. In such absences, the employee may use available sick or vacation time, or take absence without pay.

An accumulation of an unacceptably large number of absences or an absence of more than three consecutive workdays without notice is cause for termination.

Your supervisor reports your absence to the Payroll Department by use of the Vacation and Sick Leave Report. Under the Fair Standards Act, the University must keep exact records of the hours worked by each employee during each work day and the total hours worked in each work week. Time off not reported to the Payroll Department and computed as time worked is a falsification of records. Therefore, it is very important to report ALL absences.

Inclement Weather

In the case of inclement weather and the possible altering of the University schedule or closing of the University, employees to listen to any radio station in Knox County, in those counties adjacent to Knox County, in Evansville, in Bloomington, or in Bedford. Information is also available on WVUT (Channel 22, Cable 12) and television stations in Terre Haute and Evansville. In addition, employees may obtain information through voice mail messages by calling one of the following numbers: 888-7979 or 888-8888.

For the Jasper Campus, contact the office of the Dean for information regarding changes in schedule; for the ATC, contact the department chair.

Breaks

Vincennes University allows a break not exceeding fifteen minutes during each four-hour period. Breaks are not cumulative, nor for use to shorten the scheduled work day.

Dress

Some departments require and provide uniforms for employees involved in certain kinds of work responsibilities. Supervisors of these departments will inform employees of particular dress requirements.

Area or department supervisors, in accordance with their responsibilities, have permission to set specific departmental rules for personal hygiene and dress as they pertain to the work environment.

Working Hours

The immediate supervisor provides information regarding working hours and attendance procedures. The majority of staff work 37 ½ hours weekly with the official University hours being 8:00 a.m. to 4:30 p.m. However, some departments' hours vary due to the nature of their work. All offices, regardless of the hours of the workday, must provide availability of at least one employee for each hour open.

Change in Job Classification: Administration of Benefits

The following applies to all employees with changes in job classification:

Staff members whose positions are reclassified at the request of the administration and/or supervisor will receive the same benefits that they presently received in the previous position as specified in the following paragraphs. Staff members who transfer to a position that is classified on a different staff level will be entitled to participate in staff benefits as detailed in the following paragraphs.

Salary

Staff transferring to a position that is a higher classification and which requires additional skills, training, or education may receive an incremental salary increase if the current salary is below the entry range for said position.

Staff transferring to a position that is a lower classification with less responsibility, requiring fewer skills, education, or training than the former position may be required to take an incremental reduction in salary if the current salary exceeds the maximum range for the position.

The responsibility for determining whether there will be a salary increase or decrease rests with the immediate supervisor, who will confer with the Human Resources Director and appropriate dean, assistant provost or vice president. The action to be taken will be discussed with the employee prior to acceptance of the change in position.

Vacation

Reclassified:

Staff members whose positions are reclassified from support staff to professional staff are entitled to vacation benefits of professional staff. The employee will begin accruing vacation on the date of the reclassification at the rate appropriate to the job classification and the years of the employee's continuous employment. All accrued and unused vacation is transferable when any reclassification is made.

Vacation benefits for any individual whose position is reclassified from professional staff to support staff with less vacation benefits will not be affected. The employee will continue to participate in the vacation benefits of the position before reclassification.

Transfer:

Support staff members whose position changes to a professional staff position because of transfer will receive the vacation benefits of professional staff. The employee will begin accruing vacation on the date of transfer at the rate appropriate to the new job classification and the years of the employee's continuous employment. Employees with a different vacation allowance will be entitled to any accrued and unused vacation, but will begin earning and accruing vacation at the rate appropriate to the classification of the new position and the years of continuous service on the date of transfer.

Faculty who transfer to a professional or support staff position will receive the vacation benefits of professional or support staff. The employee will begin accruing vacation on the date of transfer at the appropriate rate to the new job classification and the years of the employee's continuous employment.

Sick Leave

Employees whose positions are reclassified or who transfer from support staff to professional staff are entitled to the sick leave benefit of professional staff. A professional staff employee would have ten (10) days of sick leave the first year, with five (5) days annually for each year of service. Previous sick leave earned as support staff would not be transferred with the reclassification or transfer to professional staff.

Upon the reclassification or transfer of an employee from professional staff to support staff, the employee will earn sick leave according to the published schedule with a maximum accumulation of 120 days.

Group Insurance Program

Participation in the University's group insurance programs is extended to all full-time employees. If a support staff position is reclassified to less than full-time (23 hours or less), the employee is offered COBRA.

Retirement

An employee classified as either support staff or professional staff retains benefits if the position is one with benefits.

PERF:

The University makes employee contributions into the Public Employees Retirement Fund (PERF) for full-time support staff and professional staff. Contact the Payroll Department for the amount that is contributed on your behalf.

Annuity:

Support staff personnel may contribute their own funds into any tax deferred annuity.

Indiana State Teachers Retirement Fund:

Faculty who are participants in the Indiana State teachers Retirement Fund and transfer to professional or support staff will continue as participants in this fund.

Bylaws of the Vincennes University Support Staff Council

ARTICLE I

Name

The name of the organization shall be the **VINCENNES UNIVERSITY SUPPORT STAFF COUNCIL**.

ARTICLE II

Purpose of the Vincennes University Support Staff Council

The purpose of the Vincennes University Support Staff Council (hereafter referred to as Council), authorized by the Board of Trustees of Vincennes University, is to render advice, make recommendations, and provide assistance to the University concerning matters that affect the general welfare, working conditions, and productivity of the represented staff.

A) Goals of the Council

1. To provide, through the Executive Committee, interaction of the Support Staff to the University Administration or their appointed representative(s),
2. To work with the University Administration, or their appointed representatives(s) to upgrade the recognition, status, and image of employees represented by the Council,
3. To work with the University Administration, or their appointed representative(s), to improve the quality of the work environment at the University,
4. To formulate recommendations regarding compensation and employee welfare issues,
5. To participate in the University governance process through the transmittal of support staff concerns to appropriate University committees, administrative committees, and any committee of the Board of Trustees, as deemed necessary,
6. To call periodic meetings of all constituents when deemed necessary by the Council.

ARTICLE III

Membership

A) Qualifications and Representation

1. Any full-time permanent Support Staff employee, who has successfully completed a probationary period, shall be eligible for election to membership on the Council.
2. Elections will be held every two years, unless membership requirements are not met. The election of officers will be held on a yearly basis.
3. The Council shall have six voting groups hereinafter referred to as "member classification" and shall be comprised of the following elected members:

- 1 Secretarial/Clerical
- 1 Service/Maintenance
- 1 Technical/Paraprofessional
- 1 Skilled Craft
- 1 Jasper Campus

1 Indianapolis Area

5% of the total number of Support Staff employees “at large”

4. Beginning July 1, 2003, and every two years thereafter, the Council President shall reevaluate the total number of “at large” members.
 5. All elected members are required to participate in all phases of Council business.
 6. The Vincennes University Support Staff Council may permit a member from the Faculty Senate/Professional Staff Congress to serve as an ex officio, non-voting capacity, dependent upon representation in the Faculty Senate/Professional Staff Congress by a Support Staff Council member.
 7. If a member of the Council transfers to a Faculty or Professional Staff position, the member would resign and the first alternate would assume the role and responsibility of the remaining term.
- B) Term of Council Membership
1. Membership on the Council shall be for a two-year period according to a rotating system. Council members shall not serve more than two consecutive terms. Eligibility for membership is reinstated after a two-year period.
 2. An alternate who assumes the role of representative will take office immediately and will serve the remaining term of the member he/she replaced and shall be eligible for re-election to two full terms on Council.
 3. The membership term shall begin on the first day of July following election to the Council.

ARTICLE IV Election of Membership

- A) Voting Eligibility
Any Support Staff employee holding a regular full-time position, who has successfully completed a probationary period, shall have the right to vote in Council elections.
- B) Supervision of Election(s)
1. Council elections shall be supervised by an Election Committee appointed by the President of the council from among the Council membership.
 2. The Election Committee shall prepare and submit ballots to all eligible employees to vote for one of each member classification and the “at large” members in accordance with the provisions outlined in Article III, A. 2.
 3. Non-Council members under the supervision of the election committee will tally the votes.
- C) Election Procedures
1. The Election Committee shall prepare and distribute a ballot to each eligible full-time Support Staff employee. The ballots shall be returned to the Election Committee within seven days of the date on the ballot. Elections will be completed and results reported at the regular June meeting of the Council and recorded in the June Council minutes.
 2. The individuals who are willing to serve, receiving the highest number of votes, in accordance with provisions outlined in Article III, A. 2., will be asked to serve as representatives to the Council.
 3. There will be a total number of six alternates elected on an “at large” basis. The Alternate receiving the highest number of votes will be regarded as the first alternate and the alternate ranking will proceed accordingly. Should an elected representative resign from the Council, the first alternate would become the replacement for the Council member with full voting power with the same committee membership and term of office. The second alternate

- would then become the first and each alternate would move up accordingly in the rank.
4. In the event of a tie for any elected position or alternate, the tiebreaker will be determined by the first letter of the last name to appear first alphabetically.
 5. The Election Committee shall certify to the Council President in writing that the election was conducted in accordance with prescribed procedure.

ARTICLE V

Status of Membership

A) Attendance

1. It is the responsibility and requirement of each Support Staff employee elected to membership in the Council to attend the conduct of Council business, both in its meetings and in committee work.
2. Each Council member is expected to serve on Council Committee(s) to which each is appointed.

B) Removal of Members

1. A member may be removed by the Council for failure to attend the business of the Council as required by these by-laws.
2. A member may be removed by the represented member classification through recall.
3. Any member who refuses to accept appointment to a committee may be subject to removal from the Council.

C) Replacement of Members

1. Council members who establish a pattern of three absences without notification to the Council will be listed as unexcused absences from official meetings and may be replaced upon recommendation of the Council President or the written request of at least one-third of the membership of the Council. Upon review and unanimous vote by the Executive Committee, and being satisfied that appropriate notification to those involved has been made, the Executive Committee shall declare the position vacant and the first alternate will become the regular member to the Council for the remainder of the term. If there is no alternate, an election will be held.
2. Lack of a unanimous vote by the Executive Committee shall result in referral to the entire Council. A motion of two-thirds affirmative vote of the Council members present shall be required for removal of the member under consideration.

D) Leave of Absence/Voluntary Resignation

1. A Council member may request, outlining the reasons in writing to the President of the Council, a Leave of Absence/Voluntary Resignation from Council membership for a partial period of the member's term.
2. The President of the Council will present the request for Leave of Absence/Voluntary Resignation to the Executive Committee at its first meeting following receipt of the request. Upon an affirmative vote of the Executive Committee, the Leave of Absence/Voluntary resignation shall be granted and the first alternate would assume the vacant position with voting power and same committee membership(s).

E) Petition for Recall

1. A member of the Council may be removed by a petition outlining the reasons for removal to the President of the Council by the member classification he/she is elected to represent through a petition for Recall. Such petition must contain the signatures of no less than two-thirds of the member classification seeking recall.

2. Upon receipt of the Petition for Recall, the President of the Council shall verify the validity of the signatures affixed to the petition and if the petition meets the requirements outlined above shall inform the affected member of the petition and of the removal from the Council.
3. The affected member shall cease to be a member of the Council on the date the President of the Council determines that the signatures affixed to the petition are valid and the petition meets the requirements outlined above.

ARTICLE VI

Officers

A) Officers of the Council

1. The officers of the Council shall be President, Vice President, Recorder, Treasurer, and Assistant Recorder. Officers of the Council must be members of the Council.
2. Officers for the succeeding year shall be elected by vote at the regular meeting of Council to be held in July of each year. The retiring Chair of the Election Committee shall convene the meeting and conduct the election.
3. The officers shall serve for a term of one year, beginning in July following the election. Officers may be re-elected to serve for an additional one-year term.

B) Duties of the Council President

1. The President shall assume the duties of the Council Vice President in his/her absence.
2. It shall be the duty of the Council President to preside at all Council meetings.
3. It shall be the duty of the Council President to enforce all regulations and policies of the Council.
4. It shall be the duty of the Council President to forward documents, decisions, and policy recommendations from the Council to the President and appropriate University Administration.
5. The Council President, in consultation with other officers, shall appoint all members of the Council Standing Committees and representatives to University committees as required.
6. The Council President shall chair the Executive Committee.
7. The Council President shall call special meetings of the Council when deemed necessary.
8. The Council President shall process grievances pertaining to the Support Staff Council as submitted by the Employee Relations Committee.
9. All ruling by or actions of the President of the Council are subject to discussion by the Council and may be changed by a majority vote of the total membership of the Council.
10. The Council President shall be responsible for reevaluating the total number of “at large” members every two –years prior to the election process.
11. The Council President shall only vote on motions at the meeting in a tiebreaker capacity.

C) Duties of the Vice President

1. The Vice President shall assume the duties of the Council President in his/her absence.
2. The Vice President shall coordinate the work of all Council committees.
3. The Vice President shall chair the Agenda Committee.
4. The Vice President shall update Support Staff member’s lists on a regular basis and provide revisions to the Chair of the Election Committee.

D) Duties of the Recorder

1. The Recorder shall assume the duties of the Assistant Recorder in his/her absence.
2. The Recorder shall record all resolutions and proceedings of the meetings.
3. The Recorder shall distribute, or cause to be distributed, a summary of Council meeting

minutes to Support Staff employees via e-mail and the VU Vision. A copy of the minutes of the monthly Council meetings shall be distributed to the University President, and upon request, to any other interested employees.

4. The Recorder shall forward to the Archives of the Byron T. Lewis Historical Library minutes, any changes in the By-laws, and any other documents requested by the Executive Committee. This shall be done at the end of each Council year.

E) Duties of the Treasurer

1. The Treasurer will report balances of all accounts to the Council at each monthly meeting.
2. The Treasurer will pay all bills as directed by the Executive Committee.
3. The Treasurer will reconcile all statements of accounts.
4. The Treasurer will prepare a year-end financial report of all accounts.

F) Duties of the Assistant Recorder

1. The Assistant Recorder shall assume the duties of the Recorder in his/her absence.
2. The Assistant Recorder shall perform the correspondence duties of the Council.
3. The Assistant Recorder shall issue all notices of Council meetings.

G) Officer Vacancies

In case of an officer vacancy, members of the Council shall elect a replacement from the membership at the first regularly scheduled meeting following the vacancy. The person elected shall serve the remainder of the term.

ARTICLE VII Committees

A) Executive Committee

1. The Executive Committee shall be comprised of the Council President, Vice President, Recorder, Treasurer, Assistant Recorder, and the Chairs of all the Council Committees. The Executive Committee shall meet at the discretion of the Council President.
2. The Executive Committee shall act on behalf of the Council between regular Council meetings as necessary. The Executive Committee may not take any action which is contrary to prior actions of the Council.
3. Any action taken by the Executive Committee shall be reported to the whole Council at its next regular meeting.

B) Agenda Committee

1. The Agenda Committee shall be comprised of the Council President, Vice President, Recorder, Treasurer, Assistant Recorder, and any Standing Committee Chair who has an item to present.
2. The Agenda Committee shall meet ten days prior to the Council meeting upon the call of the Vice President, shall prepare the agenda for each meeting, and shall distribute five days prior to the monthly meeting a copy of the agenda with attachments to each Council member.
3. Agenda items may be substituted for consideration to the appropriate Standing Committee Chair by Support Staff members, non-members, Administration, and Board of Trustee members. In the event any person is interested in addressing the council, he/she must request permission through the appropriate Standing Committee Chair.

C) Standing Committees

1. In addition to the Executive Committee and the Agenda Committee, there shall be six Standing committees selected with a chair from the Council membership. Term of service

shall be for a one-year membership. Each standing committee shall consist of members comprised from the Support Staff governing body. Each Committee shall elect its own officers consisting of a chair and recorder from its appointed members.

2. Each Standing Committee shall prepare and submit minutes to the Support Staff Council. Failure to abide by the above provisions may result in committee dissolution and the selection of a new committee by the Council President.
3. Each Standing Committee shall submit in May an annual report to be incorporated in an annual report to be given to all support staff members.
4. The six Standing Committees are as follows:
 - a) Salary and Employee Benefits Committee
 1. It shall serve as an advisory body to the Council in reference to salary, merit raises, and employee benefits affecting employees represented by the Council.
 2. It shall review recommendations regarding adjustments to the salary and fringe benefit program for Support Staff Personnel as may be forwarded to the Council by University Administration or their appointed representative(s) and report its findings to the Council.
 3. It shall investigate and make recommendations regarding the possibility of implementing a uniform Support Staff evaluation form for determination of merit raises.
 4. It shall investigate and make recommendations for promotion policies for Support Staff.
 - b) Employee Relations Committee
 1. It shall serve as an advisory body to the Council in reference to improvements in working relationships, working conditions, and the working environments for Support Staff employees.
 2. It shall investigate and promote professional development for all Support Staff employees.
 - c) Public Relations Committee
 1. It shall facilitate and stimulate communication between Support Staff personnel and Council members by informing staff of activities, concerns, and meeting notices.
 2. It shall aid in the employee orientation process by welcoming and introducing new full-time Support Staff employees to the support services of Council and area representatives.
 3. It shall invite guest speakers to Council meetings to exchange information and common concerns.
 4. It shall promote positive recognition of Support Staff personnel.
 - d) Election Committee
 1. It shall assume the responsibility for carrying out membership election and/or replacement as specified in Article IV.
 2. It shall convene the Council and conduct the election of officers at the first meeting of the Council year to be held in July.
 - e) Research Committee
 1. It shall serve as an investigative body to find answers to questions brought before the Council, which are not applicable to a particular committee and assist other committees upon request.
 2. It shall formulate suggestions for amendments to the By-laws and submit to the Support Staff Council for review and approval as set forth in Article XI

f) Scholarship Committee

It shall research and implement a process of fund raising to promote scholarship monies to be awarded to Support Staff employees, spouses, and dependents.

D) Special Committees

Special committees may be appointed by the Council President as specific needs arise. The Council President may appoint persons outside Council membership to serve on any special committee.

**ARTICLE VIII
Meetings**

A) Regular Council Meetings

The regular meetings of the Council will be held during the afternoon on the third Thursday of each month from July through June. A quorum for transaction of business shall be fifty-one percent of the Council membership.

B) Special Council Meetings

The Council President shall call special meetings of the Council when deemed necessary. A quorum for transaction of business shall be fifty-one percent of the Council membership

C) Attendance at Meetings

Any non-member of the Council in attendance at a meeting who has not received prior permission of the officers of the Council to address the Council may be asked by the President to leave the meeting if such person attempts to address the Council or otherwise cause a disruption.

**ARTICLE IX
Council Year**

The Council year shall be from July through June with regular monthly meetings scheduled from July through June.

**ARTICLE X
Parliamentary Authority**

The rules contained in the latest edition of Robert's Rules of Order shall govern this organization in all cases to which they are applicable and in which they are consistent with the By-laws.

Specific rules and procedures governing the conduct of the Council and its committees shall be contained in the Vincennes University Support Staff Council By-laws.

**ARTICLE XI
Amendments to the By-laws**

Any member of the Council may propose an amendment to the By-laws by presenting it in writing at any regular meeting of the Council. The amendment shall be referred to the Research Committee for review and be presented to the Agenda Committee for action at the next regular meeting. The amendment shall be voted upon at two successive meetings and must be approved by two-thirds of the membership of the Council at each meeting. After approval by the Council, all amendments shall be presented to the Vincennes University President for review, then to the Vincennes University Board of Trustees for final approval.

Adopted by the Board of Trustees: December 22, 1993

Amendment approved by the Board of Trustees: July 23, 2003

