

CHICAGO STATE UNIVERSITY

FACULTY HANDBOOK



THIS HANDBOOK APPLIES TO UPI MEMBERS: TENURED OR TENURE-TRACK, RESOURCE PROFESSIONALS, NON-TENURED (UNIT B) TEMPORARY FACULTY, AND TO ADJUNCT FACULTY (NON-UNION). It includes information on instructional and university policies pertaining to all instructors and union members.

This Handbook covers operational policies and/or procedures for academic employees and individuals supervising those employees. This handbook, however, is not an employment contract.

- This handbook does not establish a contract between Chicago State University and any employee regarding terms and conditions of employment; it does cover many operational policies and procedures.
- This handbook does not in any way alter any at-will or contractual relationship between Chicago State University and its employees.
- Chicago State University and each employee have the right to terminate the employment relationship at any time, subject to the terms of any collective bargaining agreement and University regulations or policies that may apply to an individual employee.
- No employee has the authority to enter into a contract committing the University to any agreement. Only the President of the University can approve externally funded contracts or agreements on behalf of the University. The President of the University can grant this authority in writing as appropriate.
- This handbook constitutes part of the operational policies for teaching faculty, resource professionals, and clinical and research faculty at Chicago State University
- Chicago State University may revise or revoke any portion of the handbook at any time without prior notice.
- This handbook is available online at: <https://www.csu.edu/provost/APCA/index.htm>.

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

HISTORY

For over 150 years, Chicago State University (CSU) has upheld a tradition of providing public higher education. The Cook County Board of Supervisors founded the University in 1867 as the Blue Island Experimental School. Two years later, when the General Assembly of the State of Illinois authorized the establishment of county normal schools, it became the Cook County Normal School, and it moved to the Village of Englewood, at 6800 South Stewart Avenue, where it was located for more than 102 years. In 1896, it came under the control and support of the Chicago Board of Education, and its name was changed to the Chicago Normal School. Later, in 1910, it was named Chicago Teachers College. In 1913, the name was changed to Chicago Normal College, and in 1938, the name was again changed to Chicago Teachers College.

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

The amount and type of training provided at CSU has also undergone several changes. When it was first established, the institution provided a six-month course of study as preparation for teaching in the public schools with 62 students. The curriculum was increased to one year in 1895-1896; to two years in 1899; to three years in 1926; and finally, to four years in 1938, when it provided a Bachelor of Education degree for all graduates.

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

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

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

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

In 1996, the Board of Governors of State Colleges and Universities was eliminated, and the Board of Trustees for Chicago State University was created. Today, the University is located in a residential community of Chicago, approximately 12 miles south of the Loop. The 161-acre campus has contemporary buildings attractively placed in a woodland setting with a mailing address of 9501 South King Drive, Chicago, Illinois, 60628-1598.

More recently, the university created a Doctorate in Education program, as well as a Doctorate in Pharmacy. Master's degrees in varied disciplines show the continued evolution in academic programming for the benefit of students and the university community.

University Seal: The Chicago State University seal is based on the design of the original seal of the normal school, probably the earliest symbol of Chicago State University. It appropriately reiterates the university's heritage and proud past. The pine evergreen design is a symbol of vitality, life, and continued growth; it is always green and growing, persistent, and long living. Each stage of the evergreen's growth broadens its base and increases its stature. The seal appears along with the Message from the President.

MISSION AND VISION

Mission Statement: Chicago State University transforms students' lives by innovative teaching, research, and community partnerships through excellence in ethical leadership, cultural enhancement, economic development, and justice.

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

Core Values:

- ❖ Personal and academic excellence
- ❖ Personal, professional and academic integrity
- ❖ Diversity, Equity, and inclusion
- ❖ Leadership, service, philanthropy, social justice, and entrepreneurship
- ❖ Creative and innovative thinking and learning
- ❖ Pride in self, community, and the university
- ❖ Lifelong learning

ACCREDITATION

The University currently has reaffirmed her accreditation through 2032-33 as designated by the Higher Learning Commission (HLC). The university has been continuously accredited since January 1, 1941. For additional information on the university's accreditation status, see <http://www.csu.edu/accreditation>. The academic degree and certificate programs in library and information sciences, art and design, music, occupational therapy, social work, school counseling, alcohol and other drugs counselor training, chemistry, health information management, recreation, and nursing are accredited by their respective associations. Business is accredited by ACSBP (Accreditation Council for Business Schools and Programs). Since June 2012, the Doctor of Pharmacy degree has been accredited by ACPE (Accreditation Council for Pharmacy Education). For a complete listing, see <http://www.csu.edu/accreditation>.

CSU is a Division I member of the National Collegiate Athletic Association (NCAA).

GOVERNANCE

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

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

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

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

ADMINISTRATIVE ORGANIZATION

The Board of Trustees Regulations describes the President as the chief executive officer of the University. The President is responsible to the Board for the execution of board policies and for the management and direction of University operations. The President shall have full authority and responsibility within the framework of the general policies determined by the Board for the organization, management, direction, and supervision of the University and shall be held accountable by the Board for the effective administration and management of the institution. In the discharge of these responsibilities, the President shall consult with such constituencies as are appropriate. The President shall be accountable to the Board for duties based upon the employment agreement.

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

The President oversees the daily administration of the University, with the assistance of the operating vice presidents and other administrators. The University three major divisions, administered by vice presidents, are as follows: (1) Academic and Student Affairs (Provost with all academic units, student affairs, institutional effectiveness and research, innovation, the library, international programs and grants/sponsored programs); (2) Administrative Services (overseeing Meetings and Events, Physical Facilities, Planning, and Management, Parking, and University Services); (3) Financial Affairs (overseeing budget and planning, financial operations, purchasing, human resources, and student financial services); (4) Enrollment Management (includes the registrar, financial aid, undergraduate admissions, and the veterans resource center); (5) Legal Affairs (overseeing labor and legal affairs); and (6) external affairs (overseeing government and community relations and marketing and media relations). In addition, Internal Audit, Institutional Advancement, Intercollegiate Athletics, information technology, board relations and intergovernmental affairs, and the University Police report to the President. See <https://www.csu.edu/humanresources/organizationalchart.htm>.

The Provost and Senior Vice President for Academic and Student Affairs is the chief academic officer of the University and is responsible for the faculty, the curriculum, and services directly supporting the teaching-learning process, as well as for student-centered co-curricular activities and processes. The academic units reporting to the Provost include: the Colleges of

Arts and Sciences, Business, Education, Health Sciences and Pharmacy; the Honors College, Library and Instruction Services, and Continuing Education. Other units reporting up to the Provost include Student Affairs and the First-Year Experience, the Office of Institutional Research, and the Office of Grants and Research Administration (OGRA).

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

COLLEGIAL ORGANIZATION

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

DEPARTMENT ORGANIZATION

All academic departments develop by-laws for the transaction of business. Regular department meetings are called by the chairperson or program director and should take place several times each semester. Faculty members are expected to attend all departmental as well as college level meetings as a condition of employment. Many academic departments at CSU are multi-disciplinary. Some chairpersons administer more than one department.

The chairperson or director is the administrative and fiscal officer of the department and is responsible for the administration of the department in the execution of university and college policies as far as they concern the department. The President appoints chairpersons and directors for renewable terms following an advisory process in which all full-time continuing, tenured and tenure-track faculty members of the department have the opportunity to participate. The President following a review of their performance by their faculty, dean, and Provost may reappoint chairpersons and directors. All departments have internal committees for conducting departmental affairs. The number and functions of these committees depend on the complexities of departmental needs, services provided, and types of academic programs. All departments have personnel committees, which participate in the annual personnel actions such as: retention, promotion, tenure and professional advancement increases, as well as hiring Unit A tenure-track and clinical faculty members.

FACULTY PARTICIPATION IN GOVERNANCE

It is the policy of the Chicago State University Board of Trustees that there shall be shared participation in University governance. The University is charged with the development of a variety of elected campus organizations to provide for shared participation. Among the functions of such organizations are participation in the decision-making process in the areas of

curriculum, academic planning, campus planning and facilities, student life and conduct, and the recommendation in the selection of major administrative officers, including the President of the university. In addition, Board policies expressly provide for the establishment of a budget committee and a strategic planning committee. The University Budget Committee (UBC) makes recommendations regarding: 1) the setting of the budget; 2) periodic review of the budget; and 3) transfers of significant amounts among internal budget lines. A major focus of the UBC is the disbursement of new appropriated dollars from an increased state budget or the reduction of funds should there be a lower funding level from the state. The Strategic Planning Committee is concerned with the planning and implementation actions in support of the University mission and vision. The Program Measurement and Evaluation (PME) process unites the budgetary and strategic planning processes to help ensure total university engagement in the assessment and planning process of each fiscal unit on campus.

The faculty organization at CSU is described in the *Faculty Constitution* of the Faculty Senate - <https://www.csu.edu/facultysenate/>. The *Faculty Constitution* is responsive to the principles of representative democracy and majority rule. At the same time, it envisions the ideal process of governance as one of consultation and resulting consensus. The Faculty Senate has a primary focus on academic concerns including admissions, academic standards, curriculum and evolving programs. The President reviews any recommended changes to the Constitution and submits to the Board for review. The constitution provides for a number of university-wide committees including those relating to curriculum, graduate studies, and buildings and grounds. (Section 6. The *Board of Trustees Governing Policies*).

FACULTY SENATE AND STANDING COMMITTEES

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

In its operation, the Senate and its various committees report their recommendations, issues and concerns to the President and the University Community through the Provost and Senior Vice President for Academic Affairs. To accomplish its goals, the Senate develops and recommends policies for continuous curricular development and improvement, improvement of instruction, library and acquisition or use of learning aids, continuous evaluation of instructional procedures, and assessment of student learning and integration of technology. It also develops and recommends policies on effective recruitment and selection of academic personnel, University printing and publication of scholarly faculty publications, intercollegiate athletics, student academic advisement and counseling, undergraduate recruitment, admission, retention and graduation standards. In addition, it engages in development and recommendation of University budgets, physical facilities and provides faculty for various university-wide committees.

Senate Standing Committees: Academic and Student Affairs, Board of Athletics Advisors, Building and Grounds, University Curriculum Coordinating, Executive, Library, Rules and Operations, Shared Governance, Social, Summer, and Technology.

University Committees [which may change over time] with Senate representation include the following: University Budget, University Personnel, Distance Education, Center for Teaching and Research Excellence, Enrollment and Registration, University Accreditation Steering (UASC), Council on Teacher Education, General Education, University Graduate Council [as well as College Graduate Councils], Summer School, Bookstore, Food Service, Commencement, and Tuition & Fee Waivers. Others include the Academic Program Review and Elimination, and Library.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA (<https://www.csu.edu/dosa/studentactivities/SGA.htm>) is the representative body for students and serves as an umbrella organization for all campus student organizations. The SGA exists primarily to address student concerns and needs, and to provide services which enhance overall student life and development. Working with a university advisor, the SGA is committed to the representation and advocacy of all students and serves as liaison to the administration and other elements of the university community. All students are automatically members of the SGA and as such, are entitled to vote during student elections and participate in all SGA sponsored events and activities.

PART II

EMPLOYMENT POLICIES, PROCEDURES, AND BENEFITS

EQUAL OPPORTUNITY STATEMENT

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

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

SEXUAL HARASSMENT

It is the policy of Chicago State University that the sexual harassment of one member of the University community by another will not be tolerated. This policy applies to all members of the campus community: students, employees, and visitors. It applies to incidents that occur on University property, as well as off-campus functions sponsored or supervised by the University. One of the University’s goals is to foster an open learning and working environment free from sexual harassment and from the fear that it may occur. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964, and the State of Illinois Human Rights Act (<http://www.csu.edu/eo/sexualharassmentpolicy.htm>)

ACADEMIC FREEDOM AND RESPONSIBILITY

According to Chicago State University *Board of Trustees Governing Policies* (Section Five: Academic Freedom):

institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of

truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

The University recognizes the concepts recommended by the American Association of University Professors (AAUP) pertaining to academic freedom and professional ethics.

The Chicago State University Board of Trustees affirms academic freedom in its Governing Policies, Section II “Employees” and Section II.D-E, “Academic Freedom” and “Academic Responsibility.” The policies recognize that faculty have full freedom in research and publication, subject to adequate performance of other academic duties; faculty have freedom in the classroom to discuss their subjects; faculty should be free from institutional censorship or discipline when speaking or writing as a citizen.

However, it is improper for faculty members to intrude material having no relation to their subjects, or to fail to present the subject matter of their course as announced to their students and as approved by the faculty in their collective responsibility for the curriculum. Faculty members must enroll and instruct students as well as evaluate students and award credit based on academic performance professionally judged, regardless of personality, race, religion, degree of political activism or personal beliefs.

Consult the Board Governing Policies for further details regarding academic freedom and corresponding duties and ethics.

STATEMENT ON PROFESSIONAL BEHAVIOR OF FACULTY

All faculty members are expected to follow the conditions in the faculty 2018-2022 *Agreement* (i.e., Contract) regarding meeting their teaching and professional obligations (<https://www.csu.edu/provost/APCA/documents/Contract2018-2022.pdf>). Posting office hours, holding regularly scheduled office hours, and timely submission of grades, including early warning and mid-term reports, to the Office of the Registrar, are critical aspects of professional behavior. In addition, both the faculty member and the University administration are expected to follow ethical behavior and to exhibit collegiality and professionalism. The American Association of University Professors (AAUP) provides general guidelines on collegiality, conduct, behavior, and academic freedom.

Joining an academic community involves respect and obligations from all parties, including students, faculty, administrators, and staff. In keeping with expectations of behavior, the University adopted a *Code of Conduct*.

The full code is displayed in departments across the campus. In addition, it is found in the front of each undergraduate and graduate catalog. It also can be found at the following: https://www.csu.edu/ethics/documents/CSU_Code_of_Conduct.pdf.

In addition, the University community expects all to respect the rights of others and to allow them to express their beliefs, to engage in freedom of inquiry and expression, foster

intellectual honesty and change. However, individual or group actions should not be conducted in ways that could injure others, damage facilities, disrupt classes or impede the functions of the University. Faculty should have proficiency in subject matter, engage in scholarship and research and present findings and information to students as it is relevant and germane to the content of the course and discipline. Students are entitled to an environment that is conducive to learning, offers a fair and impartial evaluation of their performance and are awarded grades based upon their achievement. Whenever possible, students should be provided with opportunities to have their work and performance evaluated in a fair and equitable manner.

Faculty members should respect the beliefs and/or positions of others while refraining from imposing personal beliefs, political action or social behavior or refusing to enroll or instruct students with differing beliefs. As a faculty member at Chicago State University, he or she should engage in research, service, and teaching that is accurate, appropriate for his or her students and the discipline. Each faculty member should recognize the contributions his/her students and colleagues make in joint research and creative activities. As a faculty member, he or she should refrain from attempting overtly or covertly to coerce students, colleagues or others in the University community to engage in actions or positions that could be harmful to an individual, disruptive of the normal operations of the class, program or University. Faculty members should provide a safe classroom or learning environment.

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

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

COPYRIGHTS AND PATENTS

Through an employee's research and creative activities, faculty may create something that may be copyrighted or patented. Both the faculty *Contract* (Appendix G, paragraph VII) and the Board Regulations (Section II. Employees. Subsection A. General, Paragraph 17, "Copyright and Patent Policies" of the *Board of Trustees Regulations*, revised March 9, 2012) have sections pertaining to copyrights and patents. A definition in the *Contract* states a copyrightable work is any creative work protected under copyright laws. Copyright protection is available for most literary, musical, dramatic and other types of creative work, including computer software, teaching materials, multimedia works, proposals and research reports.

The University recognizes and encourages its employees to engage in activities that can produce materials eligible for copyright or patent. The University expends its resources to support its employees and as such equally owns the product of research and creative activities.

Any materials capable of receiving royalties will fall under the authority of the Board's copyright and patent policies. Its policies are intended to provide a fair and reasonable balance between the authors and the University. In general, ownership of copyrightable works produced by University employees shall remain theirs unless the work was prepared through an agreement or contract stating conditions of ownership, the Board commissioned the work, or the University, or the work was created as part of the employee's assigned duties and activities. For more specific points, refer to the sections cited at the beginning of this section.

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

APPOINTMENTS

Faculty appointments generally are for nine months if they are for regular, full-time appointments. Part-time faculty are hired on a term-by-term basis. Some faculty in the College of Pharmacy and those with clinical positions may have appointments for longer periods (10-, 11- or 12-months). The *Contract* specifies the length of appointment, minimum rates of compensation, and assignment of duties. Please see those sections for details on obligations.

The appointment of faculty members originates within the department in which the position exists. A request to hire is initiated by the department chairperson through the dean to the Provost. The department chairperson or director, on the recommendation of the department personnel committee (DPC), forwards recommendations, including the suggested rank of the prospective employee, to the appropriate dean. The dean makes a recommendation and forwards all recommendations to the Provost, who then forwards them to the President. Upon concurrence of the President, the Provost, and the dean, an offer of employment is prepared and signed by the President and sent to the prospective employee. Appointments with tenure and appointments to the administrative levels of dean or above also require specific Board approval. Persons appointed to academic rank must meet the educational requirements and criteria in the Departmental Application of Criteria established by the department, Board and University.

Hiring occurs through an electronic process via the People Admin software program. All permanent positions are posted electronically and proceed through the software managed by the Office of Human Resources. This interfaces with the BANNER software system for the faculty load module, the student load and human resource modules. It is expected that faculty will eventually be able to review their courses and assignments with approvals through this system. The ultimate goal is also to include the portfolio review process as an electronic system.

Once an individual is hired and in the computer system, all full-time faculty (both tenure-track and non-tenure track) are considered employed. Payment is based upon the type of employment (full- or part-time) and dispersed according to a timetable after the process is complete. The Offices of Human Resources and Payroll have set times by which all hiring forms must be approved. The Provost and the President also approve all hiring. Full-time employees whose paperwork has completed the process prior to August 15 can expect their first paycheck

on August 30. Part-time faculty generally receive their first paychecks by September 30. The same process occurs during the spring term for part-time faculty. Depending upon when the hiring forms are processed, the first paycheck is dispersed about February 15 or 30.

Full- and part-time lecturers will be assigned teaching schedules based upon program need and discipline requirements, such as degrees and certifications or accreditation requirements.

Because offering classes is an enrollment driven process, each term the University reviews courses on the Thursday prior to the start of classes. This is known as the ‘course cut session.’ The department chairs and the deans review the actual enrollments for each class and identify courses to be cancelled or changed into independent study or tutorial formats. When this happens, the teaching assignments are adjusted, which frequently involves the Unit A faculty member bumping a non-union instructor or one in Unit B from teaching a course. The rate of compensation for teaching each class will change if the course is changed to independent study or retained with low enrollment.

UNION CONTRACT

The University Professionals of Illinois (UPI), Local 4100 represents CSU faculty. CSU-UPI is an affiliate of the AFT, IFT, and AFL-CIO. The UPI and the Board of Trustees (and their representatives) negotiate an agreement regarding the terms and conditions under which the faculty provide their services. The document is referred to as the *Agreement* or the *Contract*. The *Contract* provides the framework for working conditions and the Faculty *Handbook* provides the operational policies.

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

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

The University Personnel Action Timetable gives the dates by which each personnel action takes place and the procedures. It is available online at www.csu.edu/Provost/APCA . Each year the Office of Academic Personnel and Contract Administration prepares the timetable listing the process and due dates for all personnel actions (Article 18.3.a) and distributes it to all units and updates the on-line version by April.

EVALUATION PROCESS

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

Each academic department has a Departmental Personnel Committee (DPC) selected by voting members of the unit, which generally consists of tenure-track faculty members. The departmental by-laws determine eligibility and membership rules. The DPC reviews portfolios and conducts peer reviews according to the by-laws and/or the Departmental Application of Criteria (DAC) document. The DAC also may specify voting eligibility, or the department's bylaws or Departmental Personnel Committee document. Other decisions such as developing evaluation criteria are developed by the DPC, which then are accepted by the department and approved by the President.

With each new faculty contract, the DACs are reviewed and rewritten to meet any language and requirement changes. The President approves revised DACs for implementation the following year. If during the contract period, units or departments are combined or re-structured, the faculty agreement provides the guidelines for this process.

For civil service bargaining unit employees both the *Contract* and civil service regulations must be followed. The Office of Human Resources monitors and receives annual evaluations in concert with the timetable and contractual guidelines. The Contract Administrator contacts the supervisors regarding the process. The forms are available on-line through the Human Resource website.

RETENTION

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

Portfolio Review Process: Near the end of the spring term, the University Personnel Action Timetable [available at www.csu.edu/Provost/APCA] is available, which provides the timeline for all personnel actions such as retention, promotion, leaves, and evaluations, etc., for Unit A, B, and C employees. Letters are generally sent via campus mail to each employee for

department distribution regarding the process and procedures well in advance of any submission due date. By contract language, it is the faculty member's responsibility to know and meet the criteria for each personnel action and to provide appropriate documentation of effort as required. Failure to submit documentation for evaluation or late submissions may result in non-retention. For Civil Service Unit B and Unit C employees, the civil service regulations govern evaluation procedures, but the Personnel Action Timeline is followed. For full-time lecturers, it is their responsibility to submit a request in writing by the date on the timetable of their interest in continued employment by placement on the re-employment rotation roster.

For those employees submitting portfolios, the documents must be submitted to the department personnel committee (DPC) by the due date. The DPC in turn sends their recommendations along with the portfolio to the next person, who sends it forward in order: the department chairperson, the dean, the university personnel committee and to the Provost/President, who provides a final decision. Recommendations are made at each level with notification sent to the employee by the reviewing person.

PROMOTION

The Departmental Application of Criteria (DAC) gives the specific requirements, and the Personnel Action Timetable provides the due dates for promotions in academic rank. Promotions are submitted to the President based on a written request and evaluation portfolio reviewed through the defined contractual process. Each faculty seeking promotion must send a copy of the application letter to the contract administrator. Requests for promotion to the ranks of assistant professor, associate professor, and full professor (as well as clinical or research) require a specific level of performance that differs for each rank and classification. Additionally, a faculty member must meet certain educational requirements in order to be eligible for promotion. These are found in Article 21.1.a (1), (2), and (3) of the *Contract*.

Administrative employees who have academic rank may be promoted if they satisfy the educational requirements for that rank, the criteria in the DAC, and are recommended by a department, the dean, the Provost and approved by the President (See Section II. Subsection C. "Academic Staff and Administrative Staff with Academic Rank" of the *Board of Trustees Regulations*). Unit B lecturers may receive the rank of visiting assistant, visiting associate or visiting professor if their performance and credentials support the promotion (Article 30.2.a). The Provost will assign the designated rank after a review of the recommendation. Full-time administrators teaching as adjuncts do not hold academic rank but are lecturers. They also do not become members of the bargaining unit by merit of teaching courses.

TENURE

Faculty members are considered for tenure in their sixth probationary year at the University. All faculty members are placed in probationary year one at the time of initial employment. After successful completion of year one, individuals with previous full-time teaching experience at four-year baccalaureate granting institutions may apply for and receive advanced standing. The faculty member will accelerate time toward tenure. Faculty who receive advanced standing will be evaluated as a probationary year three, four, or five, employee in their second-year retention depending on the number of years of previous full-time teaching presented.

Portfolios for advance standing are submitted in retention year two. If successfully retained at the higher probationary year, the faculty member submits his/her next portfolio (in the third year of retention) on the date in timetable for the higher awarded probationary year in next year's review.

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

The DPC submits its written recommendation regarding tenure to the department chairperson who then forwards it along with her/his evaluation and recommendation to the dean. The dean submits his/her written recommendation to the Provost. In turn, the Provost submits the portfolio, tenure recommendations, and supporting reasons to the University Personnel Committee (UPC). The UPC submits a written recommendation to the Provost who reviews all appropriate documents relating to tenure with the President. The President submits her/his recommendation to the Board of Trustees for consideration. The Board makes the final decision with regard to granting or denying tenure (See Section II, Subsection C, the *Board of Trustees Regulations*).

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

SALARY

Minimum salaries for each academic rank are based on years of service as a full-time employee in the bargaining unit at that rank, except for part-time faculty who receive a flat rate (Article 41.1(2)). These classifications are listed in the *Contract* (Articles 28, 40 and 53). New appointments to positions are also made in accordance with these minima.

All salary increases are awarded in accordance with Article 28.3, Article 40.3 and 53.3 of the *Contract*. Additional salary increases are provided for in *the Contract*.

CALENDAR

The University (The Office of the Provost with the Office of the Registrar) develops a University Calendar containing significant academic dates and events during the twelve-month period commencing with each fall term. The University Calendar becomes effective when approved by the President. It is published in the official University Catalog and contains the following dates, and such other dates as are necessary and appropriate: opening and closing dates of each term; registration dates, including the date after which a fee for late registration will be

charged; last day for withdrawal; final examination periods; progress grade reports; recognized religious and secular holidays; and commencement.

The academic year consists of two semesters (fall and spring) and a summer school during which scheduled instructional activities are offered. In addition, there are late-start 12-week fall and spring sessions within each semester, and an intersession between the fall and spring terms. The academic year as to employment generally starts on August 16th and ends on May 15th. Faculty members are responsible for conducting final exams and submitting grades by the end of each term. Those dates also appear on the academic calendar. Faculty should be available between those dates for department, college and university functions. The University posts all holidays and days on which classes are not in session. Only 11- and 12-month employees accrue vacation or annual leave time.

PAYROLL PROCEDURES

Employees are paid on a semi-monthly schedule over their contractual appointment. All academic employees on nine-month contracts receive their regular salary over 18 pay periods. A calendar of paydays is distributed to departments each year. Union dues, Federal and state withholding tax and retirement contributions are automatically deducted from paychecks. Faculty members may arrange to have deductions made for government savings bonds, group life and health insurance, tax-sheltered annuities, the credit union, some charities, parking, and CSU Foundations contributions. Deductions are also made for employees who are covered by Social Security. Full-time employees generally contribute to the State University Retirement System (SURS).

Each check has a statement showing gross pay, deductions, net pay, gross earnings for the year-to-date, and total amount of taxes and other withholdings for the year-to-date. An effort is made to equalize deductions so that pay does not vary substantially each pay period. The University Cougar Connect system on the computer network enables faculty to view their pay record on-line. Web-time entry must be accessed prior to each pay period. See the Office of Human Resources for the web access system and information relating to payroll procedures.

OUTSIDE EMPLOYMENT

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

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

Employment or services provided outside of those activities supported by University funds shall not encroach upon the employee's primary responsibilities and obligations. Chairs or other administrators shall not consider outside employment for scheduling purposes. Violations of the Chicago State University Board of Trustees Regulations regarding outside employment are subject to Article Five of the *Contract*.

SUMMER EMPLOYMENT

The availability of employment in the summer session is contingent upon the budget, program need, and the faculty member's placement on the department's rotation roster. When there are fewer courses than there are qualified instructors, summer employment is assigned on the basis of the department's rotation roster. This system is formulated for each department by the department chairperson in consultation with department employees. The Provost also considers the recommendations of the Summer School Committee.

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

Compensation for employment in the summer session is based on 70 percent of the employee's base monthly salary for the immediately preceding academic year unless they are in their last four years before retirement. If the 70 percent rate is less than \$2,700, then this amount is paid pro rata on 3 CUEs. The Contract generally limits summer teaching to six (6) CUEs. The Office of Academic Affairs and the Contract, Article 29.6 or 41.3, provide additional information relating to compensation for the summer session).

RETRAINING LEAVE

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

An employee who is granted retraining leave must agree to serve at the University for at least three academic years after the period of retraining. The employee must also submit a written account of retraining activities and accomplishments to the Provost and Vice President for Academic Affairs (Article 27.3, and 39.2 and 39.3 the *Contract*).

SABBATICAL LEAVE

Sabbatical leaves are granted at the discretion of the President for the purpose of research

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

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

SICK LEAVE

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

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

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

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

DISABILITY BENEFITS

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

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

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

LEAVE WITHOUT SALARY

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

The initial granting of leave without salary may be of a period of up to 12 months. The President may extend a leave for a total leave period normally not exceeding 24 months. An extension of the leave shall be based on previously stated criteria in the request, as well as the best interests of the University. Each extension may be for a period of 12 months. The application for extension of a leave without pay shall include a written explanation of the need for an extension. The request for an extension must be made at least three months before the end of the current leave. See Articles 17, 31, and 43 of the *Contract* for additional provisions.

MILITARY LEAVE

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

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

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

BEREAVEMENT LEAVE

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

PARENTAL LEAVE

A Unit A employee may use up to a maximum of 20 days of earned sick leave per academic year for parental leave upon the birth or adoption of a child. Requests for parental leave of more than 10 days must be submitted to the Provost at least 30 days in advance, except in emergencies. A lecturer or clinical professional with four consecutive years of service at half-time or more or an academic support professional may use up to 20 days of earned sick leave for the birth or adoption of a child. The advance request and approval are the same as for Unit A employees (Article 27.4., 39.4, and 51.4 the *Contract*).

LEAVE FOR REQUIRED COURT OR WITNESS SERVICE

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

LIFE INSURANCE

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

HEALTH, DENTAL AND VISION INSURANCE PLANS

The state of Illinois provides, at state expense, health, dental, and vision insurance for all

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

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP is a confidential service that is available to help faculty members with personal and/or professional problems. The Illinois Central Management Services Group Insurance Division provides free confidential counseling services through the Employees Assistance Program (EAP) administered by Magellan Behavioral Health. Active State Employees and their Dependents participating in the State Employees Group Insurance Program may access this benefit. This includes active employees who opt-out or waived health and dental coverage. The program offers professional guidance and assistance to help individuals through difficult times. The plan administrator is subject to change based on the State negotiations: please contact the Office of Human Resources for assistance.

EDUCATIONAL BENEFITS

A full-time employee may enroll for credit, excluding doctoral credit, with exemption from tuition and fees, at the University for a maximum of two courses, or six credit hours, whichever is greater, in any one academic term during the regular semesters. Part-time employees are eligible for three credit hours (one course) per term. Courses taken should not pose a conflict with work obligations at the university. Employees must be 'benefits eligible' as per the Office of Human Resources and have completed at least one semester (or six months) of employment. Tuition waivers are granted for current courses and based on a general 2.0 GPA for UG courses. See the Tuition Waiver handbook for details. Fewer course credit hours are allowed during the summer. Employees with Civil Service appointments have different allowable credits. Refer to the materials in the Office of Human Resources as well as the Tuition Waiver Handbook for policies and limitations. This is available at www.csu.edu/Provost/APCA and "T" in the "A to Z" list at the home website.

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

PROFESSIONAL MEETINGS AND WORK-RELATED TRAVEL

A faculty member's expenses in connection with approved professional meetings may be reimbursed in accordance with written University policy as well as departmental and/or college procedures. In addition, a faculty member may receive reimbursement for authorized travel required by his/her work assignments. Requests for meetings and work-related travel must be made in advance on forms available in department offices. Deadline and expense limits apply. Requests to travel must be completed regardless of whether or not funding is available. Chairpersons will provide additional information relating to professional meetings and work-

related travel policies in each department. See Articles 27.9, 39.9 and 51.9 of the *Contract*. Off-campus travel stipends are available to all full-time, campus-based, bargaining unit members teaching at an off-campus teaching site. These are set rates; see Articles 29.11 or 41.8 of the *Contract*.

RETIREMENT BENEFITS

The State Universities Retirement System of Illinois (SURS) provides retirement, disability, death, and survivor benefits to eligible SURS participants and annuitants. Eligible employees are automatically enrolled in SURS when employment begins. You will not pay into Social Security during your employment with a SURS-covered employer, so you are not eligible for Social Security coverage based on this employment. You will pay Medicare taxes of 1.45% of your gross earnings. SURS contributions of 8% of your gross earnings will be automatically deducted from each paycheck. After SURS is notified about your employment, they will send you a detailed Choice Packet to your home address.

As a new member of SURS, you must choose a retirement plan **within the first 6 months** of your employment. Your choice will depend on the types of benefits you wish to receive in the future, as well as the amount of personal involvement you want in determining where and how your contributions are invested. SURS members must choose one of three retirement options: Traditional Plan, Portable Plan or Self-Managed Plan. When you attend the employee orientation additional information will be provided or you can obtain clarity from the SURS website www.surs.org.

WORKERS' COMPENSATION

The Department of Central Management Services/Risk Management Division (CMS) administers the Workers' Compensation Program for State of Illinois employees. The Early Intervention Program Administered by CareSys is designed to ensure that State employees injured on the job receive quality medical care and that their recovery is complete. Chicago State University employees experiencing a work-related injury that requires medical care should follow the steps listed below:

- Report the injury immediately to your supervisor.
- Call the Campus Police Department for assistance and to file a police report (773) 995-2111.
- Contact the Human Resource Department to receive the Workers' Compensation packet and instructions on the procedure used in filing a claim: **Chicago State University, Office of Human Resources, 9501 S. King Drive/ADM, Chicago Illinois, 60628, phone (773) 995-2040 or fax (773) 995-2942.**
- The campus Wellness Health Center, located in ADM-103, is available to assist the injured employee until outside medical care can be rendered.
- If the injury requires medical care, the employee chooses where to obtain their medical treatment:
 - (1) Through the employee's own primary care physician (having the bills and medical documentation submitted to CSU Office of Human Resources). **-OR-**
 - (2) Medical treatment can be obtained at Concentra Medical Center located at 900 E. 103rd St.,

Chicago, Illinois, 60628 (If CMS finds the claim non-compensable the employee will be responsible for the bills incurred).

Once the employee completes the necessary claim forms, the employee's supervisor, witness and the medical documentation and medical bills are received in the Office of Human Resources the claim will be submitted to CMS for review. If the claim is compensable CMS will pay the associated medical bills, however if the claim is reviewed and determined non-compensable the

employee should file the bills with the employee's health insurance company.

CREDIT UNION

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

TAX SHELTERED ANNUITIES

The Chicago State University Board of Trustees is authorized to issue Tax Deferred Annuity Plans for employees at the University (see *Board of Trustees Regulations*). The Board must approve all companies offering plans. Employees may have contributions to these annuities made through payroll deduction.

All tax deferred annuity contracts issued by participating companies must comply with the Internal Revenue Code. In addition, they must be authorized by the Director of Insurance of the State of Illinois to issue tax deferred annuity contracts and must indemnify the University from any loss caused by such company's failure to comply with such laws and regulations. All monies withheld through agreements between the University and the employee will be used to purchase only qualified tax deferred annuity contracts, which exclude waiver of premium provisions, disability income provisions, and life insurance provisions.

Faculty may rollover plans from other state colleges/university plans, state of federal government plans into the State University Retirement System (SURS). Ask about eligibility through CMS or CSU, contact the Office of Human Resources for specific information related to tax sheltered annuities. General Phone: (773) 995-2040 or email HR@csu.edu or go to the Human Resources page in the 'quick links' at www.csu.edu.

In addition, the State of Illinois offers supplemental tax shelter plans through the Office of Central Management Services (CMS). These plans can be used for 'catching' up on retirement, special savings for college, and retirement. They also may be eligible for rollover into The State University Retirement System prior to retirement.

RESIGNATION AND RETIREMENT

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

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

PART III

ACADEMIC POLICIES AND PROCEDURES

ASSIGNMENT OF PROFESSIONAL DUTIES

As indicated in Article 19, of the *Contract*, Unit A employees are evaluated in the following areas: (1) teaching/performance of primary duties, (2) research/creative activities, and (3) service. Teaching/performance of primary duties often is considered the most important of the three areas of evaluation; however, for continued retention a faculty member must meet all the criteria. Performance standards in each of the areas are defined for retention, promotion, tenure, professional advancement increases and annual review of tenured faculty members. The areas of performance effectiveness are in Article 19.3.d. Additional information related to annual evaluations is presented in Articles 19, 20, 21, and 22 of the *Contract*. Lecturers and clinical professionals are evaluated on teaching/performance of primary duties presented in Article 33.1 of the *Contract*.

The professional duties or obligations consist of both assigned and reassigned duties and activities (Article 18.1 or 32.1, of the *Contract*). These should appear on the yearlong assignment form. Academic Support Professionals refer to Article 32.8 for assignment of duties. If the assignments exceeded the maximum for the appointment, then an override for extra compensation would be submitted. Article 44 of the *Contract* covers members of Unit C. For ASPs and Unit C faculty, a description of duties and work plan should be completed each year, or whenever significant duties or when there is a change of supervisor.

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

Their department chair notifies lecturers by April 1st of their positions on the re-employment roster (Article 30.2.c of the *Contract*). Those qualifying for multi-year appointments will be notified of their eligibility by contract administration after annual evaluations have been received in the Provost's Office (Article 30.2 of the *Contract*). Letters of re-appointment are offered after evaluations have been conducted with assignments based upon programmatic need, funding and available resources.

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

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

Each dean and department chair receives a list of approved reassigned time activities. Any assignment not on that list must receive the Provost's approval prior to the occurrence of the activity. Reassigned duties may include activities for the college as well as the University. These activities include assessment coordination, assistant chair, graduate program coordinator, secondary education coordinator, computer lab coordinator or academic program coordinator or research lab development or associated lab start-up activities. In addition, some faculty members are assigned CUES for curriculum/program development, course enhancements, or advising students, which requires additional office hours in lieu of teaching a class with students.

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

Office Hours. Faculty interaction with individual students, other faculty, and University staff is recognized as essential in a successful learning environment. To provide individual student access to faculty, each teaching/clinical professional shall maintain a schedule of at least four office hours per calendar week spread over at least three days or a schedule of at least five office hours per calendar week spread over at least two days.

Each research professional should also schedule office hours when students and colleagues can have access.

Clinical/research professionals whose assignments are primarily off-campus can schedule their required office hours at the off-campus site.

Office hours for all employees shall be scheduled to allow reasonable access and shall be posted. If necessary, and with reasonable notice, faculty are expected to be accessible to meet

students, other faculty, and staff on days and times other than those of posted office hours and scheduled classes.

In the event that a faculty member has a combined schedule of on-campus and online classes, the faculty member is expected to maintain two scheduled office hours on campus and two scheduled office hours online. Additionally, for hybrid classes the faculty member shall be available to meet with the students on-campus for at least two hours, at least three times per term; such meetings may be on the days when the class meets face-to-face. A faculty member who is teaching entirely online during a given term shall maintain a schedule of at least four online office hours per calendar week spread over at least three days or at least five online office hours per calendar week spread over at least two days. Phone availability and email availability are not replacements for scheduled office hours.

FACULTY ACTIVITY ANALYSIS PROCESS AND DEFINITIONS

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

IER is located Room 304 Cook Administration - <http://www.csu.edu/IER/index.htm>. It provides data analysis and reporting to guide strategic planning and assessment of programs or projects. If you are interested in knowing more about IER research and data services, please contact them at (773) 995-2382.

The following definitions are from IBHE. Faculty must use these statewide-accepted definitions when reporting their FAA. The yearlong assignment form contains headings that match the FAA categories. The FAA is reported in average hours of contact and percentage of total time:

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

Indirect Instruction: Assigned activities that encompass all duties related to direct instruction of students other than direct contact teaching. It includes supervision of teaching other than student teaching, academic advising, assessment, coordinating instruction of different sections of the same

course, and duties related to instruction for which direct instruction is the responsibility of another person.

Examples of activities included in this category are:

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

Examples of activities excluded from this category are:

- Coaching of intercollegiate athletics and
- Remedial teaching for which no credit is given, and which is conducted outside the department. Advisors must be available prior to registration to advise students as well as during the advance registration period and the regular registration through late registration.

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

Organized Research: Activities outside the department intended to produce one or more research outcomes including the creation of knowledge, reorganization of knowledge, and the application of knowledge are to be reported in Organized Research. Organized research activities may be conducted by a number of organizational entities including research centers, bureaus, institutes or state supported laboratory schools. Organized Research may be conducted on an individual or project basis if financed from centrally administered, competitive institutional grants to individual faculty members. These awards support research activity during the summer term for faculty on academic year appointments.

Direct service expenditures within Organized Research also include that proportion of research that is supported by in-kind departmental contributions to the cost of an externally funded research project. Such a contractual relationship with an entity outside the university is necessary to classify such expenses as Organized Research.

Public Service: This activity includes those program elements established to make available to the public various unique resources and capabilities of the institution for the purpose of responding to a community need or solving a community problem. This function consists of various non-degree instructional programs that are classified as Community Education and

consulting activities that are assigned to faculty or other representatives of the university community without pay. No activity, however, should be classified and recognized as an official university activity unless a department head, dean, vice president or president has officially assigned it. For example, faculty consulting for a community agency, which is not a part of an official university assignment, would not be reported in this function nor would it be reported in any other function.

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

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

FACULTY MEMBERS AND ORAL ENGLISH PROFICIENCY

Illinois statute requires each public institution of higher education "to establish a program to assess the oral English language proficiency of all persons providing classroom instruction to students" and to "ensure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students." The department chairperson and/or dean evaluate proficiency as part of the annual performance review process. Additional information relating to the English proficiency of faculty members is in the *Undergraduate and Graduate Catalogs*.

GRADES, EXAMINATIONS, ATTENDANCE & DROPPING STUDENTS

Faculty members evaluate student achievement in coursework by letter grades, which are reported to the Registrar's Office - <https://www.csu.edu/registrar/index.htm>. The Office of the Records and Registration is located in the Cook Administration Building, Room 128. The office is open Monday, Tuesday, Wednesday, and Friday from 8:30 a.m. until 5:00 p.m. and Thursday from 8:30 a.m. until 7:00 p.m. This office computes individual scholastic averages of students through the use of grade points (numerical equivalents) assigned to letter grades. The University does not have a plus (+) or minus (-) grade.

Final examinations are given in all courses except those exempted by faculty or administrative action. Final examinations should be given during the final exam week as per the General Information document. The Registrar announces the date on which academic early warning grades and final grades are due. These appear in the schedule of General Information document located at: <http://www.csu.edu/coursebulletin/>.

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

Grades – during and end of term: Grades are submitted to the Office of the Registrar electronically. "Academic Early Warning" reports are submitted for undergraduate students at four-week intervals throughout each semester as a means of helping students understand their academic standing, learn who needs tutorial or other support, and to help with retention and graduation. The Registrar sends notices to faculty when reports are due and how to submit them.

Graduate Students: Pass - Satisfactory/Unsatisfactory

Pass/Incomplete grades are awarded only for graduate-level practicum, independent study, thesis, or other individual, departmentally approved courses or learning activities. These grades are not used in the calculation of term or cumulative grade point averages.

Satisfactory/Unsatisfactory grades are awarded only for the graduate thesis, dissertation, or other individual departmentally approved learning activities. These grades are not used in the calculation of term or cumulative grade point averages.

Incomplete Grades: an undergraduate student may request a grade of Incomplete (I) in a non-academic skills course if extraordinary and unavoidable circumstances have prevented completion of the required coursework. The student must have completed at least 50% of the graded work with a passing grade (D or better) and must have attended classes to within three weeks of the last day of scheduled classes. If a student does not complete the course work by the specified date, the grade of "I" will be replaced by the default grade as stated in the contract.

A request for a grade of Incomplete must be initiated by the student and submitted in writing using the Incomplete (I) Grade Request and Contract form. The contract must be submitted by the last day of regular classes before the final exam period to the Office of the Registrar. Students must indicate the reason(s) why he or she was unable to complete the required course work. The instructor must also indicate a default grade (B, C, D, or F) to which the Incomplete will revert if the student does not complete the work specified in the contract. Contracts submitted after this deadline may not be processed and result in the default grade of F. The Incomplete (I) Grade Request and Contract form can be obtained in the Office of Records and Registration, ADM 128. An extension of one long term may be requested via petition only in the case of documented extenuating circumstances. The petition must be submitted to the faculty within 30 days prior to the incomplete contract deadline. The student will receive notice of approval or denial via CSU email.

Graduate Students: The grade of Incomplete (I) may be given if course requirements remain incomplete at the end of instruction. In such cases, the instructor will designate a period of one calendar year or less for completion of the work. If the work is completed at the end of the designated period, the instructor will change the incomplete to a letter grade. After one calendar year, the grade of 'I' will automatically change to a grade of 'I/F' unless the instructor requests the registrar to extend the 'I' for another semester. Additional requirements are imposed for students who maintain two or more grades of 'I' on their permanent record (see Academic Progress and Probation Regulations in the graduate catalog).

DEGREE STUDENTS: Once admitted to a degree program, no more than two grades of C can be earned in any graduate or professional course taken within the curriculum offered in that graduate program, whether or not the courses are part of the student's program. Students who have been admitted to degree status must maintain a minimum 3.0 cumulative grade point average to demonstrate satisfactory academic progress and good academic standing. A student is placed on probation if the cumulative grade point average falls below 2.8 for any term. After being placed on probation, a student must attain a minimum cumulative grade point average of 2.8 within the next two terms or be dismissed from the graduate program.

NON-DEGREE STUDENTS: The Assistant Provost for Graduate Studies is to monitor the academic progress of all graduate-at-large students by identifying those students whose cumulative grade point average drops below 2.5 for any term. Such students may be placed on a limited course contract, and a grade of B or better must be earned in each class. If the student's poor scholarship persists by the end of the next term of enrollment, they will be notified of a change in probationary status to suspension or dismissal status, as warranted. Suspension may extend from one term to one full academic year or longer. Failure to fulfill any conditions prescribed in the probationary letter will lead to an administrative change in status. Non-degree students are not eligible to apply for graduation from Chicago State University.

All students should not re-register for a course for which they have a grade of incomplete (I). After the incomplete contract has expired and/or a change of grade has been issued to replace the "I," a student may then register for the course again, but financial aid may not cover repeated courses. Check with your financial aid counselor.

Taking Attendance: CSU is a non-attendance taking institution and as such withdrawal dates are determined in two ways:

- Through a student-initiated withdrawal (official)
- Through a CSU administrative withdrawal (unofficial)

The student-initiated withdrawal occurs when the student notifies CSU of his/her intent to withdraw. Administrative withdrawal occurs when CSU determines that the student is no longer enrolled based on a variety of reasons such as (but not limited to): a student's lack of academic activity, failure to establish academic activity at the beginning of a new term, student dismissal due to disciplinary reason or failure to pay tuition.

60% Rule. The initial amount of Title IV aid assistance earned is based on the number of calendar days that the student was enrolled within the semester. During the first 60% of the enrollment period, a student earns Title IV funds in direct proportion to the length of time he/she is enrolled. The initial percentage of aid earned is determined by the total number of calendar days completed in the enrollment period (from the start of the semester through the date student-initiated withdrawal), divided by the calendar days in the semester. Scheduled breaks of five or more consecutive days are excluded. For information on Title IV please refer to <https://www.csu.edu/registrar/index.htm>

Dropping. The dates of the last day to drop a course or courses are published in the university calendar section of the General Information document for each semester or term. Students may drop courses without penalty until the deadline date for 100% reversals. After the 100% reversal date a student may totally withdraw from the university and receive a 50% refund of charges through to the published deadline date for 50% withdrawals. Students must file a Change of Schedule form in the Office of the Registrar before the transaction is official. The form, with appropriate signatures, must be submitted to the Office of the Registrar by published deadline dates in order to prevent academic penalty. Students will not be permitted to add classes after the registration period. A drop/withdrawal from a course or courses is not complete until the Change of Schedule form is submitted and approved by a Records and Registration staff member.

Instructors may initiate a student's unofficial withdrawal from a class for which a student either has never attended or stopped attending. A *WD* withdrawal is for non-attendance. A *WA* withdrawal is for lack of attendance if a student has attended at least once. Only the *WA* grade code is counted in the student's attempted hours. For additional information, refer to the University catalog.

Students are expected to attend all class sessions in the course sections for which they are registered. It is the student's responsibility to drop the class if she/he is not attending. Failure on the part of a student to officially withdraw from a class prior to the official drop date may result in a failing grade (F) and financial obligation for the class. A student may drop/withdraw all but the last class through the published deadlines. Students may drop courses until the fifth week of instruction during a regular semester or the third week of instruction during a summer term. A withdrawal from the University is not complete until the appropriate form is submitted, approved and processed by the Office of the Registrar

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

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

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

Excused Absences: It is the student's responsibility to provide the instructor with advance notice of all absences for which advanced notice is possible and to plan to fulfill his/her obligations to the University in advance of such absences if it is possible. It is the faculty member's responsibility to devise a system for addressing missed assignments and examinations that do not penalize the student when an excused absence is accepted.

Excused Absences Include:

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

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

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

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

DEVELOPMENT OF STUDENTS' READING AND WRITING SKILLS

In recognition of the critical role of faculty in the development and assessment of students' reading and writing skills, the Faculty Senate, on the recommendation of the Committee on Admissions and Academic Standards, passed a resolution strongly urging all CSU faculty to make reading and writing assignments part of their methods of teaching and evaluating students. The following guidelines are recommended: (1) short answer/short paragraph compositions for 1000 level courses, (2) short essay compositions and book reviews for 2000 level courses, and (3) comprehensive essay exams and term papers for 2000-4000 level courses.

Academic Skills Courses & Placement Assessment.

First-year students: All entering first-year students must take the University diagnostic examinations in English and mathematics by the end of the first term in residence. All first-year students must either meet the minimal requirements of the University diagnostic examinations or pass the appropriate academic skills course. To exit from these courses, students must pass the appropriate examination.

Transfer Students: Transfer students who have completed an associate's degree may be exempt from the proficiency examinations program as a graduation requirement. Transfer students who have not completed an associate's degree (A.A. degree or A.S. degree) must take proficiency examinations in English and mathematics. Transfer students who transfer eligible general education math courses with a 'C' or better and whose majors do not require additional mathematics courses do not have to take the proficiency examination in mathematics. Transfer students who do not transfer eligible general education math or who are required by their majors to take more math must take the proficiency examinations in mathematics. Transfer students who have earned an associate's degree (A.A. degree or A.S. degree) or who have completed the Illinois General Education Core are **not** required to take the proficiency examinations in English, reading or math *unless* they are required as a prerequisite for other courses.

Questions about the courses, the examinations, or preparation materials should be addressed to the appropriate department chairperson.

CLASSROOM ASSIGNMENTS

Classes should meet regularly at the times and places scheduled, except when the department chairperson and dean have approved other arrangements. In those instances when instruction will be better served by an alternative meeting, the faculty member should seek approval from his/her chairperson. Special classroom space requirements should be discussed with the department chairperson during the course schedule planning process. These requests should be made to the coordinator of classroom scheduling (Office of Records and Registration/Course Scheduling) when class schedules are being prepared. The planning starts in October of the preceding year with the development of yearlong assignments. Final changes should occur about four months before the beginning of the term. Space is limited, so changes should not be made after the schedule has been posted. Permission to change classroom assignments must be obtained from the department chairperson who then seeks approval from

the coordinator of classroom scheduling with final approval residing with the Provost. Faculty should not change classroom location without prior consent. Changes to the day(s) and times of classes require the Provost's approval.

FACULTY ABSENCES

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

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

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

REGISTRATION

All registration is under the direction of the Office of the Records and Registration. Preceding and during registration, department advisors (undergraduate and graduate) should be available for consultation with students about their programs. Specific information related to registration is presented in the *Undergraduate and Graduate Catalogs* and the *Course Schedule Bulletin*, and via the University's website (www.csu.edu). Low subscribed classes are cancelled early in the web registration cycle. Each term, a final course cancellation review is held the Thursday before classes start. This is after regular registration ends and prior to the start of late registration. Students who have not made a payment or arrangements for financial aid are dropped from the roster. The Registrar provides the class list based upon validated students.

Auditing Courses. The university does not permit undergraduate students to audit courses. Attendance in course sessions assumes that the student has officially registered for the course(s). Students are not permitted to attend classes unless officially registered. This prevents confusion later when a student seeks a grade for a course for which they never enrolled.

Repeated Courses

Graduate and Professional students may repeat an individual graduate course one time to improve their cumulative grade point average. On completion of the repeated course, the second grade is calculated in the cumulative grade point average and the prior grade is designated by an E and is excluded from the calculation of the cumulative grade point average.

Undergraduate students will be allowed to repeat a course and have the highest grade earned for the course count towards their cumulative grade point average. A student may repeat a course a maximum of three times. Please note that certain financial aid programs may not cover tuition towards repeating a course. Students should contact a financial aid advisor when attempting to repeat a course to determine eligibility.

RECORDS AND CLASS LISTS

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

Shortly after the opening of the term, the Registrar furnishes each instructor with a temporary list of students enrolled in his/her classes. Faculty have the ability to check their own rosters throughout the registration period via the faculty express function under the intranet on 'Cougar Connect' accessible via the university website (www.csu.edu). A final class list is given after the Census Report (the official enrollment reported to the Illinois Board of Higher Education), which occurs after the 100% refund date has passed. Instructors may find it useful to keep a file of their students' names, addresses, and telephone numbers. These reports are available electronically via CSU X-Press/Cougar Connect system. See the Registrar.

STUDENT ATTENDANCE

Students cannot attend classes for which they are not officially registered. Students attending classes in which they are not officially enrolled will not be permitted to register for the course after the last day to add the class, so instructors should not encourage students to 'sit' in the class pending completion of registration. Many classrooms have limited seating capacity and non-registered students may prevent enrolled students from attendance.

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

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

Instructors may initiate a student's unofficial withdrawal from a class for which a student either has never attended or stopped attending. A *WN* withdrawal is for non-attendance. A *WA* withdrawal is for lack of attendance if a student has attended at least once. The grade codes of *WN* and *WA* are counted in the student's attempted hours. For additional information, refer to the University catalog. It is the student's responsibility to drop the class if she/he is not attending. Failure on the part of a student to officially withdraw from a class prior to the official drop date may result in a failing grade (*F*) and financial obligation for the class. A student may drop/withdraw all but the last class through the published deadlines.

TEXTBOOKS

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

Departments should have procedures whereby each instructor is responsible for furnishing the manager of the bookstore with the titles and pertinent information for their textbooks well in advance of the term. Last-minute changes or additions of texts should be avoided. The University has a contract with Follett's Bookstore, which is now a virtual/online bookstore (<https://www.bkstr.com/chicagostatestore/home>). The CSU bookstore liaison is Sarah Douglass: **Phone:** (315) 567-9349; **Email:** sdouglass@follett.com.

If faculty members wish to require that their students purchase a textbook that they have authored or coauthored for use in their classes, they need to adhere to their department and/or college's policy.

STUDENT CONFERENCES

Faculty members are required to post and maintain a minimum of weekly office hours (Article 18.8 or 32.2, of the *Contract*). If necessary and with reasonable notice, faculty members are expected to be accessible to meet students on days and times other than posted office hours and scheduled classes. If a student needs personal or psychological assistance beyond what the instructor can give, he/she should be referred to the Counseling Center: Cordell Reed Student Union, Room: 190; Office Hours: 9:00 a.m. to 5:00 p.m.; Phone: (773) 995-2383. For appointments information, please see <https://www.csu.edu/dosa/counseling/appointments.htm>.

The Office of the Registrar has each undergraduate student's academic folder on file. Records for graduate students are maintained in their academic department and in Graduate and Professional Studies. These records are also available through the University's BANNER computer network. Each academic advisor and department chair has access to most of the Student Module in the BANNER system. Each file includes a permanent record card with the student's course and grade record. Faculty members may examine these records as appropriate to

their instruction. Staff members in the Office of the Registrar are available to aid in the interpretation. The records are confidential and may not be removed or changed.

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

ACADEMIC ADVISEMENT

Each student is assigned an advisor depending upon the department and college in which they are enrolled. Most departments have professional advisors with faculty supplementing the process. The University Office of Academic Assistance will advise all entering first-year students. Advisors are to check in the BANNER system to determine if a student seeking advisement is in the major, the individual should be sent to the department of record for advisement. In consultation with his/her individual advisor, the student develops a program of study designed to meet his/her individual needs, and those specifically required for graduation. Throughout the academic career of the student, close contact with the advisor is important (see *Undergraduate and Graduate Catalogs*). Faculty receiving CUEs for advisement should maintain advising office hours and must be available during the advance and regular campus registration period to assist students. Most departments establish policies for handling advisement during on-campus registration periods. It is suggested that faculty set-up appointments or schedules to, handle students seeking advisement prior to the start of the web-based registration period

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

Undergraduate and Graduate/Professional Student Advisement: Undergraduates are advised by professional advisors (generally for first-year students and sophomores) or faculty advisors (for juniors, seniors and graduate/professional students) through their academic department. The first-year students enroll in courses selected by the colleges and academic disciplines in blocks to provide a cohort environment designed to help promote retention. For advisor information, please see <https://www.csu.edu/provost/academicadvising.htm>.

Academic Tutoring: All CSU students may take advantage of tutoring located in the Academic Library; 4th Floor. 4th Floor of the Library - Room 450; Department Phone Number: (773) 995-2273. **E-mail:** tutoring@csu.edu

ACADEMIC SKILLS EXAMINATIONS

The University Placement Assessment Program in English Composition, Mathematics and Reading are part of a program aimed at ensuring that all Chicago State University students have achieved college level competence in the basic skills. The academic skills courses ensure

that students possess the minimal reading, mathematics, and English composition skills necessary to perform productively in their chosen fields of study. The results from these assessments are used to:

1. Measure the student's level of proficiency,
2. Identify academic deficiencies, and
3. Determine eligibility for professional and major courses.

Once accepted for admission to Chicago State University, new first-year students and transfer students must take the appropriate assessment either before or immediately after entering the University. They should be taken before the end of a student's first term of attendance. You can find information about schedules and general advice at <http://www.csu.edu/examinations/> or call (773) 995-2481.

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

The Office of Examinations assists students with University testing needs: Qualifying examinations, state and federal constitution exams, graduation requirement examinations, and testing for ACT and CLEP. The Office of Examinations is located in Douglas Hall, Room 119. Phone: (773) 995-2513, ug-admissions@csu.edu.

REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT

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

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

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

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

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

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

Grades rendered prior to student notifying the University of a handicap are not subject to change of problems associated with the disability. Questions regarding institutional responsibilities under Section 504 or the ADA should be directed to the University Section 504/ADA coordinator: Abilities Coordinator; **Location:** Cordell Reed Student Union Building (CRSUB) 192; **Office Hours:** 9:00 a.m. to 5:00 p.m., Monday through Friday; **Phone:** (773) 821-2893; (TTY) (773) 995-4401.

SEXUAL HARASSMENT

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

Faculty members in their role as mentors should be aware of a type of behavior, which can be considered as sexual harassment and, therefore, needs to be avoided. "*Quid pro quo*"

refers to situations in which a tangible benefit (*e.g.*, a grade, a job, or a promotion) is contingent upon the performance of sexual favors. This occurs in situations of unequal power such as supervisor/subordinate in the workplace, senior faculty to junior faculty, tenure track to non-tenured faculty, or faculty to student in the classroom.

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

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

Everyone in the campus community should be aware that sexual harassment complaints can be pursued through the Equal Opportunity Office [Office of Labor and Legal Affairs], (773) 995-2462, ADM-318; <http://www.csu.edu/eoo/>.

THE FAMILY AND MEDICAL LEAVE ACT*

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

An employee on FML leave is also entitled to have health benefits maintained while on leave as if the employee has continued to work instead of taking the leave. If an employee were paying all or part of the premium payments prior to leave, the employee would continue to pay his or her share during the leave period. The employer may recover its share only if the employee does not return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or another reason beyond the employee's control.

An employee generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave. The taking of FML leave cannot result in the loss of any benefit that accrued prior to the start of the leave. The employer has a right to 30 days advance notice from the employee where practicable. In addition, the employer may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or

the employee's immediate family member. Failure to comply with these requirements may result in a delay in the start of the FML leave. Pursuant to a uniformly applied policy, the employer may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. The employer may delay restarting the employee to employment without such certificate relating to the health condition, which caused the employee's absence.

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

To request a leave of absence under Family Medical Leave (FML), an employee must contact Human Resources at (773) 995-2040. The employee is responsible for ensuring his or her doctor completes the Physician's Certification form and returning all signed FML-related documents to the Human Resources Representative prior to the requested leave period, if possible. Forms are available at: <http://www.csu.edu/humanresources/formsDocuments.htm>.

POLICY ON MILITARY MOBILIZATION

Faculty and staff are excused from participating in active duty and may return to the position or another one upon their return.

Students are allowed to withdraw from the University and may be allowed to re-enroll. Arrangements for refunds, loans, or grant repayments should be addressed to the Office of Financial Aid. The Office of the Registrar oversees other related issues. Students should notify both offices immediately upon receiving an official call up notice.

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

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

Reasonable accommodation will be made for any student who is a volunteer emergency worker in regard to absence from class caused by the performance of his or her duties as a volunteer emergency worker. If a student believes that he or she has been unreasonably denied this accommodation, he or she may seek redress through the standard grievance procedure as

outlined in the Institutional Policy Manual (Article IX, Section 2). Refer to the full text of the policy online at www.csu.edu/ipm/.

VIOLENCE PREVENTION POLICY

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

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

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

While reports or claims made pursuant to this policy should be accorded confidentiality to the extent it is practicable and safe to do so, all incidents should be transmitted to the Office of Human Resources (OHR).

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

MANDATED REPORTING: POLICY FOR MINORS ON CAMPUS

In light of the incidents that occurred at Penn State University, the Illinois State Legislature enacted an amendment to the Abused and Neglected Child Reporting Act (ANCRA) in June 2012 that now requires ALL University employees to be Mandated Reporters. New state regulations require all university employees to comply with mandatory reporter guidelines regarding minors. A number of offices and programs support, host or sponsor activities designed for minors.

The [Abused and Neglected Child Reporting Act \(ANCRA\)](#) is a state statute that is designed to ensure that children are safeguarded from child abuse and neglect.

- A Mandated Reporter is an individual who comes in contact with children in the course of his/her employment and is required to report cases of suspected child abuse.

As a required by the statute, each CSU employee **must** complete the: [Acknowledgement of Mandated Reporter Status Form](#).

For more information contact: Office of Compliance, (773) 995-2056, compliance@csu.edu or go to <http://www.csu.edu/compliance/mandatedreporter.htm>

UNIVERSITY ETHICS AND COMPLIANCE OFFICES

ETHICS OFFICE: The Function of CSU's Ethics Office is to facilitate the University's compliance with The State Officials and Employees Act. The Ethics Office acts as a liaison for the channeling of allegations of fraud, waste, and abuses, as delineated in The State Officials and Employees Act. The Ethics Office is also responsible for conducting the University's Annual Ethics Training, reviewing Statements of Economic Interest filed by University employees, providing guidance to senior officers and employees in the interpretation of the Ethics Act and serving as the University liaison to the State of Illinois Office of Inspector General and the Executive Ethics Commission.

ETHICS COMPLIANCE: The new State Officials and Employees Ethics Act ("SOEEA") is part of PA 93-0617, which requires the Illinois public university governing boards in coordination with the Illinois Board of Higher Education (IBHE) to demonstrate they have adopted and implemented for all employees under their respective jurisdiction and control specific personnel policies relating to (a) work time requirements, (b) documentation of time worked, (c) documentation for reimbursement of authorized travel expenses while on official State business, compensation, and the earning or accrual of State benefits for all State employees who may be eligible to receive those benefits. 5 ILCS 430/5-5. Contact: (773) 995-3519; E-mail: EthicsOffice@csu.edu.

OFFICE OF COMPLIANCE: The purpose of Chicago State University's Compliance Program is to promote and support a culture of compliance with university, state and federal policies and procedures. This is accomplished by establishing an infrastructure that provides ongoing assurance to management that risks, particularly compliance risks, are being mitigated to acceptable levels. Personnel in the Office of Compliance work with departments across campus on how they work to meet their own regulations. This unit works closely with both the internal and external auditors to monitor how well departments meet their own policies and procedures. For more information, contact: Email: compliance@csu.edu; Phone: (773) 995-2869; or go to <http://www.csu.edu/compliance/>.

UNIVERSITY POLICE DEPARTMENT SAFETY GUIDELINES

The goal of the Chicago State University Police Department is to maintain a safe and secure campus environment. Members of the Department are trained professionals who present a uniformed presence while serving the University Community. In the course of their duties, they employ proactive measures to identify potential problems before they occur, thereby increasing the ability to prevent the occurrence of more serious incidents. The CSU Police Department

works to foster solid relationships with students, faculty, staff and administrators. The Police Department is open 24/7; Phone: (773) 995-2111; <https://www.csu.edu/csupolice/>.

Emergency Plan: The Chicago State University Emergency Operations Plan is available on the web site to the entire CSU Community. The goal of this plan is to limit the loss of life and property in the event of an emergency or crisis that affects the operations of the University. <https://www.csu.edu/csupolice/emergencyplan.htm>.

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

The safety guidelines follow the U. S. Department of Homeland Security’s recommended “Run-Hide-Fight” actions when an active shooter is in your vicinity:

If you can safely leave the building, run. If you cannot safely leave the building, find a safe place to hide. If you cannot safely leave the building and you cannot find a safe place to hide, be prepared to fight for your life. In each case, when it is SAFE to do so, call campus police at [773-995-2111](tel:773-995-2111) or emergency 911 and give full details about the active situation.

The U.S. Department of Homeland Security’s “Options for Consideration” demonstrates possible actions to take if confronted with an active shooter scenario. The video also shows how to assist authorities once law enforcement enters the scene.

<https://www.dhs.gov/video/options-consideration-active-shooter-preparedness-video>

The Department of Homeland Security, in partnership with the Federal Bureau of Investigation, provides an “Active Shooter” Pocket Card @

https://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf

The U.S. Department of Homeland Security provides an “Active Shooter Event Quick Reference Guide” @ https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

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

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

<https://www.csu.edu/provost/APCA/documents/ClassroomDisruptionGuidelines.doc> .

Any member of the campus community, who encounters behavior they consider threatening, must immediately contact the University Police. If on campus, dial ext. 2111. From non-campus phoned dial (773) 995-2111.

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

1. **Distressed or Troubled Behavior:** Troubling behavior is often atypical or inconsistent with the student's prior behavior. Some students may exhibit odd behaviors but are harmless and productive students. For example, some students lack social skills, may avoid eye contact, or may have low stress tolerance. It is important to note when a student's eccentricities are extreme and cause classroom disruptions or appear to be considerable aberrations from the student's usual disposition. Consult with a psychologist in the Counseling Center for assistance in determining whether the observed behavior is harmless or whether some type of intervention is needed.
2. **Disruptive Behavior:** Disruptive behavior is behavior that interrupts or interferes with the daily functions of the University or the educational process. Disruptive students may resist corrective action or intervention. General expectations for classroom behavior should be expressed on the course syllabus. Faculty members should use initial class periods of the semester to discuss expected classroom behavior. Please stress that misconduct will not be tolerated. Misconduct will be addressed at the department or college level. Some matters will be overseen at the University level through the Office of Judicial Affairs.
3. **Threatening Behavior:** Faculty and staff may fear for their personal safety and/or the safety of their students when confronted by threatening behavior from a student. Any member of the campus community who encounters behavior they consider to be threatening must immediately contact University Police and are to utilize the recommendations and procedures in the Campus Emergency Plan.

OBSERVANCE OF RELIGIOUS HOLIDAYS

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

(continued)

Students:

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

University Employees:

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

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

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

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

Nonexempt Civil Service employees may

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

PART IV

ACADEMIC SUPPORT SERVICES AND FACILITIES

LIBRARY AND INSTRUCTIONAL SERVICES (LIS)

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

The Library has a unique website for ease of access for students and faculty for 24/7 access. Go to <http://library.csu.edu/> to access the site. Use the link to request books and other materials that are not in the library collection; place books, periodicals, and other volumes on reserve for courses; borrow books from the general circulation collection for 16 weeks or more. Periodicals do not circulate; however, copies of articles are available upon request. To request article(s), please visit the Reference Desk located on the 2nd floor of the library. A library instruction librarian is available to assist faculty in preparing their students for using the library via orientation and or formal library instruction/ research sessions. For more information and or to schedule a library instruction session, contact Charlene Snelling at (773) 995-2557 or csnellin@csu.edu.

LIS is composed of both information and instructional agencies. The library's Technical Services (Acquisitions, Cataloging, Library Systems) with its Public Services (Access and Circulation, Reference, Library Instruction) work with Instruction Services (Archives & Special Collections, Center for Teaching and Research Excellence) for a broad array of services.

The 142,000 sf. CSU library opened its doors in 2006. It is a design that allows for assembly, seminar and meeting rooms capable of hosting 600 conference participants, with reader seats for 250, and different environments to accommodate a variety of cognitive styles and activities. It boasts an exhibit hall, auditorium, and the Library Café. The Library is a secure environment with carded entry, guards, and camera surveillance; roomy aisles and open stacks for 250,000 volumes (post 1990) and a wireless computing environment.

“Rover” is the name of its dual-aisle Automatic Storage and Retrieval System (ASRS), which has a capacity of 800,000 volumes in high-density, 3-story closed-stack storage; robotic cranes on demand from the Voyager Integrated Library System (ILS) Online Public Access Catalog (OPAC) retrieve books. Collection management and security uses Radio Frequency Identification (RFID), which enables real-time check-in and self-check and well as staff-assisted circulation and reserves services.

The CSU library currently has 450,000 physical volumes, media and documents, and it is heavily digital, with 23,000 online journals and 2,000 E-books, or the equivalent of ca. 650,000

volumes. It is a member of I-SHARE and OCLC connecting it to tens of thousands other libraries, and regionally to Chicago-area libraries through the Metropolitan Library System with its interlibrary van services. It is an associate member of the nearly 3M-volume Center for Research Libraries (CRL), institutional member of the American Library Association and Illinois Library Association. The Library is a part of the Consortium of Academic & Research Libraries in Illinois (CARLI).

Education Resource Center (ERC). The ERC contains a specialized collection of 48,000 volumes to support teacher preparation programs. It houses collections of children's and young adult literature, textbooks and curriculum materials including electronic resources for pre-K through 12th-grade education. Located on the Library's third floor.

Government Documents. The CSU Library is a selective U.S. federal documents repository for government information related to teaching and research. Over 90,000 documents ranging from pamphlets and maps to microform and journals are available. The subjects cover education, health, criminal justice, census data, defense, regulations and other areas with an emphasis on social and environmental justice and entrepreneurship.

Music and Performing Arts Collections. This collection contains various resources and materials for study and classroom projects. There are over 3,000 recordings, mostly in audio CD format, as well as electronic resources including streaming music listening services: Naxos Music Library, Naxos Jazz and African American Song. Theatre and dance resources are also available.

Go to the Library home page for more information on reference services, interlibrary loan service, scholarly communications programs, archives and other special collections and services - <http://library.csu.edu/>.

ACADEMICS AND RESEARCH AT CSU

Office of Grants and Research Administration. Grant preparation and support fall under the direction of the Office of Grants and Research Administration (ADM 303, (773) 995-3598). OGRA maintains and disseminates information regarding the availability of funds from public and private agencies for training programs, scholarships and fellowships, institutional development, and research activities. The office also provides advice and consultation on the preparation of proposals and applications for financial support of research and development activities. OGRA is the official contact with federal granting agencies on campus. Once a grant or contract has been awarded by a governmental agency, the office is responsible for coordination with the granter, managing and accounting project funds. Services include workshops, electronic submissions, consultation and other supports.

Compliance. Frequently, external government supported grants have provisions for hiring graduate and undergraduate students with tuition waivers and stipends. The principal investigators and the fiscal officers are responsible for ensuring that these students maintain grade point averages, requisite enrollment status and employment throughout the period they are associated with the grant. This includes submission of time and effort reports as well as tracking

students' academic progress and that all reports are submitted in compliance with federal or state regulations. If a student on grant funds drops classes, then the PI or fiscal person is responsible for the adjustment of the stipend. OGRA works with compliance officers at the University and the Office of Financial Aid to ensure federal regulations are met.

Center for Teaching and Research Excellence CTRE. The CTRE is located in the Library (LIB 318; phone: (773) 995-2960 and email: ctre@csu.edu). CTRE's mission is to provide services for faculty to enhance their teaching and research. Some research services and links can be found at: <http://www.csu.edu/CTRE/research.htm> . The CTRE also manages the online training and support services for Moodle.

Support Services. The facilities and services of the Library, Duplicating Services (Cook Administration, 130, (773) 995-2013), and Computer Services (Information Technology – Administration in ADM 101, (773) 995-2019, are also available to assist faculty members in conducting research.

Research CUEs. The faculty *Contract* grants course unit equivalents (CUEs) each year to be awarded on a competitive basis to faculty members to enable them to conduct research in partial fulfillment of their professional obligations to the University. Faculty must submit a proposal to the Research CUEs Committee to be considered for an award. Guidelines for submitting proposals are sent to faculty each year with the proposal deadline. In addition, the Provost may assign faculty members “to perform activities such as curriculum development, grant/contract development, research/creative activities (Article 18.5.c, the *Contract*)” for a negotiated amount of reassigned time. These CUEs are for release time to develop seed grants, conduct laboratory or qualitative fieldwork on their research.

Research shows that experiential learning is one of the best ways to engage students in learning. Through a variety of activities, faculty are encouraged to engage CSU students in the opportunities to integrate theory and practice, the classroom and the world, and learning and living. There are many resources available to investigators who are employees, students, sub-contractors, or external investigators who wish to pursue research and/or data collection at Chicago State University. All research must be consistent with federal guidelines and regulations. To ensure compliance, several committees are responsible for ensuring the safety of humans and animals involved in research. To see the various support services, or go to one of the following sites for more information:

The Center for STEM Education and Research (CSER). The Center connects existing Science, Technology, Engineering and Mathematics programs within the University to provide support for students and for faculty research collaboration, as well as grant-funded research projects. It is a federally funded center that establishes links for grades 6 – 12 activities, training and research as well as for CSU students and faculty. For information on projects and Seed Grant Funds contact: Dr. Chris Botanga, Acting Dir., SCI 101A, (773) 995-2965, cbotanga@csu.edu .

Institutional Review Board. The mission of the Institutional Review Board (IRB) is to protect the rights and welfare of research subjects. The IRB accepts and reviews research protocols involving the use of human subjects. For clarification, please refer to the federal definitions

provided on the site. No research project can begin until the investigator receives written authorization from the CSU IRB. Deadline dates for IRB submissions are indicated on the Meeting Schedule link.

There are three different types of review that can be requested depending on the type of study and the judgment of the IRB. The applicable federal statute (45 CFR 46 §107) determines the composition of the Chicago State University Institutional Review Board (IRB) where the expertise and experience of the members reflect the type of research activities commonly conducted and reviewed by the IRB. These are as follows: Exempted Review, Expedited Review and Full Committee Review. Faculty seeking research CUEs, sabbaticals or other recognitions in which they will engage in surveys and studies involving human subjects must have documentation of IRB review. Contact IRB Chair (Dr. Daniel Block) or the IRB Coordinator at IRB@csu.edu, [773-995-2405](tel:773-995-2405), or ADM 304A/B. IRB materials may be emailed to IRB@csu.edu or delivered to ADM 304A during business hours (9-5 M-W,F, Th 9-7). The web address is <http://www.csu.edu/irb>.

Institutional Animal Care and Use Committee (IACUC). IACUC is a federally mandated committee that oversees an institution's animal program, facilities, and procedures. Public Law 89-544 first established standards for the care and use of research animals. Faculty members seeking to use animals as part of their research activities must seek approval through the IACUC prior to undertaking the research activity. Department of Biological Sciences: Williams Science Center, Room 310. Tel: (773) 995-2183/2184. Contact: Dr. Mark Erhart, MA-Erhart@csu.edu or 773/995-2432 for more information.

Institutional Biosafety Committee (IBC). IBC is committed to the safe transportation, storage and usage of hazardous materials including radioactive isotopes, genetically modified organisms, and other hazardous materials. Contact: Dr. Melany Puglisi-Weening at mpuglisi@csu.edu or (773) 821-2163 for more information.

FACULTY DEVELOPMENT

CSU's Faculty Development Program is designed and implemented by the Center for Teaching and Research Excellence (CTRE) with the support of the Faculty Development Committee, which is a standing committee of the Faculty Senate. The comprehensive program is designed to enhance faculty members' professional and personal growth at the University. Members of the Faculty Development Committee are drawn from across the University. The CTRE is located in the Library (LIB 318; phone: (773) 995-2960; and email: ctre@csu.edu).

The Center for Teaching and Research Excellence (CTRE) is a collaborative initiative between the Office of the Provost and the Library and Instruction Services. The primary function of the CTRE is to foster a sense of community among CSU faculty, while at the same time, provide support for their professional and personal development. To this end, emphasis is placed on keeping faculty abreast of, and involved in, best practices in pedagogy and current scholarly research. In addition, the CTRE serves as an advocate for university resources to support the faculty's research and teaching needs that are necessary to maintain a healthy and forward moving academic environment. University faculty members are invited to apply to work directly with the CTRE to assist in the implementation and delivery of the center's resources and

services. Faculty who are selected to serve as associates will be assigned to one focus area and will be responsible for managing and promoting its specific activities.

The CTRE promotes and supports on-line and other distance learning programs for the University. Its operations build, promote, and coordinate service for faculty and students by linking common learning support initiatives that are infused with technology and learning support. It makes use of the Moodle online platform. Services offered by the CTRE include, but are not limited to:

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

The CTRE is located in Library Suite 318. For additional information, please call (773) 995-2960 or ctre@csu.edu.

E-Learning Instructional Technology. Instructional technology support is available to all faculty members via the CTRE. Faculty may receive guidance and consultation in integrating technology and multimedia into their classroom instruction, digital recording, and design & delivery of instructional technology access. In addition, reference and instruction librarians are available for assistance with online electronic resources. For more information, please contact Patrice Boyles, Director, CTRE, (773) 995-2501, LIB 457 or at pboyles@csu.edu or go to <http://www.csu.edu/CTRE/>.

Center for Teaching and Research Excellence. The University encourages faculty to offer both web-enhanced and online courses through the Moodle course management system. Faculty interested in teaching on-line courses should follow their department curriculum committee's recommendations for appropriate courses to offer in this format. The office also provides the on-line certification training required for faculty to teach on-line or hybrid courses. The CTRE works with faculty interested in teaching on-line and assists them through services provided by the Center for Teaching and Research Excellence. For more information contact: Patrice Boyles,

Director, CTRE, (773) 995-2501, LIB 304-1 or at pboyles@csu.edu or go to <https://www.csu.edu/CTRE/>

MATERIALS CENTER

The Materials Center, located on the third floor of the LIB Room 336, (773) 995-2276, provides the University's academic community with a collection of materials related to the preparation of teachers and other education professionals. It provides a central location where users can share experiences, evaluate educational media, and enhance their teaching skills. The collection contains textbooks, curriculum guides, standardized texts, children's and young-adult fiction and non-fiction books, pictures, and professional and reference materials. Students as well as faculty may check out most of these materials. See the Library website for additional information: <http://library.csu.edu/>.

GOVERNMENT PUBLICATIONS

Government Publications, located on the second floor of the Library Room 203, (773) 995-2562, is a selective depository of U.S. government and Illinois state publications. Government Publications includes a wide range of subjects and are valuable sources of information. The available publications include census data, congressional publications, and reports of the various federal and state agencies. There are also some publications issued by the city of Chicago and the United Nations. Contact the Government Publications Office for more information. Go to the Library website for more information: <http://library.csu.edu/>.

STUDENT AIDES AND GRADUATE ASSISTANTS

Student work-study aides are sometimes available to assist faculty members. The same is true of graduate assistants. Normally, both are assigned to the department and permission to utilize their services must be cleared through the department. The Office of the Provost awards a limited number of graduate assistantships that are distributed across all colleges and some non-academic units. These assistantships come with tuition waivers (refer to the *Tuition Waiver Handbook* for details) and monthly stipends for the fall and spring terms for a two-year period for students accepted into a degree program and enrolled full-time. Departments also offer some assistantships through external grants and other funds. However, these units are responsible for the stipends and may offer assistantships with or without tuition waivers.

Under certain circumstances student aides or graduate assistants may be assigned directly to faculty members. Normally, these circumstances are related to the grant/contract activities of the individual faculty member. Contact the department chairperson and/or dean of your college. The Office of Human Resources, ADM 203, (773) 995-2040, student employment services and the Provost's Office, ADM 306, (773) 995-2410, will have additional information regarding undergraduate and graduate students, respectively.

SPECIAL ACADEMIC PROGRAMS AND OPPORTUNITIES

Assessment: Improving Learning Outcomes. Assessment at Chicago State University is closely related to the University's mission of providing quality graduate and undergraduate

programs. The assessment program emerges from the University's commitment to excellent teaching and effective learning and is grounded in faculty's expectations of what students should know upon completing degree requirements.

The undergraduate assessment program at Chicago State University includes:

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

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

These assessments are linked to outcomes and expectations for which faculty have designed learning experiences. It is an integral component of the Higher Learning Commission's re-accreditation requirements. Faculty use the results of the assessment of academic achievement to improve instruction and student learning. Refer to individual academic departments for assessment requirements. [Dr. Mary Daniels, Cook ADM 306, (773) 995-3856].

Academic Support Program. The Office of Academic Support was established as a "one stop" academic support center for students to anchor the retention efforts at CSU. In addition to monitoring the academic progress of students, the staff makes referrals to other support services on campus that assist students with qualifying examinations, study and learning skills, counseling and personal development. Special activities are also offered for first-year students, which include an early alert dropout prevention program, community volunteers' mentorship program, monthly first-year forums and a summer bridging program. Other programs and activities in the Office of Academic Support include a program to monitor students on academic probation and CSU first-year student orientation course – FRSE 1500. The Office of Academic Support is located in the Reed Student Union, Room 158 (telephone: (773) 995-4510).

Learning Assistance Center. The Learning Assistance Center is located in the Library – 4th Floor - 450, (773) 995-2273. Chicago State University students may come to the center for free tutoring in the following subjects [(773) 995-4412]:

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

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

English as a second language, accounting, biology, chemistry, French, physical science, and Spanish tutoring is presently available on a one-to-one or small group basis. Tutoring hours may vary from one semester to another. Students must make appointments to receive tutoring services. It is open seven days a week during the academic term. Go to <https://www.csu.edu/LAC/contact.htm>.

STUDENT SUPPORT SERVICES PROGRAM

Student Support Services is the federally funded TRIO program that serves the needs of first-generation college-students. It provides academic and career-focused resources participants need to take advantage of all undergraduate, graduate and career-related opportunities. This program is funded by the U.S. Department of Education to target low-income, first-generation college students or students with disabilities who might benefit from a program of supportive services. Its goal is to provide a variety of services designed to enhance academic and social skills, increase retention and graduation rates, and stimulate career interests beyond the undergraduate level of achievement. The program provides individual and group counseling, workshops, tutorials, cultural activities, social activities, mentorships, advocacy, and coping skills, which enhance personal growth and self-confidence. Student progress is monitored daily, and remediation is individually prescribed to increase opportunities for success. For more information, contact: Office of Educational Opportunity Programs/TRIO; Douglas Hall 2nd Floor, Suite 215; Dr. Nayshon T. Mosley, Exec. Director; Phone: (773) 995-5212; nmosley@csu.edu; <https://www.chistatetrioprograms.com/>

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

PART V

ADMINISTRATIVE SUPPORT SERVICES AND FACILITIES

OFFICE SPACE, SUPPLIES, AND EQUIPMENT

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

Each department maintains a current supply of frequently used commodities obtained by requisition from Central Stores. The Purchasing Office secures all materials, supplies, equipment, repairs, and maintenance, and no department may order directly. Contact your department chair or office staff before purchasing any office-related materials. The University hasset procedures for purchases and re-imbursement.

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

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

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

MEETINGS

Faculty may arrange to hold meetings on campus. The Office of Meetings and Events schedules rooms. Contact that office, Ms. Dawnita Deener, at (773) 821-2183 or OME@csu.edu.

Hosting summer camps and programs must be approved through the Office of Meetings and Events as well as the Office of Continuing Education and Non-Traditional Programs (JDC 201AC; Phone: 773-821-2870). All summer programs are required to complete a packet available through Continuing Education prior to approval for campus space. All University facilities can be scheduled for use by on-campus and off-campus groups and organizations, if the intended use is consistent with the University's goals. A rental fee as well as costs incurred for overtime of custodial, police, and/or facilities staff may be charged for usage of the facilities by all groups by Facilities Administration (O & M 209; (773) 995-3899).

A faculty member responsible for organizing or hosting a meeting, lecture, social, or cultural event, either on or off campus, should inform the University Relations of the time, place, and purpose of the meeting or event so that the information can appear in the University's appropriate publications. If the President, Provost, Board or senior administrators are asked to speak at an event, advance notice is required. Both the Provost and President have forms available for such requests.

TELECOMMUNICATIONS SERVICES

The Office of Telecommunications provides oversight and administration of voice communication services for CSU's campus and satellite sites. Our state-of-the-art voice network is comprised of a Nortel Meridian converged IP telephony and TDM solution that delivers seamless and scalable real-time communications. Each department office is equipped with a direct dial number, voice mail, and a fax number to conduct university business. All department and individual numbers can be found on the university on-line electronic directory that is accessible via TIMS (Telecommunications Information Management System) or by calling BEV at (773) 995-3600. BEV is the campus Automated Speech Attendant that allows you to state the name of the person or department of inquiry. To access TIMS go to <http://www.csu.edu>. For unlisted numbers please contact the Office of Telecommunications at (773) 995-2559. The CSU home page also has an active directory.

The Office of Telecommunications is responsible for the installation and maintenance of all voice communication services, cable infrastructure, and equipment, *i.e.* (telephones, voice, and data jacks) at CSU campus and satellite sites. To request voice services for departmental Adds, Moves, Changes, or Removal, please visit Telecommunications home page and download, complete, and submit a voice service request form. All voice repair requests are to be placed via TIMS. You may access TIMS via the Office of Telecommunications Home Page.

For additional services such as: conference calling, web conferences, public directory information, telephone user guides, wireless communications, billing, operator services, and other communication services, visit the Office of Telecommunications Home Page.

TELEPHONE USAGE

Chicago State University follows the Illinois State Regulations, (*44 Illinois Administrative Code, Chapter I, and Paragraph 5030*), as the guideline for authorized usage of state telephones.

Chicago State University as an agency of the State of Illinois provides its employees with telephone service to conduct State/University business (5030.130). According to the policy, telephone calls should be of a "reasonable" duration and "frequency." CSU interprets duration as less than 30 minutes, with most business calls lasting 2 to 3 minutes according to our policy. However, the policy does allow "other authorized uses" of the telephone which are not business related, such as calling a family member when working late or making alternative transportation or childcare plans; making brief calls within the commuting area to speak to those responsible for eldercare or childcare providers or a spouse; or calling others that need to be reached during

working hours such as a government agency, physician or others. The policy also allows an employee to place calls charged to a home phone, toll-free number, pre-paid phone cards or calling cards or from an employee's personal wireless telephone.

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

EMERGENCY NOTIFICATION AND SERVICES

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

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

STAFF TELEPHONE DIRECTORY

The Office of Telecommunications offers an on-line electronic directory that is frequently updated. The on-line directory is accessible via TIMS (Telecommunications Information Management System) or the CSU homepage of www.csu.edu. In addition, we provide a voice Automated Speech Attendant referenced as BEV. You may access BEV by dialing EXT 3600 and state the name or department of inquiry. To access TIMS go to the Office of Telecommunications Home Page to obtain updated listings for departments, faculty, and staff. For unlisted numbers please contact the Office of Telecommunications at (773) 995-2559.

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

INFORMATION TECHNOLOGY SUPPORT

Ordering A/V Media Support. ITD Network Infrastructure asks faculty members and classroom staff to request audio visual/media service on-line using the link at <http://library.csu.edu/cgi-bin/equipmentrequest/index.py> **48 hours** in advance. The ITD Help Desk A/V requests on the same day will not be honored. Late requests prevent the ITD Network Infrastructure team from adequately planning and delivering A/V equipment to the recipients that have scheduled in advance.

IT Academic Support. Network and Web Services support are provided via Information Technology (ITD). The unit has revised its policies and guidelines governing production and maintenance information, which can be located on-line.

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

CSU reserves the right to amend this policy at its discretion. In the event of amendments, users will be informed appropriately. The policy adopted security regulations of ISO/IEC27002-2005 control 11.8.1 through 11.8.5 as its framework in the implementation and administration of its guidelines along with the Federal and State of Illinois audit guidelines. The policy applies to all CSU campus community constituents':

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

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

I. Scope

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

II. Policy

A. Access Responsibility

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

1. Conditions of Access

A user is responsible for following the University Computer Usage Policy available at https://www.csu.edu/infotech/policy_computerusage.htm. These conditions require the use of University anti-virus protection as well as user responsibility for keeping operating systems up to date with critical security patches.

2. Ownership of University Logon ID

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

3. Responsibility to Maintain Privacy of Passwords

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

4. Violations

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

5. Reporting Violations

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

6. Email Accounts

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

- a) Use for any purposes which violate a U.S. or State of Illinois law or Illinois Administrative Code;
- b) Use of intercepting and forwarding csu.edu email addresses to outside internet service providers (ISP) unless specific in writing by the CIG in the information technology division;

- c) Use for any commercial activities, including commercial advertising, unless specific to the charter, mission, or duties of Chicago State University;
- d) Use to publish, post, distribute, disseminate or link to any: (a) inappropriate, profane, defamatory, infringing, obscene, indecent, harassing or unlawful topic, name, material or information; (b) software or other material protected by intellectual property laws, rights of privacy or publicity, or other proprietary rights, unless the individual owns/controls such rights or has received all necessary consents for the use of such software and other materials; (c) software or other material that contains viruses, corrupted files, or that may or are intended to damage the operation of another's computer;
- e) Use to gather or otherwise collect information about others for commercial or private use, including e-mail addresses, without the express consent of the individuals;
- f) Use for fundraising, political campaign activities, or public relations activities not specifically related to Chicago State University activities;
- g) Use to conduct or forward illegal contests, pyramid schemes, or chain letters, or to spam;
- h) Use to sell access to the Internet;
- i) Use to conduct any activity which adversely affects the availability, confidentiality, or integrity of CSU's office technology; and
- j) Use to benefit the personal or financial interests of any employee or student.

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

MAIL SERVICES

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

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

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

MARKETING AND COMMUNICATIONS

Marketing and Communication is responsible for the overall public affairs strategy for CSU. Marketing and Communications work closely with all offices and departments of the University and helps CSU accomplish its mission by building sound relationships with its constituencies and public groups. (Cook Administration 129; (773) 995-4488; Email: esteva@csu.edu and <https://www.csu.edu/marcom/index.htm>)

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

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

ID CARD, PUBLICATIONS, DESIGN, DUPLICATING, AND COPY SERVICES

The Office of Creative and Print Services is located in Room 130 of the Cook Administration Building within the Integrated Marketing Communications Department. It serves as a comprehensive, in-house resource for printed materials and graphic design services. The office oversees the design and production of thousands of printed pieces and utilizes efficient equipment and technology to provide a full range of services from business cards to binding and banners. Basic services including fax and document duplication are also available. The office also produces University Identification Cards.

SMOKING AND FIRE REGULATIONS

Smoking is prohibited on the campus, both inside and outside of all buildings, including parking lots and sidewalks. The state fire marshal and the Chicago Fire Department promulgate fire regulations. When fire alarms sound, all faculty members, students, and staff must evacuate all classrooms, offices, and other spaces in the building. Failure to do so may result in the closing of the University.

CAMPUS SECURITY REPORT

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

SECURITY EMERGENCIES

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

MEDICAL EMERGENCIES

An illness or injury to an employee or student must be promptly reported to the University Police (extension 2111). If required, the University Police will call 911. In some cases, the University Police may direct sick or injured individuals to the Wellness Center. The center is open daily from 8:30 a.m. to 4:30 p.m., Monday through Friday, Cook Administration 131, <https://www.csu.edu/collegeofhealthsciences/wellnesscenter/index.htm> and wellness@csu.edu

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

UNIVERSITY CLOSINGS/CLASS CANCELLATIONS

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

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

PARKING

Faculty members may pay for the use of campus parking facilities by purchasing a University decal from the Parking Office, or by paying the entry fee upon entering the campus each day. Decals must be affixed to the windshield on the driver's side, in the lower left-hand corner. Fees are subject to change with action by the Board of Trustees.

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

CHECK CASHING

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

FOOD SERVICE

During the academic year, cafeteria and food service is contracted by H and B Hospitality, located in the Cordell Reed Student Union from 10:00 a.m. through 2:00 p.m., Monday - Thursday. Check the website or contact (773) 995-2264 for further information and for service notice changes. Vending machines are also available in most buildings on campus.

The H and B staff can provide catering services for special occasions on campus. Arrangements should be made through the university food service manager who is housed in the Reed Student Union. A document titled "Catering Procedures" is available from the food service manager (773) 995-2264. Email catering@csu.edu for more information about food service and catering.

Arrangements can be made for the usage of external vendors to cater for events. Please check with Financial Affairs for details and restrictions.

CULTURAL AND SOCIAL OPPORTUNITIES

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

Discount tickets for theatrical and athletic events are sometimes available through the Office of Student Affairs as well as the Office of University Relations. These events are announced through campus media. Contact the Office of Student Activities for additional information Reed Student Union, Room 260, (773) 995-2300 or read announcements on-line about campus events. Announcements are also made through the telephone system.

A number of recreational facilities in the Jacoby Dickens Athletic and Physical Education Center (JDC) are available for faculty members. Facilities include the gymnasium, swimming pool, indoor and outdoor tracks, tennis courts, and softball field. In addition, faculty members may purchase memberships for use of the Fitness Center located in the Jacoby Dickens Center. For additional information contact the Department of Athletics, Jones Convocation Center, Room 1502, (773) 995-2295.

LOST AND FOUND

Lost items should be reported and found property should be turned over to the university police, unless the faculty member believes she/he can return the property more easily

her/himself. Records are kept and the owners are identified whenever possible. Items held for over six months are given to charitable organizations in the city.

KEYS

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

TRAVEL REGULATIONS

Travel regulations and reimbursement is regulated by state guidelines and through the CSU *Board of Trustees Regulations*, which state "Travel regulations issued by the Travel Regulation Council, as may be amended from time to time, shall govern the reimbursement of employees and members of the Board of Trustees from all fund sources except appropriately restricted funds donated to university foundations." The *Travel Guide for State Employees*, published by the Governor's Travel Control Board, provides regulations established by the Travel Regulation Council to guide the travel of State of Illinois employees. This is available through the Office of Financial Affairs: ADM 213, (773) 995-2468 or on-line at <http://www.csu.edu/financialaffairs/policymanual.htm>.

Faculty members must request permission to travel prior to the activity. Normally, this is managed through a travel authorization form. For out-of-state travel, the Provost must approve and for international travel, the President must grant approval. This approval should be submitted at least three weeks prior to travel. Travel reimbursement requests should be completed within 14 days of a return.

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

TRAVEL AUTHORIZATION

When any type of official travel is planned, the traveler must first prepare the Travel Authorization and Encumbrance Request form, indicating the purpose and dates of travel, the

points of departure and destination, and the mode and cost of transportation. This request should be submitted prior to traveling.

In addition to being the authorization form for both in-state and out-of-state travel, this form serves to encumber funds, which are to be reimbursed to the traveler after completion of the trip. Travel within the State of Illinois must be authorized and approved by the appropriate fiscal officer prior to the beginning of travel. Whenever the fiscal officer is a traveler, the approval of her/his supervisor is also required. Out-of-state travel requires the additional approvals of the appropriate dean and vice president. Additionally, all requests for travel outside the 48 states of the continental United States or Canada, should be submitted at least 30 days prior to traveling and requires the Provost and President's signatures.

Questions regarding travel should be directed to the appropriate fiscal officer. In all cases, the method of travel should serve the best interest of the University. The mode of transportation may include airline, train, or privately owned vehicle (see section Travel Regulations - <http://www.csu.edu/financialaffairs/purchasing/travelrelatedservices.htm>). Chicago State University Policy states that all University employees who submit travel vouchers for mileage when they use their private vehicles on state business must establish on the Travel Authorization form that they possess a valid U.S. driver's license prior to the trip. Failure to follow this procedure may result in the request for reimbursement being denied.

Travel should be arranged through an authorized agency (Boersma Travel 1-888-281-6558). Airline or train tickets may be purchased in advance through the Purchasing Office making use of the authorized travel agency or vendor whenever possible. Contact the Purchasing Office or the unit's website for details (<http://www.csu.edu/financialaffairs/purchasing/index.htm>). The faculty member should provide the Purchasing Office with a copy of the approved Travel Authorization form, and a purchase requisition signed by the chairperson which shows the destination, and dates and times of departure and return. The requisition must be provided sufficiently in advance of the date of departure, so that the Purchasing Office can make the necessary arrangements.

TRAVEL REIMBURSEMENT: GENERAL STATEMENT

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

The method of itemization of expenses is the same for all types of travel. When a privately owned vehicle is used, the Travel Voucher must show the dates, points of travel, and mileage. If the distance traveled between two given points is greater than the usual route between these points shown on a road map, the reason for the greater distance must be stated. Travel Vouchers must be supported by receipts in all instances for railroad and airplane transportation,

for lodging, and, individually, for all other items in excess of \$10.00 except for meals and incidental items as described in the regulations.

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

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

TRAVEL REIMBURSEMENT: TRANSPORTATION EXPENSES.

All travel shall be the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airline, buses, taxicabs, and other usual means of travel. The rental of an automobile while on travel status is allowed if circumstances require it. The most economical vehicle available shall be obtained. Privately owned vehicles may be used when authorized. Faculty members using private vehicles must have insurance coverage in an amount required by the State of Illinois. Reimbursement for the use of a private vehicle shall be on a mileage basis. Reimbursement for the cost of automobile parking fees and tolls is allowed.

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

TRAVEL REIMBURSEMENT: LIVING EXPENSES.

CSU follows the State of Illinois Office of Central Management (CMS) regulations on travel reimbursement rates. Personal living expenses of travel are reimbursed on the basis of either a "per diem" allowance, or "meal" allowance. For travel of less than 18 hours during the same calendar day, or when a night's lodging is not required, the per diem allowance is not permitted, and the meal allowance is used. No meal allowance is given for lunch. It is not necessary to submit receipts with travel vouchers to support the meal allowance per meal. The per diem allowance is permitted only when the travel period is overnight or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance. Travelers are allowed to request reimbursement for every quarter of the day that they are on travel status. Reimbursement for lodging is paid at the actual cost of accommodation. For actual cost, go to the State of Illinois Higher Education Travel Control Board website: www.stateuniv.state.il.us/travel for Chicago, downstate and out-of-state allowance.

Receipts are to be submitted with Travel Vouchers to support the accommodation expenses claimed. If a conference fee includes a meal, the meal or per diem allowance shall be

reduced by the actual value of the meal or the amount of the applicable meal allowance provided by the state of Illinois, whichever is less.

TRAVEL REIMBURSEMENT: SPECIAL EXPENSES

Travelers may be reimbursed for the cost of related special expenses, if reasonable. Examples of such expenses include hire of room, exhibit space, set up, and such for official business; storage and handling of baggage; taxis including reasonable tips; telephone calls on official business including calls of three minutes or less to announce safe arrival or delay or change in plans; telephone calls to secure lodging; and laundry or dry cleaning, if on travel status for at least seven consecutive days. Meals purchased for non-state of Illinois employees while on travel and in connection with business are reimbursable in reasonable amounts. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher.

Off-Campus Travel Compensation. Bargaining unit employees who are commuting to teach at an off-campus site are paid a stipend depending on the distance from the CSU campus to the site. Distance is calculated using www.travelocity.com Information on the rate of pay can be found in Article 29.11 and 41.8 of the *Contract*. This compensation is only for campus-based teaching faculty. Part-time faculty or others hired to teach at off-campus locations are not reimbursed for travel to that site.

Changes in Travel Regulations. From time to time the rates listed above are changed. If there are questions regarding the rates listed above or any other aspect of the travel regulations, contact the Office of Financial Affairs at (773) 995-4531.

PART VI STUDENT AFFAIRS AND SERVICES

ACADEMIC REGULATIONS AND REQUIREMENTS

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

COUNSELING CENTER

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

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

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

Faculty and staff should use the Employee Assistance Program through their medical benefits. See Human Resources, ADM 203, (773) 995-2040. The Counsel Center is located in the Cordell Reed Student Union Building-Room 190 (773) 995-2383. No appointment is necessary for first time visit/intake.

TUTORING AND LEARNING ASSISTANCE

The Learning Assistance Center is located in the Library – 4th Floor 450, (773) 995-2273. Students may come to the center for free. Some services include:

- Tutoring by certified tutors
- Facilitation of study hall hours
- Coordination of academic peer assistance and informal study groups
- Proctoring exams for on-line students

- One-on-one research support and instruction
- Technological and media support for academic assistance in math, writing, languages, etc.

See other sections of the Handbook for more details.

CAREER DEVELOPMENT

The Career Development Center serves as the foundation for providing advice, information and resources to enable the student to develop a career plan and job search strategy to ultimately land a job consistent with her/his academic background, goals and interests. Individual student appointments and group workshops provide valuable information to enhance the student's ability to compete in the challenging job market. Specific services include effective resume writing, successful interview techniques, career fair preparation, and decision-making on offers and graduate schools. The experienced Career staff develops relationships with employers resulting in companies coming to CSU for Career Fairs, campus interviews and employer presentations. An internet-based system allows students and alumni 24-hour access to all job postings and permits students to store resumes and other important marketing documents. Location: Cordell Reed Student Union, Room 230, (773) 995-2327; <http://www.csu.edu/careerdevelopment/index.htm>.

DISABLED STUDENT SERVICES

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

FINANCIAL ASSISTANCE

CSU makes every effort to assist students in financing their education. A variety of federal, state, institutional, and private programs are available to qualified students. In some cases, the student applicant must demonstrate financial need; in others, financial need is not considered when awards are made. Financial support is available to CSU students in the form of (1) scholarships and Federal Pell, and State of Illinois Monetary Award Program (MAP) grants, (2) Federal Direct Stafford loans, and (3) student employment. For additional information, see the Undergraduate and Graduate Catalogs. The Office of Financial Aid, ADM, Room 207, (773) 995-2304 administers the programs. See <http://www.csu.edu/financialaid/>.

ACADEMIC SUPPORT PROGRAM

The Office of Academic Support was established as a “one stop” academic support center for students as the anchor of retention efforts at CSU. In addition to monitoring the academic progress of students, the staff makes referrals to other support services on campus which assist students with qualifying examinations, study and learning skills, counseling, and personal development. Activities include a summer bridge program for first-year students. Other programs in the Office of Academic Support include Parent in Action, an organization of first-year parents. The Office of Academic Support is located in Room 158, Reed Student Union Building, (773) 995-4510.

STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services, located in Douglas Hall, 2nd Floor, Suite B, (773) 995-3864, program is funded by the U.S. Department of Education. The program targets low-income, first-generation college students or persons with disabilities to enhance academic and social skills, increase retention and graduation rates, and stimulate career interests beyond the undergraduate level of achievement. The program provides individual and group counseling, workshops, tutorials, cultural activities, social activities, mentorships, and advocacy and coping skills, which enhance personal growth and self-confidence.

STUDENT LIFE

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

Areas of responsibility include Campus Ministry, Office of Student Activities, and the Student Government Association. Family Life Center, Residence Hall, Financial Outreach Center, Counseling Center, Women Resources Center, Intramural and Fitness, Judicial Affairs and Latino Resource Center. The *Undergraduate and Graduate Catalogs* contain additional information about these units. Adjunct responsibilities include administering the student judicial system, developing support services for students with disabilities, providing leadership and support to the student activity fees committee, commencement, and developing, in cooperation with the university community, other activities and events which promote student growth and adjustment.

STATEMENT OF MUTUAL RESPONSIBILITY

The main goal of campus life at Chicago State University is to maintain a strong educational community. While living and learning in such a community brings privileges, it also

carries responsibilities. Students, by virtue of their enrollment at CSU, agree to accept the responsibilities of membership in the University community including adapting to the rules that foster the kind of campus atmosphere that CSU desires. These responsibilities are detailed in the Student Judicial Code. Students are held accountable for adhering to the rules and regulations while enrolled or participating in any University program on or off campus from the beginning to the end of each semester. Graduating undergraduates and graduating master's degree candidates remain accountable throughout commencement activities.

STATEMENT OF APPROPRIATE DRESS

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

ATHLETICS

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

Intercollegiate sports for men are basketball, baseball, cross-country, indoor/outdoor track and field, tennis and golf. Intercollegiate sports for women include basketball, volleyball, cross-country, indoor/outdoor track and field, tennis, golf and women's soccer in 2014. Men's soccer is pending. The University is a member of the National Collegiate Athletic Association (NCAA), Division I AAA, and the Western Athletic Conference. Two types of athletic assistance are available: full scholarships, which cover all expenses, and talent scholarships, which cover tuition only. Questions on eligibility should be referred to the Athletics Director. The Athletic Department Jones Convocation Center, Room 1502, (773) 995-2295, offers a comprehensive tutorial and study hall program for all athletes.

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

POLICY ON STUDENT CONDUCT

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

STUDENT MISBEHAVIOR INCLUDING CLASSROOM DISRUPTION

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

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

Additional information related to student conduct may be acquired from Deidre Cato-Baker, Office of Judicial Affairs, (773) 995-3972, dcato@csu.edu.

POLICY ON THE RELEASE OF STUDENT INFORMATION

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

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

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

STUDENT GRIEVANCE PROCEDURE

CSU has defined a student grievance procedure. Grievances are overseen through the colleges of the university. Please consult your department and college offices and websites for further information.

Academic Affairs
Provost's Office Directory

Dr. Leslie Roundtree
x2402

Interim Provost & Senior Vice President for
Academic Affairs

Dr. Aleshia Terry
x2402

Executive Assistant

Candies Warren
x4469

Academic Contract Specialist

Dr. Devi Potluri
x2336

Associate Provost, Graduate and Professional
Studies

Dr. Jeremy Hughes
x3586

Associate Provost, Curriculum and Innovation

Dr. Bernard Rowan
x2439

Associate Provost, Contract Administration
and Academic Services

Ms. Tanya Sobosan
x3584

Academic Compliance Specialist

ACADEMIC AFFAIRS DIRECTORY

Academic Affairs	Leslie Roundtree, Interim Provost	ADM 306	2411/2413	lroundtr@csu.edu
	Alesia Terry, Executive Assistant	ADM 306	2411	aterry@csu.edu
Curriculum and Innovation	Jeremy Hughes, Associate Provost	ADM 306	12782	jhughe23@csu.edu
	Tanya Sobosan, Academic Compliance Specialist	ADM 308C	4460	tsobosan@csu.edu
Graduate and Professional Studies	Devi Potluri, Associate Provost	ADM 129	2404	vpotluri@csu.edu
Grants and Research Administration	Edmundo Garcia, Associate Provost	ADM 303	2325	egarcia@csu.edu
Contract Administration and Academic Services	Bernard Rowan, Associate Provost	ADM 308A	2439	trowanii@csu.edu
	Candies Warren, Academic Contract Specialist	ADM 308B	4469	cwarren@csu.edu
Office of the Registrar	Caleb Westberg, Registrar	ADM 128	3521	cwestber@csu.edu
	Nicholas Ambrose, Associate Registrar	ADM 128	3561	nambrose@csu.edu
	Rhyan McCauley, Records & Transcript Associate	ADM 128	4508	rmccaule@csu.edu
	Christine Williams Foster, Transfer Credit Articulation Associate	ADM 128	12458	cwillj26@csu.edu
	Samantha Brown, Program Evaluator	ADM 128	3570	sthomp23@csu.edu
	Carlos McCullough, Program Evaluator	ADM 128	3617	cmccul20@csu.edu
	Carnice Jefferson, Director of Course Scheduling	ADM 128	2962	chill24@csu.edu
	Romona Raymond	ADM 128	3634	rraymond@csu.edu
Institutional Effectiveness and Research	Jane Stout, Director	ADM 304	3601	jstout@csu.edu
Center for Teaching and Research Excellence	Jackson Bartlett, Director	GBL 304	2960	jbartlet@csu.edu
College of Arts and Sciences	Elizabeth Davies, Dean	HWH 330	3509	edavie21@csu.edu
	Mark Smith, Associate Dean	HWH 330	2438	msmith23@csu.edu
	Rochelle Greene, Administrative Coordinator	HWH 330	2024	rgreen21@csu.edu

Kay Dawson	Art and Design	BSH 600	2283	ldawson@csu.edu
Christine List	Communications, Media Arts, and Theatre	DH 116B	2280	clist@csu.edu
Joyce Gana	Biological Sciences	SCI 310	2183/3895	jgana@csu.edu
Kristy Mardis	Chemistry and Physics	SCI 309	2180/2171	kmardis@csu.edu
Mohammad Salam	Computing, Information and Mathematical Sciences, and Technology	HWH 332	2103	msalam@csu.edu
Mohammed Salahuddin (Acting)	Criminal Justice, Philosophy, and Political Science	HWH 329	2381/2108	msalahud@csu.edu
Concetta Williams	English/Foreign Languages; General, and Liberal Studies	SCI 320	2189	cwilli32@csu.edu
Daniel Block	Geography, Sociology, History, African American Studies and Anthropology	SCI 321	2310	dblock@csu.edu
Roxanne Stevenson (interim)	Music	HWH 332	2104/4459	rstevens@csu.edu
Alesia Richardson	Psychology	HWH 328	2394/2127	arichard@csu.edu
	Social Work	SCI 116A	2207/2415	
College of Business	Derrick Collins, Dean	BHS 602	3976/3505	dkcollins@csu.edu
Roosevelt Martin	Assistant to the Dean	BHS 602	3976/3953	rmartin@csu.edu
Rosette Bryant	Office Administrator	BHS 602	3976	Rbryan20@csu.edu
College of Education	Lavada Taylor, Dean	ED 320	3988/3764	ltaylo46@csu.edu
Mark Kutame	Health Education, Physical Education, and Recreation	JDC 216	2290/3650	mkutame@csu.edu
Chyrese Wolf (Interim)	Education Studies	ED 318	3932/2097	cwolf@csu.edu
Florah Luseno	Advanced Studies in Education	ED 319	2086/2078	fluseno@csu.edu
College of Health Sciences and Pharmacy	Matthew Fete	DH 3069	12500	mfete@csu.edu
Tajmah Cooper-Pettis	Administrative Assistant	DH 3065	12540	tcoope25@csu.edu
Vacant	Associate/Dean			
Charisse Johnson	Associate Dean/Dean of Students	DH 3081	12585	cjohns47@csu.edu
Leslie Roundtree Coor. Lindsay Jones	Occupational Therapy	DH 3008	5199/5122	lroundtr@csu.edu ljones94@csu.edu
Charita Barlow-Wells (Interim)	Nursing	BHS 223	3992	cbarlow@csu.edu
Carolyn Rodgers	Public Health	BHS 217	3931	crodge23@csu.edu

Cheryl Jackson (Director)	Health Information Administration	BHS 424	2593	cjacks67@csu.edu
Daniel Kerner	Pharmacy Practice	DH 3095	12193	dkerner@csu.edu
Michael Danquah	Pharmaceutical Sciences	DH 3094	12582/12836	mdanquah@csu.edu
Student Affairs	Antwone Cameron	CRSU 240	3973	acameron@csu.edu
Counselling Center	Christine Brown	CRSU 268A	2383/2386	cbrown28@csu.edu
Library/Instruction Services	Joshua Vossler, Dean	LIB 455	2378	jvossler@csu.edu
	Azungwe Kwembe, Interim Chair	LIB 105	1-2848	akwembe@csu.edu
Continuing Education	Patrice Boyles, Dean	JDC 201	12453/4466	pboyles@csu.edu
Honors College	Steve Rowe, Dean	LIB 428	4446/3801	srowe21@csu.edu
Student Success	Nayshon Mosley-Milford, Dean	CRSUB 247	5212	nmosley@csu.edu