

INTRODUCTION

ADJUNCT FACULTY MANUAL

2016-2017

The University of Evansville's *Adjunct Faculty Manual* contains, as stated in the employment contract, specific University policy and terms and conditions related to employment rights and privileges. The *Adjunct Faculty Manual* will guide the University in the administration of contracts. Where the manual refers to "faculty", "professor", or "teacher", it is to be understood that the term refers to tenure-track, non-tenure track, and adjunct faculty.

It is understood that the University may desire to improve or change these policies and terms and conditions of employment and that it reserves the right to do so. In doing so, the University Administration and Faculty Senate shall adhere to the AAUP guidelines in all matters pertaining to academic freedom and to assure academic due process.

Adjunct faculty should read this manual and become familiar with these policies and procedures.

ADJUNCT FACULTY MANUAL 2016-2017

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Chapter I

INSTITUTIONAL PROFILE

Our Past and Purposes

The University of Evansville got its start in 1854 in a little building which was once a Methodist church in Moores Hill, Indiana. Originally named Moores Hill Male and Female Collegiate Institute, the school became Moores Hill College in 1887, and was only the fifth coeducational college in the United States that was affiliated with the United Methodist Church. It was founded by an affluent business owner, John Collins Moore, with \$3,000 and 12 acres of land. Moore, who possessed the town's only dictionary, strongly believed in education, even though he had little formal schooling.

Following a series of financial setbacks and enrollment declines, the school was relocated to Evansville in 1919, where it was chartered by an act of the Indiana General Assembly and renamed Evansville College. The first college catalog described its overall purpose as follows:

The late war has laid new emphasis upon the type of education that equips young people for definite tasks of practical service. The education for this hour must be training at once cultural and practical. It should be an education somewhat more cultural than that afforded in the average technical school, and somewhat more technical than provided in the ordinary cultural institution.

This goal, to develop practical training programs within the cultural context of the liberal arts and science, led ultimately to the institution's reorganization and an amended charter as the University of Evansville in 1967.

In the spirit of the liberal arts tradition, the University of Evansville seeks to give students a broad, deep understanding of civilization and culture, to aid them in adjusting to life and society, to enrich their personalities, to enable them to think and act intelligently, and to aid them in choosing and preparing for their lifework.

Mission Statement

A Mission of Learning

The University of Evansville is dedicated to active learning and scholarship. We are committed to the liberal arts and sciences as a basis for intellectual and personal growth. The university endeavors to prepare women and men for lives of personal and professional service and leadership. The university is aware of the challenges of living in an international community and therefore adopts a global view in its programs and its vision.

The University of Evansville preserves its independent nature and values its ties to the United Methodist Church. It emphasizes undergraduate education and supports an array of liberal arts and sciences and professional programs. The university selects talented and motivated students and faculty. The student-faculty ratio promotes individual attention and optimal learning. The university values learning as a means of attaining freedom from ignorance and prejudice. Because education is a lifelong process of critical inquiry, the university commits resources to continuing education programs in the greater community.

EDUCATIONAL OBJECTIVES

The following educational objectives reflect the mission and character of the University of Evansville as well as nationally-recognized best practices for a liberal education that equips students to compete and thrive in an increasingly complex global society. Recognizing that a well-rounded education has important curricular and co-curricular components, the University envisions integrative learning that emphasizes connections within and between general education and the major course of study and that brings together diverse experiences from campus, community, and the larger world.

Graduates of the University of Evansville will:

- Acquire broad foundational knowledge of the liberal arts and sciences through the General Education Program Including:
 - Appreciation for creativity and artistic expression
 - Knowledge of historical and cultural developments
 - Insight into human behavior and social relations
 - Understanding of the physical and natural world
 - Cultivation of an international perspective
- Develop and improve intellectual and practical skills, including:
 - Written and oral communication
 - Critical and creative thinking
 - Quantitative literacy
 - Problem-solving and research
 - Collaboration and leadership
- Understand, develop and demonstrate personal and social responsibility, including:
 - International citizenship
 - Intercultural competence and appreciation of diversity
 - Ethical reasoning and behavior
 - Civic engagement, local and global
 - Commitment to mental, physical and spiritual well-being
 - Commitment to lifelong learning
- Gain a depth of knowledge and competency in one or more disciplines of their choice

A University of Evansville education goes well beyond these objectives, which are intended merely to establish the common core of knowledge and skills upon which our students will build as they address contemporary and enduring questions, pursue personal growth, and prepare to engage the world as informed, ethical and productive citizens.

adequate performance of other academic duties. Research for pecuniary return should be based upon an understanding with the authorities of the University and in harmony with provisions set forth in any memoranda of agreement entered into between the University and industries or other agencies.

Each faculty member is entitled to full freedom to discuss her/his subject in the classroom; however, each is responsible for maintenance of appropriate standards of scholarship and teaching ability. It is not the function of a teacher in a democracy to indoctrinate students with ready-made conclusions on controversial subjects. Faculty are expected to train students to think for themselves and to provide them with access to those materials which they need if they are to think intelligently. Hence, in giving instruction on controversial matters the teacher is expected to be of a fair and judicial mind and to set forth justly, without suppression or innuendo, the divergent opinions of other investigators.

No teacher may claim as a right the privilege of discussing in the classroom controversial topics outside one's own field of study. The teacher is morally bound not to take advantage of his or her position by introducing provocative discussions of irrelevant subjects.

The teacher is a citizen, a member of a learned profession, and a representative of this University. When speaking or writing as a citizen, s/he will be free from institutional censorship or discipline but her/his position in the community does impose obligations. As a person of learning and as an educator, the faculty member should remember that the public may judge the profession and the institution by her/his utterances. Hence, s/he agrees at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others and to indicate that s/he is not speaking for the institution.

Efficient operation of any institution requires cooperation among its personnel. Each faculty member agrees, therefore, to abide by the regulations of the University, and to perform to the best of one's ability such reasonable duties as are assigned by authorized University officials.

Organization, Administration and Governance

This section highlights the structures which initiate and facilitate decision making at the University of Evansville.

THE BOARD OF TRUSTEES

Under the terms of the University Charter granted by the Indiana State Legislature, the University of Evansville is controlled by a Board of Trustees of 41 members including two *ex officio* members: the President of the University and the Bishop of the Indiana Area of the United Methodist Church. Each year, the Alumni Association elects a representative to serve a 3-year term, and the student body elects a representative from the graduating class to serve a 3-year term. The University President and the Bishop of the Indiana Methodist Church identify two members to represent the Indiana Area of the United Methodist Church. In addition, there are a number of Life Trustees, elected

trustees who have reached the age 75 years and are elected to Life status, and Honorary Trustees.

The Board is organized around a set of Officers, an Executive Committee, and the following standing committees: Academic Affairs, Athletics, Audit, Diversity, Compensation, Enrollment Advancement, Finance, International Engagement, Institutional Advancement, Investment, and Student Affairs. A Committee on Trustees is also included in the Board structure.

The Board of Trustees has the power to elect a President of the University, together with such professors and instructors as are nominated by the President. In conjunction with the faculty and University Senate, the Trustees approve academic degrees, programs and courses of study, set the tuition and fees to be paid by the students, and confirm an appropriate annual operating budget to insure the institution's efficient operation in the fulfillment of its academic purposes. Additionally, the Board has the authority to receive donations and bequests made either generally for the benefit of the University or for purposes in harmony with the objectives of the University.

ADMINISTRATIVE STRUCTURE

The President is the chief executive officer, appointed by and accountable to the Board of Trustees, and is charged with the management of the University and all its affairs under the general supervision of the Board. The President's senior advisors are: Executive Vice President for Academic Affairs, Vice President for Fiscal Affairs and Administration, Vice President for Development and Alumni Relations, Vice President for Student Affairs, Vice President for Enrollment Services, and the Vice President for Strategic Initiatives. The University is organized to give the Vice Presidents control over their respective areas. In addition, the Director of Athletics and the Diversity and Equity Officer also report directly to the President.

The Executive Vice President for Academic Affairs is the chief academic officer and is responsible to the President for providing leadership and direction in the planning, development, evaluation and administration of the four colleges and one school: Arts and Sciences, Education and Health Sciences, Engineering and Computer Science, Harlaxton College, and the School of Business Administration. In addition, the Sr. Vice President will oversee the University Libraries, Adult Education, Registrar, and Academic Advising. The EVPAA is assisted by the Assistant Vice Presidents for Academic Affairs, the Deans of the Colleges, the Principal of Harlaxton College, and the Directors of the other support offices. The Exec. Vice President for Academic Affairs represents the faculty to the President and, through him, to the Board of Trustees and is an *ex officio* member of the Faculty Senate.

The Vice President of Fiscal Affairs and Administration is responsible to the President for the management of the University's fiscal and physical resources, i.e., budget planning and budget control, superintendence of the University's endowment and other invested funds, facilities maintenance and management, risk management, and responsibility for coordination of the annual budgeting process. Administrative directors reporting to the Vice President oversee the operations of Administrative Services,

Accounting and Audit, Student Accounts, Human Resources and Payroll, Facilities Management and Planning, Office of Technology Services, Bookstore, and Food Service.

The Vice President for Development and Alumni Relations is responsible for the generation of plans and their subsequent administration for gifts of money and other property from individuals, companies, foundations, and governmental bodies. The vice president is also responsible for oversight of capital campaigns, and provides directions to Alumni and Parent Relations, Development, Publications, Stewardship and Special Events and University Relations.

The Vice President for Student Affairs also serves as the Dean of Students. The Vice President for Student Affairs provides leadership to the administrative team responsible for Residence Life, Student Engagement, Counseling Services, Disability Services, Health Education, Fitness Center and Recreational Sports, Cultural Engagement and International Services, the Health Center, Safety and Security, Student Publications, and the Center for Career Development. The Vice President for Student Affairs also oversees orientation programs, non-academic policies relative to student life, and judicial affairs.

The Vice President for Enrollment Services is the chief enrollment officer responsible for the strategy, program development and activities related to the recruitment and retention of traditional, nontraditional, international and transfer students. Additional responsibilities include strategic enrollment planning for the University. The Vice President oversees and provides leadership to the Offices of Admission, Financial Aid, International Admission and the Student Success Team.

The Vice President for Marketing and Communications The Vice President of Marketing and Communications is responsible for providing leadership on marketing, public/university relations, and crisis communications matters concerning the University and its individual schools and departments. The Vice President defines and communicates the University of Evansville's story by facilitating consensus among important University constituents regarding goals and communications vehicles including advertising, internal communications, websites, social media, news media and community groups. The Vice President provides leadership to the administrative teams responsible for Marketing Content Development, Marketing Content Design and Marketing Content Delivery.

Chapter II

UNIVERSITY POLICIES

Employment and Workplace Policies

AFFIRMATIVE ACTION STATEMENT

The Affirmative Action Plan at the University of Evansville establishes the procedures, practices, and policies which serve to provide equal opportunity throughout the entire University community. All opportunities are to be made available to qualified individuals on the basis of merit and without discrimination of any kind. The University will not tolerate practices which lead to discrimination against any employee, student, or applicant for employment or admission because of race, color, creed or religion, national origin, gender, sexual orientation, age, or disability. The University is totally committed to the letter and spirit of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended, Revised Order No. 4, The Equal Pay Act of 1963, the Rehabilitation Act of 1973, the Vietnam Era Veterans Rehabilitation Act of 1974, Title IX of the Education Amendment of 1972, the American with Disabilities Act of 1992, as amended and the Family and Medical Leave Act of 1993.

Pursuant to the above government regulations and executive orders, it is the objective of the University of Evansville to:

1. Recruit, hire, train, and promote persons in all job titles without regard to race, color, creed or religion, national origin, gender, sexual orientation, age, or disability.
2. Base all decisions on employment so as to further the principle of equal employment opportunity.
3. Ensure that all decisions related to promotion are in accord with the principle of equal employment opportunity by imposing only valid requirements for such opportunities.
4. Ensure that all personnel policies and actions related to compensation, benefits, transfers, layoffs, return from lay off, training, education, tuition assistance, and social and recreational programs be administered without regard to race, color, creed or religion, national origin, gender, sexual orientation, age, or disability.
5. Base decisions on employment and academic advancement so as to enhance the opportunities of the disabled, except when that disability is in conflict with a *bona fide* qualification for a particular position.
6. Prevent discrimination in the form of sexual harassment according to the University of Evansville Policy on Harassment.
7. Ensure that University policies, rules, and actions (admission requirements, housing,

financial aid, athletic programs, placement services, and all other programs) do not discriminate against students on the basis of race, color, creed or religion, national origin, gender, sexual orientation, age, or disability.

AAUP POLICIES

The faculty adopted the following AAUP (American Association of University Professors) policies and guidelines on January 11, 1994:

1. "1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments"
2. "Statement on Procedural Standards in Faculty Dismissal Proceedings" (1958)
3. "Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments" (1989)
4. "Recommended Institutional Regulations on Academic Freedom and Tenure" (1995).

They are included in *AAUP Policy Documents & Reports* (8th Edition, 1995), a copy of which can be found in the reference collection of the University Libraries.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1992, As Amended

The University of Evansville complies with the Americans with Disabilities Act of 1992, As Amended, as it relates to job application procedures, hiring, promotions, discharge, compensation, fringe benefits available by virtue of employment, job training and other terms, conditions and privileges of employment. The University recognizes its responsibility to make reasonable accommodations which may include:

- a. making existing facilities used by employees readily accessible to and usable by individuals with disabilities;
- b. job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, modifying employment examinations, training materials or policies;
- c. providing qualified readers or interpreters.

The applicant/employee must establish that:

- tests, hiring criteria or standards disproportionately impact individuals with the same disabilities;
- the applicant/employee is qualified to perform the position with or without a reasonable accommodation;

- the applicant/employee has a disability that prevents him or her from meeting the criteria, tests or standards.

SECTION 504 - REHABILITATION ACT OF 1973, AS AMENDED

The University of Evansville complies with the requirements contained in Section 504 of the Rehabilitation Act of 1977, as amended including:

- a. No qualified handicapped person shall, on the basis of mental or physical handicap, be subjected to discrimination in employment.
- b. The University shall make all decisions concerning employment in a manner which ensures that discrimination based on handicap does not occur, and shall not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of handicap.
- c. Nondiscrimination prohibitions apply to the processing of applications hiring, promotion, award of tenure, right of return from layoff, and rehiring; changes in compensation; job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists; leaves of absence, sick leave, or any other leave; fringe benefits available by virtue of employment, whether or not administered by the institution; financial support for professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training; employer sponsored activities, including social or recreational programs; and any other term, condition, or privilege of employment.
- d. In offering employment or promotions to handicapped individuals, the University will not reduce the amount of compensation offered because of any disability income, pension or other benefit the applicant or employee receives from another source.

All questions related to the applicant/employee's rights or requests for accommodation under the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973, as amended should be directed to the University's Affirmative Action Officer who will assure that there is compliance with all facets of the act as well as processing any complaints by individuals who feel they have not been treated fairly in accordance with the provisions of this act.

ACCOMMODATING STUDENTS WITH DISABILITIES

It is the policy and practice of the University of Evansville to make reasonable accommodations for students with properly documented disabilities. Students should contact the Office of Counseling and Health Education at 488-2663 to seek services or accommodations for disabilities. Written notification to faculty from the Office of Counseling and Health Education is required for academic accommodations.

Rights and Responsibilities of Students with Disabilities

Federal Laws Impacting Disability Services in Post-Secondary Level Education

- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA), As Amended

Rights of Students with Disabilities

- Students have a right to equal access to courses, programs, services, and activities.
- Students have a right to “Reasonable” accommodations.
- Students have a right to file a grievance/complaint.

Responsibilities of Students with Disabilities

- Students must self-identify themselves to the disability services office if they are requesting accommodations.
- Students must submit documentation of a disability.
- Diagnostic records are kept confidential, but the student must allow the disability service provider to provide the instructor with a verification letter before expecting accommodations.
- Students are expected to meet the academic performance standards of the class after an accommodation is provided.
- Students are expected to follow established institutional procedures.
- Students must request accommodations each semester in a timely manner by meeting with his or her counselor/disability service provider.
- Students should discuss the accommodation request with instructors of each class for which the student will use the accommodation.
- Students need to notify their counselor/disability service provider if there are difficulties with the accommodations.

Rights of the University

- The University will identify and establish core competencies and technical standards.
- The disability service provider will request and receive current documentation of disability for each student requesting accommodations.
- The disability service provider will determine reasonable accommodations.
- The University can deny a request for accommodations when the accommodation would change the fundamental nature of the program and/or pose an undue burden.

Responsibilities of the University

- The University must publish notice of available services for students with disabilities.
- The University must ensure that courses, programs, services, and activities when viewed in their entirety are accessible to qualified students with disabilities.
- The University must provide appropriate reasonable accommodations.
- The disability service coordinator will maintain disability records and ensure that all information will be used in accordance with applicable confidentiality.
- The University must provide a grievance procedure.

Procedures to Establish Eligibility

Students who wish to request accommodations must establish eligibility by providing appropriate written documentation of the disability to the Office of Counseling Services, RUC 200. As the designated disability service providers for the University of Evansville, the counseling staff of the Office of Counseling Services coordinates the provision of appropriate and reasonable academic accommodations and support services for any qualified student with a properly documented disability. Each student should schedule an appointment to meet with a counselor/disability service provider (812-488-2663) for an individual consultation. During the consultation, the counselor and student will discuss the current impact of the disability in the academic setting. After reviewing the student's medical and/or diagnostic records and meeting with the student and faculty member(s) as appropriate, the counselor will make recommendations for services or reasonable academic accommodations for the student. The medical records and disability documentation will be maintained in the Office of Counseling Services and used in accordance with applicable confidentiality. Information regarding documentation guidelines and grievance procedures are available upon request.

Procedures for Communicating with Faculty

If the student chooses to receive recommended services that require assistance from an instructor or other staff member, a release form signed by the student will allow the counselor to inform the necessary staff members about the student's disability. The counselor will be responsible for notifying each professor in writing about the student's approved accommodations as well as offering assistance to implement the accommodations if necessary.

It is the student's responsibility to request the accommodations from individual professors as needed. The student should make an appointment with each professor to discuss the accommodations that are needed for that particular class, and to verify that the professor has received the accommodation letter. The student should give the professor two weeks advance notice of accommodation needs to allow adequate time for the professor to make arrangements.

Professors often report that they receive an accommodation letter from the Office of Counseling Services, but the student does not follow up by requesting the accommodations. This sometimes happens because a student feels that he/she will not require an accommodation in a particular course due to the manner in which the material is presented, etc. It is the student's responsibility to request the accommodations he/she wants to use.

Suggested Language for Class Syllabi

The Office of Counseling Services suggests the following language be included in each class syllabus to keep students informed.

“It is the policy and practice of the University of Evansville to make reasonable accommodations for students with properly documented disabilities. Students should contact the Office of Counseling and Health Education at 488-2663 to seek services or

accommodations for disabilities. Written notification to faculty from the Office of Counseling and Health Education is required for academic accommodations.”

Procedural Difficulties with Accommodation Requests

The professor is only required to make available the accommodations that are delineated within the accommodation letter issued by the Office of Counseling Services. If students or faculty have difficulty with specific accommodation needs, the counselor should be contacted for assistance. If, as the semester progresses, the student feels additional accommodations are warranted, the student should consult with the counselor to discuss other support services or options.

Disability Advisory Committee

The Disability Advisory Committee is a committee set up to review atypical requests regarding disability accommodations and to make recommendations regarding requests which involve accommodations related to changes in curriculum or program. This committee is composed of representatives from faculty, counseling/disability services, academic affairs, academic advising, and registrar’s office. The committee acts in an advisory capacity and submits written recommendations on each request to the Vice President of Academic Affairs, who makes final decisions on the requests.

Grievance Process

If a student is dissatisfied with the accommodations recommended by the counselor/disability service coordinator, the student will complete a Grievance/Appeal Petition (available from Dean of Students Office) and the request/complaint will be reviewed by the Disability Advisory Committee. The written petition must be submitted within 180 days of initial complaint. The Disability Advisory Committee makes a recommendation to the Sr. Vice President of Academic Affairs who makes the final decision on the request.

Subsequent Semesters

Students who wish to have academic accommodations must contact the Office of Counseling Services at the beginning of each semester to review progress, review the student’s schedule and needs for the semester, and secure appropriate releases for notification of professors. The student will be responsible for scheduling the appointment.

Further Information

For further information, please contact any of the following representatives of the University of Evansville:

- Debbie Brenton, Coordinator of Disability Services at (812) 488-2663.
- Sylvia Buck, Director of Counseling Services and ADA Coordinator for students, at (812) 488-2663

- Keith Gehlhausen, Director of Human Resources and ADA Coordinator for faculty and employees of the University, at (812) 488-2943.

Drug and Alcohol Policy

All members of the campus community and guests are expected to abide by Indiana State Law and university policies regarding the possession, consumption, use, production or sale of alcohol. The state of Indiana defines the legal drinking age as 21 years of age or older. Individuals who are of legal drinking age may possess and consume alcohol within the provisions prescribed in the University Alcohol Use Guidelines – refer to www.evansville.edu/alcoholpolicy/ The University Alcohol Use Guidelines include provisions specific to the types of alcohol allowed on campus, approved locations and requirements for the consumption and distribution of alcohol, protocols for serving and consuming alcohol at university events, and policies for possession and consumption of alcohol within specific university housing units by those of legal age. Students who are of legal age are expected to familiarize themselves with the University Alcohol Use Guidelines for campus possession and consumption. Ignorance is no excuse for violating the University Alcohol Policy. Under no circumstances is it acceptable for an individual or group to violate Indiana State law, disrupt the educational mission of the university, or contribute to behaviors in violation of the student code of conduct.

Guiding Principles

The University Alcohol Policy is grounded in four guiding principles:

1. **Indiana State Law:** The laws governing possession, distribution, consumption, sale and promotion of alcohol of the state of Indiana are recognized and supported by the University of Evansville. The University recognizes its responsibility to provide appropriate education to its students regarding these laws.
2. **Acceptable Behavior:** Behavior that disrupts the educational mission of the university, disrupts the campus community, or endangers the health and safety of members of the campus or its visitors, will not be tolerated. Such behaviors will be dealt with according to the Student Code of Conduct as outlined in the Student Handbook or other appropriate handbook such as the Faculty, Staff, or Administrative Manuals.
3. **Alcohol Education:** The University Alcohol Policy is built upon the core principle of education about the responsible possession and consumption of alcohol. This includes information relative to Indiana State Law and University policies specific to the areas of approved university activities, residence life, and Greek life.
4. **The Responsible Good Neighbor Exemption:** The Responsible Good Neighbor Exemption provides students the opportunity for university disciplinary action to be waived if medical or other emergency assistance for another has been sought. Additional information regarding this exemption is published in the Student Handbook and on the university website.

Students present in a residential facility where alcohol is present and the University's Acceptable Use Guidelines are violated are subject to disciplinary action.

While the University cannot control off-campus situations, the University does not sanction student organization sponsored events held off-campus which include alcoholic beverages that are not served by a third party vendor. At no time can student activity funds be used for the purchase or promotion of alcoholic beverages at a student organization sponsored event. The institution does not prohibit events being held in facilities where alcohol is sold by the facility or business to those of legal age.

University-sponsored events which are held off-campus and involve the distribution and consumption of alcohol must employ a third party social event vendor. The third party social event vendor must provide customary limits of general liability for bodily injury or property damage, liquor liability, workers' compensation coverage, and employer's liability. Proof of such insurance shall be provided by a certificate of insurance to the director of administrative services. Additional information regarding the certificate of insurance requirements is available from the director of administrative services and can be found at www.evansville.edu/alcoholpolicy/

The laws of the State of Indiana regarding the purchase and possession of alcoholic beverages will be upheld on campus. These laws may be enforced by University staff or local or state authorities.

Legal Sanctions

Alcohol Use

All members of the campus community and guests are expected to abide by Indiana State Law and university policies regarding the possession, consumption, use, production or sale of alcohol. The state of Indiana defines the legal drinking age as 21 years of age or older. Individuals who are of legal drinking age may possess and consume alcohol within the provisions prescribed in the University Alcohol Use Guidelines – refer to www.evansville.edu/alcoholpolicy/

Under no circumstances is it acceptable for an individual or group to possess, consume, or distribute alcohol in violation Indiana State law (<http://iga.in.gov/legislative/laws/2016/ic/titles/7.1/>), or the University's Alcohol Use Guidelines, or disrupts the educational mission of the university, or contribute to behaviors in violation of the student code of conduct.

At no time can student activity funds be used for the purchase or promotion of alcoholic beverages at a student organization sponsored event. The institution does not prohibit events being held in facilities where alcohol is sold by the facility or business to those of legal age.

The laws of the State of Indiana regarding the purchase and possession of alcoholic beverages will be upheld on campus. These laws may be enforced by University staff or local or state authorities.

Drug Use

The University of Evansville prohibits the possession, consumption, use, or sale of unauthorized prescription drugs, illegal drugs. Unauthorized manufacture, distribution, possession of controlled substances including marijuana, cocaine, and LSD are prohibited by both state and federal law and are punishable by severe penalties. The University does not condone or tolerate such conduct. Employees or students determined to violate the University's policy or state or federal laws may be referred by University authorities for criminal prosecution.

Article 48 of the 1990 Indiana Criminal Code contains the laws which apply to controlled substances. Employees and students should be aware that most drug offenses are classified as felonies and that conviction of such an offense can have serious consequences, including imprisonment.

Disciplinary Action

Whether or not a criminal charge is brought, employees, and students are also subject to University disciplinary action for illegal manufacture, distribution, use, or possession of any controlled substance or for violating the university's alcohol use guidelines: (1) on University-owned or leased property, or (2) at University-sponsored or supervised functions, or (3) off-campus under certain circumstances involving a direct and substantial connection to the University.

Any employee or student found in violation of University policy regarding drugs or alcohol is subject to the entire range of actions specified in the employee manuals or the Student Handbook, including but not limited to suspension or expulsion, probation, termination of employment, and/or referral to a prescribed counseling/rehabilitation program at the employee's or student's expense. Complete information on the University's disciplinary process may be found in the employee manuals or the Student Handbook.

Responsible Good Neighbor Exemption

If students find themselves in a situation where they believe someone's health and safety is at risk due to excessive alcohol consumption, they should always call for emergency assistance, regardless of concern about the university disciplinary process. Students should call the Office of Safety and Security at ext. 6911 or 812471-6911 or 911 immediately if there is any possibility that professional medical assistance is necessary for the health and safety of another person. The University has made an amnesty provision for students through the Responsible Good Neighbor Exemption. This exemption provides students the opportunity for University disciplinary action to be waived if medical or other emergency assistance for another has been sought. The decision to grant the exemption shall be at the discretion of the dean of students or her appointee and may be contingent upon participation in an educational program focusing on risky behaviors in college. Students should also be aware that the State of Indiana provides similar immunity from some alcohol-related criminal charges under the Indiana Lifeline Law. More information about the Indiana Lifeline Law can be found at indianalifeline.org/

NOTE: The Responsible Good Neighbor Exemption does not apply to any criminal charges that might be incurred as a result of an offense.

Drug and Alcohol Violation Disclosures

According to the Higher Education Amendments of 1998, nothing in the General Education Provisions Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if

- (A) the student is under the age of 21; and
- (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Suspension of Eligibility for Drug-Related Offenses

The Higher Education Amendments of 1998 states the following:

In General – A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified below:

If convicted of an offense involving:

The possession of a controlled substance, ineligibility period is

First offense	One year
Second offense	Two years
Third offense	Indefinite

The sale of a controlled substance, ineligibility period is

First offense	Two years
Second offense	Indefinite

Rehabilitation – A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if:

- (A) the student satisfactorily completes a drug rehabilitation program that
 - complies with such criteria as the secretary of education shall prescribe in regulations for purposes of this paragraph; and
 - includes two unannounced drug tests; or
- (B) the conviction is reversed, set aside or otherwise rendered nugatory.

Definitions – In this subsection, the term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

Health Risks

Many areas of a person's life can be affected by drug or alcohol use and abuse. The negative physical and mental effects of the use of alcohol and other drugs are well documented. Some of the health risks include the following:

Abusers have higher than normal incidents of illness, ranging from lethargy, depression, irritability, malnutrition, high blood pressure, blackouts, deterioration of brain cells, cirrhosis of the liver, heart collapse, damage to major organs, and sexually transmitted diseases including HIV complex (AIDS). The onset of these effects can be immediate. The withdrawal from chemical dependency may also cause serious physical and psychological problems.

In addition to the physical risks, drug or alcohol use is often associated with increased social isolation, public embarrassment, date/ acquaintance rape, vandalism, financial problems, and the deterioration of personal relationships and work or school performance. Alcohol use and abuse is also associated with poor academic performance.

Resources and Assistance

The University recognizes drug and alcohol dependency and abuse as illnesses and major health problems. The University also recognizes drug and alcohol abuse as a potential health, safety, and security problem. The counselors in the Office of Counseling Services are available for consultation, intervention services, and referral information. Campus resources available for assistance and referral are:

Office of Counseling Services Ridgway University Center	(812) 488-2663
Coordinator of Health Education and Wellness Ridgway University Center	(812) 488-1082
Crayton E. and Ellen Mann Health Center Sampson Hall	(812) 488-2033
Office of Safety and Security 1 South Frederick Avenue	(812) 488-2051

Crisis Lines Available

Emergency Room, St. Mary's Hospital	812-485-4491
Emergency Room, Deaconess Hospital	812-450-3405
Deaconess Cross Pointe Center	812-476-7200
Southwestern Behavioral Healthcare	812-423-7791
Albion Fellows Bacon Center	800-339-7752
Rape Crisis Line	812-424-7273
Domestic Violence Line	812-422-5622
Alcoholics Anonymous	812-434-4952
Narcotics Anonymous	877-642-5831
National Council on Alcoholism Information Line	800-NCA- CALL
Indiana Prevention Resource Center	800-346-3077
AIDS Hotline	800-232-4636

All University of Evansville students and employees are expected to abide by this policy and cooperate with the University in complying with the Drug Free School and Communities Act. Please contact the director of human resources or dean of students for further information or assistance.

NON-SMOKING POLICY

UE Tobacco-Free Policy

The University of Evansville (UE) joins with the Indiana Tobacco Prevention and Cessation Commission in taking action to reduce tobacco use and exposure within the college setting. Research findings show that the use of tobacco products constitutes a significant health hazard. Committed to supporting the health and well-being of the campus community, the University has implemented a campus-wide Tobacco-Free Policy.

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- I. [Regulations](#)
 - II. [Implementation and Enforcement](#)
 - III. [Strategies / Scenarios](#)
 - IV. [Resources](#)
 - V. [Definitions Related to this Policy](#)
 - VI. [Exceptions and Clarifications](#)
 - VII. [Summary Statement of Policy](#)
 - VIII. [References](#)
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I. Regulations

- a. The use of all tobacco products and electronic smoking devices is prohibited at school sanctioned and/or sponsored activities or functions on campus. The use of these products and devices is also prohibited in all University buildings, residential housing, approved University housing, rental properties, grounds, athletic facilities, parking lots, University-owned or leased vehicles, and privately owned vehicles on University grounds.
- b. Tobacco use on University property is not permitted for educational or theatrical purposes.
- c. The sale, marketing, and sampling of commercial tobacco products and any and all electronic nicotine delivery systems, such as e-cigarettes, is prohibited in all University buildings, facilities, and grounds.
- d. Littering the campus with remains of tobacco products is prohibited.
- e. The terms of this policy applies to all persons, including faculty, staff, students, vendors, and visitors.

II. Implementation and Enforcement

- a. During the admissions and orientation processes, all students are to be informed of the UE Tobacco-Free Campus Policy. Information regarding this policy will be available and accessible on the UE Website. Rental agreements and contracts shall include language prohibiting the use of tobacco products.
- b. Signage restricting the use of tobacco and electronic smoking devices shall be posted and maintained at all public entrances and other key areas on campus.
- c. The primary goal of the policy is to achieve voluntary compliance with the tobacco-free campus policy by educating faculty, staff, students, vendors, and visitors about the policy. The enforcement of the tobacco-free policy is viewed as the shared responsibility of all those in the campus community, tobacco users and non-users alike. It is expected that all parties treat each other with respect and dignity at all times. It is essential that we support each other and embrace a spirit of having a healthy living, learning, and working environment.
 - Members of the campus community who see individuals using tobacco on the UE campus are asked to politely inform these individuals that UE policy prohibits tobacco use anywhere on campus grounds. Communication should be polite, brief, educational, and non-confrontational.
 - Courtesy cards with UE's tobacco-free campus messaging will be available to hand out to anyone observed using tobacco products on the campus. Cards are available in the Office of Human Resources, the Crayton E. and Ellen Mann Health Center, and the Health Education Office on the second floor of Ridgway University Center. A pdf version of this card is available on the Community Approach Page of our Website:
www.evansville.edu/tobaccofree/community.cfm
 - Community members who do not feel comfortable approaching someone violating the policy should contact the administrator in charge of the nearest building or a security officer. This should also be done in the case of non-compliance.
 - Community members who wish to report abuse of this policy in an online format or in a confidential, anonymous manner can use the Report a Concern Form on the Office of Safety and Security Website:
www.evansville.edu/safety/report.cfm
- d. Voluntary compliance is strongly preferred; however, it should be noted that violation of this policy could result in disciplinary actions. Managers, deans, department heads, and supervisors should inform all employees of this policy, and employees are expected to comply. Blatant and chronic violations are subject to disciplinary protocols applicable to faculty, staff, and students. Violations of this policy by employees are handled through the progressive discipline process.

See Talking Tips for Supervisors on our UE Tobacco-Free Webpages:
www.evansville.edu/tobaccofree/tips.cfm

- e. Jurisdiction for handling violations are as follows:
- Faculty – Violations are handled through the appropriate supervisor, Office of Academic Affairs, and/or Office of Human Resources.
 - Staff – Violations are handled through the appropriate supervisor, department head, and/or Office of Human Resources.
 - Students – Violations are referred to the Office of the Dean of Students. Violations within residential student housing are handled through the Office of Residence Life.
 - Vendors and tenants – Violations are handled through the corresponding liaison office.
 - Visitors – Violations related to visitors are handled through the sponsoring office or organization. Any difficulties can be handled with the assistance of the Office of Safety and Security.

III. Strategies / Scenarios

The following are suggested scripted messages that community members are encouraged to say when encountering someone using tobacco on campus. This can be used together with handing out a courtesy card.

Example Script #1

Situation: You see a person using tobacco products on UE property.

Response: "Hello, my name is _____, and I am an (employee, student) here at UE. I want to make you aware that we are now a tobacco-free campus. This means that tobacco products are prohibited on our grounds. We would appreciate if you would not use tobacco products while on campus. Thank you for your cooperation."

Example Script #2

Question: "Where am I allowed to smoke?"

Response: "If you need to smoke or use tobacco products, you will need to leave the campus grounds. Smoking and other tobacco products are not allowed anywhere on the UE campus. This is a policy meant to promote respect for all members of the campus community and better health for our students and employees."

Example Script #3

For Vendors and Visitors: "I'd like to let you know in advance that the UE campus is a tobacco-free environment. The use of tobacco products is not permitted on any property, grounds, or parking areas. Thank you for respecting our policy."

Example Script #4

For office staff who are speaking to students and families prior to a UE campus visit: "I'd like to let you know in advance that the UE campus is a tobacco-free

environment. The use of tobacco products is not permitted on any property, grounds, or parking areas. Thank you for your understanding."

Negative responses or non-compliance should be reported to a building supervisor or the Office of Safety and Security.

IV. Resources

- a. **Office of Counseling & Health Education** www.evansville.edu/counseling/
Students can obtain information and resources related to tobacco use and cessation resources that are available to the campus community. Students can make appointments for individual coaching and participate in group sessions with a focus on triggers, alternative activities, and education about the process of quitting.
- b. **Health Center** Students can obtain a packet of information resources and obtain referrals for the Cessation and Nicotine Patch Program from the Vanderburgh County Health Department.
- c. **Employee Health Clinic** Employees can obtain resource materials. The Tri-State Employee Health Clinic provides smoking cessation resources and support for employees and family members enrolled in our health insurance plans. Information about area resources are also available for those not on one of the University's health plans.
- d. **Office of Human Resources** acelink.evansville.edu/Areas/HR/
Employees can obtain information and resources related to tobacco use and cessation resources that are available to the campus community. Smoking Cessation Wellness Credits are available for participants in our HRA health insurance plan. Visit our [tobacco-free resources page](#) or contact the Office of Human Resources at 812-488-2943 for more information.
- e. **Indiana Quitline** quitnowindiana.com/
Quit Now Indiana provides information and educational resources about cigarettes, smokeless tobacco, and secondhand smoke. Access the **1.800.QUIT.NOW** line (24/7), talk with a Quit Coach, and sign up for Web Coach® and Text2Quit®.
- f. **Vanderburgh County Health Department - Stop Smoking Program** www.vanderburghcounty.in.gov/index.aspx?page=1507 Offers weekly Smoking Cessation classes (daytime and evening), and a Free Nicotine Patch program. These programs are available both on and off campus.
- g. **Additional Resources can be accessed online on our Tobacco-Free Web Pages:** www.evansville.edu/tobaccofree/resources.cfm

V. Definitions Related to this Policy

- a. Faculty - All UE faculty including those holding adjunct status.

- b. Staff - All UE administration and staff.
- c. Students – All UE students including those classified as undergraduate, graduate, full-time, part-time, bridge, IEC, exchange, and Fulbright.
- d. Vendors – Any personnel who comes onto campus to provide goods and services including speakers, entertainment, dining services, housekeeping, pest management, cable and laundry services, and all other contracted services.
- e. Visitors – Any individuals visiting the campus including prospective students, families, guests of community members, conference attendees, or anyone that participates in an event or activity on campus.
- f. Legal rights – Employers have a legal right to reduce or eliminate smoking and the use of tobacco products on their property. People who smoke do not have the right to violate an Employer’s tobacco-free environment policy.
- g. Smoking – A lighted cigar, cigarette, pipe, or other lighted smoking devices carried by a person including electronic smoking devices and/or electronic nicotine delivery systems, such as “e-cigarette” products.
- h. Tobacco – Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, flavored cigarettes, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spit-less smokeless chew, snuff, and dissolvable tobacco products) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine. This does not include cessation products specifically approved by the U.S. Food and Drug Administration.
- i. Electronic Smoking Device (Also known as an electronic nicotine delivery system) – Any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether they are manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- j. Campus or Grounds – The use of these terms represents any and all properties owned or leased by the University.

VI. Exceptions and Clarifications

Tobacco use may be permitted for the following reasons:

- For controlled research with prior approval of the Institutional Research Board and the review and recommendation of the Office of Risk and Environmental Management.

- For religious ceremonial purposes with prior approval of the Office of Religious Life and the review and recommendation of the Office of Risk and Environmental Management.

Policies related to Harlaxton College, UE's British campus, are specific to their circumstances as a campus located in England. Harlaxton policies outline restrictions on smoking indoors and on the grounds.

VII. Summary Statement of Policy

In support of the health and wellbeing of the campus community, the use of all tobacco products and electronic smoking devices (e-cigarettes) is prohibited at school sanctioned and/or sponsored activities or functions on campus. The use of these products and devices is also prohibited in all University buildings, residential housing, approved University housing, rental properties, grounds, athletic facilities, parking lots, University-owned or leased vehicles, and privately owned vehicles on University grounds. For a full description on this policy and available resources, please refer to the University Website.

VIII. References

Americans for Nonsmokers' Rights, "Model Policy for a Tobacco-Free College/University.

Cleveland State University, "Tobacco Free Policy FAQs",
www.csuohio.edu/tobacco-free/tobacco-free-policy-faqs

University of Michigan Standard Practice Guide 601.04, "Smoking on University Premises." 2011.

Tobacco Free Ohio State Policy 7.20, Office of Human Resources. 2014.

CODE OF CONDUCT

The University's Code of Conduct reinforces to all University Community Members those core values which help to define the reputation and character of the University of Evansville. The Code of Conduct focuses on each of our responsibility to carry out our duties and responsibilities with an emphasis on integrity and ethics in all that we do. The full Code of Conduct is available on ACELINK at
<https://AceLink.evansville.edu/Areas/HR/Files/CodeofConduct.pdf>

CAMPUS CONDUCT HOTLINE

The Campus Conduct Hotline provides an additional medium through which University Community Members can report matters of concern to management. The Hotline is provided by the University's insurance provider, Educational & Institutional Administrators, Inc. (EIIA). All calls are received directly by EIIA, thus allowing for anonymity if the caller desires. A summary of the call is then provided back to the University's Assistant Vice President for Fiscal Affairs and Chairman of the Audit Committee for further consideration of the report. A brochure further describing the Hotline should be posted in all Departments. The Hotline number is 1-866-943-5787. For further information please contact the University's Assistant Vice President for Fiscal Affairs.

SEXUAL MISCONDUCT POLICY

Policy Prohibiting Administrators, Faculty Members and Staff Members From Engaging in Sexual and Other Unlawful Harassment

I.

Introduction

The University of Evansville (“University”) is committed to promoting an environment of mutual respect among all members of the University community. As part of this commitment, the University prohibits all forms of discrimination and harassment, whether that discrimination or harassment is because of sex, race, color, sexual identity or sexual orientation, national origin, disability, religion, age, veteran status, disabled veteran status or any other characteristic protected by law.

This policy covers all Administrators, Faculty Members (including all part-time and full-time professors, assistant professors, associate professors, visiting professors, lecturers and instructors) Staff and students. The University shares an equal commitment to protecting its students from sexual harassment and other forms of sexual misconduct. All Administrators, Faculty and Staff Members should understand that any form of harassment against students including, but not limited to sexual harassment and sexual misconduct, if found to be the case, will be dealt with severely. In this policy, any such individual is hereinafter referred to as “Employee” or “Student”. This policy also prohibits discrimination and harassment by independent contractors, volunteers who perform work for the University, vendors, alumni, and guests or visitors of the University.

The University requires any Employee or student who feels he or she has been a victim of harassment or sexual harassment to report this misconduct. Included in this policy is specific information about reporting options.

II.

Important Definitions

A. Sexual Harassment: Definition of Sexual Harassment

Sexual harassment (also called “sexual misconduct”) is unwelcome conduct of a sexual nature. Sexual harassment creates a hostile, intimidating or offensive environment. It can include, but is not limited to, unwelcome sexual advances or requesting, offering or suggesting a trade of sex for a desired result (this offer to trade is also known as *quid pro quo sexual harassment*). Sexual harassment also includes verbal, nonverbal, or physical conduct of a sexual nature if the conduct is sufficiently severe, persistent, or pervasive to interfere with or limit a member of the University community’s ability to participate in or benefit from the academic, educational, extra-curricular, athletic, and other programs of the University. Sexual harassment occurs in a variety of circumstances. Sometimes, sexual

harassment involves relationships of unequal power (for example the unequal power between an academic instructor and a student), and contains elements of coercion, as when compliance with requests for sexual favors becomes a condition of employment, benefits, work assignments, education or study.

Some examples of sexual harassment include, but are not limited to:

- Sexually explicit profanity;
- Sexual humor or sexually suggestive language;
- Unnecessary remarks about parts of the body;
- Obscene gestures;
- Cyberbullying that is based on gender or sexual activity;
- Unwelcome touching;
- Sexual assault or violence;
- Inappropriate remarks about a person's gender or sexual orientation;
- The display of sexual pictures or images;
- Forced sexual activity;
- The use of electronic media (like e-mail or text messaging) to send sexually charged words, images or messages.

Sexual harassment may also involve unwelcome relationships among equals, as when sexual advances or demeaning verbal or physical behavior have a harmful effect on a person's ability to work or study at the University.

All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

B. Other Harassment: Definition of Other Harassment

In addition to sexual harassment, as defined above, the University specifically prohibits harassment based on any other characteristics set forth in its nondiscrimination statement as follows: race, color, creed or religion, national origin, gender, sexual identity or sexual orientation, age, disability, veteran status, and disabled veteran status. Like sexual harassment, harassment based on any of these protected characteristics undermines the mission of the University and negatively impacts the University community as a whole.

Prohibited harassment is conduct based on one of these characteristics when such conduct has the purpose or effect of unreasonably interfering with an individual's

work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

Examples of Other Discriminatory Harassment

Behaviors that could be considered harassment based on these characteristics include any patterns of conduct aimed at another because of a protected characteristic that would degrade, distress or humiliate a reasonable person, such as:

- Physical intimidation, assault or vandalism.
- Exhibits of pictures or reading materials in print or electronic form containing negative information about a person's protected class.
- Verbal abuse or degrading conversations regarding a person's protected class.
- Name-calling, jokes or negative comments about a person's protected class.
- Retaliation, as defined in "H" below.

C. Sexual Exploitation: Definition of Sexual Exploitation

Sexual exploitation refers to any situation in which sexual advantage of another person is taken without that individual's consent. This includes voyeurism and recordings (photo, audio, or video) of sexual activity, administering alcohol or drugs without consent, exposure of one's genitals, buttocks, or breasts, and providing opportunities for others to view consensual sexual activity without the knowledge and consent of all parties to the consensual sexual activity.

D. Domestic Violence: Definition of Domestic Violence

Domestic violence is defined as violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Indiana.

E. Dating Violence: Definition of Dating Violence

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the

relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse.

F. Stalking: Definition of Stalking

Stalking is defined as a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.

G. Intimidation: Definition of Intimidation

Intimidation occurs when a person communicates in any manner a threat to another person with the intent that the other person engage in sexual conduct against the other person's will.

H. Retaliation: Definition of Retaliation

Retaliation occurs when an effort is made to get back at any person because he or she reports harassment, sexual misconduct or opposes harassment or sexual misconduct or who is involved in an investigation of reported harassment or sexual misconduct. Retaliation is also prohibited against any member of the investigative team, witnesses, or individuals involved with the investigation or adjudication of a report or complaint of harassment or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against a person because of their complaint or involvement in the complaint process. The University will take immediate and appropriate action to investigate retaliation and it will take strong responsive action against anyone who engages in retaliation. This prohibition against retaliation should be seriously considered by the person complained about and the friends and family of the person complained about.

This policy applies to prohibited conduct both on campus and away from campus, regardless of where harassment or sexual misconduct takes place, if the conduct occurs in the context of a University sponsored or sanctioned education program or activity. This policy also applies if the conduct has continuing effects on campus or in an off-campus education program or activity.

Procedures for Filing a Complaint with the University

Complaints should be reported promptly so that appropriate action may be taken and an investigation completed while the recollection of events remains fresh. Early reporting and investigation greatly helps to address complaints of harassment and discrimination.

Any Employee who believes he/she has been subjected to harassment or who is aware of someone who is being subjected to harassment should contact the following individuals:

Title IX coordinator, **TBD**, whose office is located at Room 204 of Olmsted Hall. Her telephone number is (812) 488-2509 and her e-mail address is **TBD**.

Director of Human Resources, Keith Gehlhausen, whose office is located at Room 118, Olmsted Hall. His telephone number is (812) 488-2943, and his e-mail address is kg77@evansville.edu

When one of the parties to the prohibited conduct is a student:

Vice President and Dean of Students, Dr. Dana Clayton, whose office is located at Room UC 230A Ridgway University Center. Her telephone number is (812) 488-2500 and her e-mail address is dc26@evansville.edu

These individuals will also help answer your questions about this policy.

When two students are involved in a complaint, the University of Evansville Policy Prohibiting Sexual Misconduct shall apply to both procedural and substantive matters as they relate to the student.

All Employees have a duty to report any situation in which they believe another employee or student is being harassed. Unless a complaint involves student-on-student harassment, the following procedure applies:

All complaints will be written out on Complaint Form A attached, by either the Employee making the complaint or the University official who receives the complaint, in order to preserve an accurate record. The written complaint will identify the parties involved; describe the harassing behavior; when and where it occurred; and identify by name or description any witnesses.

All complaints of discrimination, particularly those related to sexual harassment, will be investigated promptly and treated with as much discretion as practicable. Access of information provided by the person making the complaint will be made available only to those persons who the University believes need to know.

IV. The Investigation

The Title IX coordinator and the Director of Human Resources, and his or her designees, will conduct a prompt, thorough and impartial investigation of the complaint. When a student alleges he or she has been the victim of sexual misconduct and when a student is otherwise involved in an allegation of sexual misconduct, the Dean of Students will assist in the investigation. A “preponderance-of-the-evidence” standard will be used during fact-finding. The parties to the complaint and any witnesses will be interviewed as part of the investigation. Both parties to a complaint may be accompanied to any University disciplinary proceedings and any related meetings by the advisor of their choice. However, the advisor may not actively participate in the investigation or disciplinary process. The parties will be informed of the status of the investigation as deemed appropriate. The investigation will conclude within sixty (60) days of the date the complaint was filed, absent unusual circumstances. A confidential record of the investigation will be kept on file in the Offices of Academic Affairs and Human Resources.

V. Following the Investigation

At the conclusion of the investigation the Title IX coordinator, the Director of Human Resources and, if participating, the Dean of Students will provide the President with one of the following recommendations:

1. There is sufficient evidence supporting the alleged violation;
2. There is insufficient evidence supporting the violation;
3. The two parties negotiated a settlement.

The recommendation will be submitted to the President in writing within five business days after completion of the investigation.

VI. Sanctions

If harassment is found, the President, in consultation with the Title IX coordinator, Director of Human Resources and the appropriate administrator will determine the formal sanctions in accordance with University policy. Sanctions include but are not limited to:

- Formal warning
- Suspension
- Dismissal/termination

An Employee who has been found to have engaged in prohibited conduct has the right to appeal both the findings and any sanctions imposed. Written notice of any employee's desire to appeal must be received by the Director of Human Resources within five business days (Monday – Friday) after the date the employee has been advised in writing that an adverse finding has been made, or the right to appeal will be waived. Upon the timely submission of an employee's notice of appeal, the following procedures apply.

Non-tenured faculty members will have their appeal heard by the Faculty Appeals Committee. In the case of a tenured faculty member, the appeal will initially be heard by the Faculty Professional Affairs Committee (FPAC). FPAC will make a recommendation concerning the appeal to the Senior Vice President for Academic Affairs. This recommendation will be considered by the Senior Vice President for Academic Affairs who will make a decision on the appeal. Thereafter, upon the request of the faculty member charged with engaging in prohibited conduct, the Senior Vice President for Academic Affairs will send the case to the Faculty Appeals Committee. This request must be made in writing and submitted to the Senior Vice President for Academic Affairs within five business days (Monday-Friday) after the date he/she makes a decision on the appeal. The Faculty Appeals Committee will serve as a formal hearing with counsel. The Faculty Appeals Committee will make its recommendation to the President.

Administrators and staff must file their written notice of appeal with the University's Director of Human Resources. This notice must be received by the Director of Human Resources within five business days (Monday – Friday) after the date the employee has been advised in writing that an adverse finding has been made, or the right to appeal will be waived. This appeal will be forwarded to the Human Relations Committee. The Human Relations Committee will thereafter convene a formal hearing with counsel and make its recommendation to the President.

A "preponderance-of-the-evidence" standard will be used at any hearing.

The President will make the final decision with input from the Board of Trustees. Once the President's final decision is made, there will be no additional hearing or appeal.

An individual who makes a complaint about harassment or sexual harassment may appeal the leniency or severity of any penalty imposed against a person found to have engaged in prohibited conduct. The appeal procedure will be substantially the same as the appeal procedure available to a person against whom

the complaint was made. To initiate such an appeal, the Title IX coordinator should be contacted.

VII.

Right to File Criminal Complaint

You have the right to file a criminal complaint against the person who engages in unlawful harassment and discrimination and you have the right not to make a criminal complaint. You may do so before, during or after the University's internal investigation. You may also contact area law enforcement authorities and/or file a criminal complaint and a complaint with the University at the same time. The University is available to assist you if you wish to file such a complaint (Complaint Form A may be found on AceLink/Areas/Human Resources/Forms). In addition, the University will advise you about your right to ask a court to issue a no contact order.

In certain situations, the University reserves the right to take action regarding a person against whom a complaint has been made – before the conclusion of the investigation and any hearing. Such action may include, but is not limited to, administrative leave with or without pay or the imposition of restrictions on work or University related activities.

Both the individual filing the complaint and the person against whom the complaint was filed will, at the same time, be notified in writing about: (i) the outcome of any disciplinary hearing; (ii) the University's procedure for both parties to appeal the result of the hearing; (iii) any change to the outcome that occurs prior to the time the outcome becomes final; and (iv) when the outcome becomes final.

VIII.

Bystander Assistance

Sometimes an Employee may be in a situation where they observe sexual misconduct either taking place or likely to take place. If an Employee may do so safely and positively they may be in a position to prevent instances of sexual misconduct or likely sexual misconduct. In such circumstances, an employee should carefully evaluate the situation and if they feel it is safe to do so, lend assistance to the victim of sexual misconduct. If an Employee does not believe assistance may be safely and positively rendered, the employee is strongly encouraged to contact the Office of Safety and Security (812) 471-6911 or (812) 488-2500 and/or local law enforcement at 911.

IX.

What to Do if You Have Been Sexually Assaulted

If you are assaulted, get to a safe place as soon as you can.

Preserve Evidence: Resist the urge to bathe, use the toilet, change clothing or apply soaps or lotions. If you must change clothes, put them in a paper bag or wrap them in a clean sheet. Do not place these items in a plastic bag as the bag may distort evidence. It is also important not to disturb any evidence that may be present in the location where the offense occurred or destroy or delete any correspondence relative to the offense.

Get medical attention as soon as possible. It is important to seek medical attention in the case of sexual assault in order to check for injuries, effectively preserve evidence, and test for sexually transmitted diseases. You can contact the Office of Safety and Security (812) 488-2051 for assistance. Medical attention can also be obtained directly from one of these locations:

UE Crayton E. and Ellen Mann Health Center	812-488-2033
St. Mary's Hospital	812-485-4491
Deaconess Hospital	812-450-3405

Personal Support: The University Employee Assistance Program ("EAP") is available to provide support and assistance to an Employee victim of sexual harassment and other forms of sexual misconduct. To schedule an EAP appointment, contact Magellan Health Services at (800) 588-8412.

The victim may wish to report sexual misconduct to either of the following local community support organizations:

Albion Fellows Bacon Center
Domestic Violence Hotline: (812) 422-5622
Sexual Assault Hotline: (812) 424-7273

Holly's House
750 N. Park Drive
Evansville, Indiana 47710
Phone: (812) 437-7233

These organizations are not connected with or part of the University. The victim should be sure to ask each organization about its policy concerning confidentiality.

Revised 9/04/14

WORKPLACE VIOLENCE POLICY

To accomplish its missions of teaching, research, and public service, the University of Evansville strives to maintain a safe environment. Accordingly, threatening behavior and violence will not be tolerated.

Threatening Behavior

Threatening behavior is defined as an express or implied threat to interfere with an individual's health or safety, or with the property of the University, which causes a reasonable apprehension that such harm is about to occur. Any employee who engages in threatening behavior will be subject to serious disciplinary action, which may include termination of employment. Examples of threatening behavior include, but are not limited to:

- Direct or indirect threats of harm
- Stalking or following an individual
- Conduct which reasonably causes others to fear for their safety

Any faculty member alleged to have violated this policy will have the right to appeal according to the *1982 Recommended Regulations on Academic Freedom and Tenure* of the American Association of University Professors. The University adheres to the principles presented in the AAUP document "On Freedom of Expression and Campus Speech Codes" in the *Policy Documents and Reports* of the American Association of University Professors (1995).

Violent Behavior

Violent behavior is defined as the use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person or the property of the University. Violent behavior is so serious that individuals who engage in it can expect termination of their employment. Examples of violent behavior include, but are not limited to:

- unwelcome physical contact
- Slapping, punching, striking, pushing or otherwise physically attacking a person
- Throwing, punching, or otherwise handling objects in an aggressive manner

Reporting Workplace Violence

Any employee who experiences or witnesses threatening or violent behavior while on duty and/or on University property, should immediately report the incident to a supervisor. In the absence of a supervisor, the Office of Safety and Security should be contacted. The Office of Safety and Security should also be contacted immediately in the event of an emergency situation.

EMERGENCY RESPONSE POLICY

General Information

The University Telephone Directory includes emergency information relative to severe weather, natural disasters, and "Safety Coordinators" for each building on campus. All employees should familiarize themselves with the basic emergency information that can be obtained through the safety and security website, <http://evansville.edu/safety> or the residence life website, <http://evansville.edu/residencelife/>. In addition, Emergency Response Guides have been provided to each academic and administrative department. These quick reference guides are to be kept in an easily accessible location in the event of

an emergency. While the Guide is not all-inclusive of the University's Emergency Response Plan, it provides the basic frame work for general response and notification in the event of an emergency. Additional copies of the Emergency Response Guide can be obtained through the Office of the Vice President for Student Affairs/Dean of Students, at 488-2500 or km306@evansville.edu.

Safety Coordinators

Every building on campus has a designated Safety Coordinator. The Safety Coordinator is responsible for implementing a system within their designated building to disseminate important information and implement appropriate procedures for an evacuation or lock-down of the facility. A list of Safety Coordinators for each building is listed in the Faculty and Staff Emergency Response Guide or the University Telephone Directory.

Ace Alerts – UE Emergency Notification Ace Alerts System

Ace Alerts is the University of Evansville's Emergency Alert System. We have partnered with Rave Alerts as a resource to make sure you get alerts in a timely manner when they are sent out. It will be the primary form of communication in the event of an emergency. When an alert is sent out it will be sent to all campus IP phones, cell phones, email addresses, campus computers, campus televisions, Ace Alert Twitter account, [Twitter@Ace Alerts](https://twitter.com/AceAlerts), and Ace Alert Facebook account, <https://facebook.com/acealert>.

When the system is activated and an alert is issued, the Safety Coordinators are responsible for initiating their building plans for disseminating information to classrooms and labs that are not equipped with phones.

All current employees and students are automatically signed up for an email alert and a text message if you have provided your cell phone number to the University. A test of the system will be conducted at the beginning of the Fall and Spring semesters. It is highly recommended that you check your profile to make sure this resource is available to you. Updating your profile is available through Ace Link.

Phone Numbers/Evansville Police Department

The University of Evansville has an office of Safety and Security that provides 24 hour service to the campus. **The emergency number for the office of Safety and Security is 6911 or 812-471-6911 from a non-campus phone.** Should an emergency situation develop, our first line of defense is with the Evansville Police Department, located within minutes of the campus.

To insure the maximum level of protection for our campus, it is essential that there be cooperation with the instructions provided by the Safety Coordinators, local authorities, and University officials. While we cannot plan for the unexpected, we can be prepared to respond in a way that lends itself to a positive outcome.

INCLEMENT WEATHER POLICY

Unless an announcement has been made to the contrary, the University will operate

normally despite bad weather. Since many of our students live on or near campus, it is assumed that academic and other buildings will continue to be open and serviced. Offices will remain open on a “business as usual” basis throughout the regularly scheduled workday. Faculty must meet for classes or in an emergency make arrangements for another faculty member to do so.

When weather conditions progress to the point where most roads and streets are virtually impassable, it may be necessary to suspend classes and/or routine operations. Information will be released by the Office of University Relations to area news media for broadcast.

If employees are home and advised not to report for duty, they will receive pay for time not worked. Personnel who are asked to return home after reporting to work will receive pay for the balance of their regularly assigned work schedule.

Some personnel will be requested to remain on duty on a voluntary basis, but circumstances may require others to stay because of the health, safety and essential service of the University community.

The Office of Safety and Security monitors a weather alert radio at all times. Decisions regarding school delays or closures shall be announced in one or more of the following ways: University Emergency Notification Ace Alerts System, University website’s main page, and/or through local TV and radio announcements.

Chapter III

COMPENSATION AND EMPLOYMENT BENEFITS

Office of Academic Affairs and Center for Adult Education

Adult Education is a part of the Office of Academic Affairs and an integral part of the University's educational program serving the area's adult students in the Tri-State region. Administration of the unit is the responsibility of Director of Adult Education and program directors who work closely with the Sr. Vice President of Academic Affairs, department chairs and/or deans to organize curricular offerings and to provide teaching staff.

Credentials

Faculty members (including adjunct faculty) normally possess an academic degree relevant to the course they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. When faculty are employed based on experience, the hiring department chair in consultation with faculty members assures that the new faculty member possesses a minimum of a baccalaureate with appropriate certification and/or experience. Documentation of evaluation for all faculty appointments will include complete official transcripts and a resume describing relevant experience and certifications. The Senior Vice President for Academic Affairs approves all faculty hires, including adjuncts.

Part-time faculty must provide current credentials to be kept on file in Academic Affairs. Included in the file should be a complete set of certified transcripts, both undergraduate and graduate; and a biographical sketch or current resume. Contracts will not be issued prior to submitting such credentials. An interview with the unit administrator may also be required. Adjunct faculty need to visit Human Resources within the first week of the semester to complete W-4's and to supply other required information.

All part-time faculty, whether for day or evening classes, must be approved in advance by the department chair and/or dean of the academic unit through which a course has been approved, and the Senior Vice President for Academic Affairs. Each faculty member is responsible for periodically updating the credentials file.

Contracts

Contracts are prepared by the Office of Academic Affairs. The contracts must be signed and returned to the Office of Academic Affairs by the date specified on the contract.

Compensation

Part-time salaries will be paid for teaching graduate or undergraduate courses and overload compensation for regular full-time faculty or staff, when instruction has been authorized in advance by the Executive Vice President for Academic Affairs.

Financial recognition can be made for exceptional expertise, reputation, or years of experience that might enhance the teaching experience. A memo indicating the correct amount must be submitted to the Office of Academic Affairs with the Part time and Supplementary Pay Request form. Classes taught by part-time faculty are subject to cancellation or pro rata compensation if enrollment falls below a minimum of 12 students.

No appointed full-time administrator will be paid additional compensation for teaching or other related activities except in special cases approved in advance by the Vice President for Academic Affairs.

University-owned housing may at times be offered at zero or reduced rental rates to administrators and faculty as part of their employment contract. If the employee does not pay rent comparable to the average rental rate paid by individuals (other students, employees, or non-employees) for comparable housing provided by the University, then the difference between rent paid by the employee and the average rental rate is includable in the employee's taxable wages. This applies to both permanent and temporary housing. To be excluded from taxable income, the conditions discussed below must be met. Internal Revenue Code §119(a) and (d) governs the taxation of employer-provided housing. If the housing is offered at zero or reduced rental rates, the value of the housing may only be excluded from income if all three of the following conditions are satisfied:

1. The employee's residence is located on the employer's business premises.
2. The employer furnishes the residence for its own convenience.
3. The employee must accept the residence as a condition of employment.

For purposes of the "business premises" test, it must be demonstrated that the housing constitutes an integral part of the University's business property or that it constitutes the premises on which the University carries on some substantial portion of its business activities.

IRS publication 15-B states that lodging is furnished for the "convenience of the employer" if it is furnished for "a substantial business reason other than to provide the employee with additional pay." The publication states that lodging meets the "condition of employment" test if the employer requires the "employees to accept the lodging because they need to live on business premises to be able to properly perform their duties". "Examples include employees who must be available at all times and employees who could not perform their required duties without being furnished the lodging."

An employee residing in University housing as of January 1 will be notified of the benefit value that will be added to reportable wages, and the tax withholding effect on his/her net pay, via email from the Director of Accounting in January. A new employee will receive the email notification after the Office of Fiscal Affairs has reviewed his/her contract. Tax withholding will begin on the pay date after the email is sent and will continue throughout the calendar year, or until the Director of Accounting is notified of a change in housing arrangements.

Payroll Dates

Adjunct salaries will be paid monthly on the final business day of the month. Payroll checks will be direct deposited and the pay advices will be mailed to the instructor's home address. Summer classes are paid based upon department policies.

Form I-9

Anyone who performs labor or services in return for wages or other pay must complete Form I-9 *within three business days of the date of hire* as required by law. When completing the Form I-9, the employee will need to provide a document (or documents) that establish identity and employment eligibility. (A passport or driver's license and social security card are usually most convenient for employees.) A complete list of acceptable documents and the Form I-9 are available at the Human Resources Office, Room 118, Olmsted Hall. Completion of the Form I-9 and accompanying documentation is a condition of employment.

Employee ID Cards

All permanent full-time and part-time University of Evansville personnel are required to have a valid photo identification card which is available at the Office of Safety and Security. There is no charge for the first card. There is a \$10 fee for replacement of lost cards without card access capabilities, and \$25 for lost cards with card access capabilities.

ID cards will offer the following benefits to full-time and part-time permanent employees:

1. Check out books and other materials from the Bower-Suhrheinrich Library.
2. Receive a 10% discount on purchases from the University bookstore. Does not apply to textbooks, stamps or already discounted merchandise.
3. Discounted admission to UE theatre productions.
4. 50% discount on men's and women's basketball season tickets with the purchase of a minimum of two season tickets, and two free tickets during the week of a game.
5. All other athletic events, two free admissions by presenting ID at the gate.
6. Access to the Café Club, allowing monies to be placed on card for use at campus dining facilities.
7. Free access to the Fitness Center for employees only.

ID cards may also be issued to temporary full-time and part-time employees of the University. A request to issue cards to temporary employees must be made to the Office of Safety and Security and approved by the Dean or area Vice President. These cards will carry the following benefits:

1. Check out books and other materials from the Bower-Suhrheinrich Library.

2. Receive a 10% discount on purchases from the University bookstore. Does not apply to textbooks, stamps or already discounted merchandise.
3. Discounted admission to UE theatre productions.
4. One free admission to UE athletic events with the purchase of a ticket to that event. Excludes men's and women's basketball season tickets.
5. Access to the Café Club, allowing monies to be placed on card for use at campus dining facilities.

ID cards must be turned in to the Human Resources Office by the employee upon termination of services to the University.

Office Hours

In keeping with the institution's commitment to personal attention/connections to students, adjunct faculty members are expected to be accessible to students through a mix of office hours and electronic availability.

Mail

Mail will be placed in a location with the other faculty mailboxes for the department in which you teach. Plan to check your mailbox on campus at least once per week.

Holidays

Adult Education non-credit and evening credit classes do not meet on holidays observed by the University (see calendar). Plan these into your syllabus to insure that the students are fully informed. There is a reading and study day set aside at the end of each semester, before the commencement of final examinations, on which classes may not be held. If this would result in loss of an entire week for an evening class, however, the instructor has the option to hold class. This should be clearly stated in the syllabus from the outset.

Chapter IV

ACADEMIC POLICIES AND PROCEDURES

Academic Advising

Since few evening students can visit an instructor's office during daytime hours (though many can telephone at that time and such consultations should be encouraged as appropriate) instructors are expected to make themselves available for personal consultation with their evening students, probably the night on which their class meets, preferably before or after class. Many instructors also provide students with their office and home telephone numbers.

Academic Honor Code

In its mission, the University clearly states the intention to be value-oriented in all endeavors. The Academic Honor Code was created by the University community, students and faculty alike, to create an atmosphere conducive to this high ideal and to academic integrity.

The primary purpose of the Academic Honor Code is to enable students and faculty to conduct their academic duties in an atmosphere of freedom - an ideal which requires the commitment of both students and faculty. Student commitment to the Academic Honor Code is implied by his or her matriculation at the University of Evansville. Members of the faculty affirm a commitment to the Academic Honor Code by clearly defining what is or is not unauthorized aid. The Code, which follows, is appropriate for all academic work which is to be submitted for credit.

I understand that any work I submit for course credit will imply that I have adhered to this Academic Honor Code: I will neither give nor receive unauthorized aid nor will I tolerate an environment which condones the use of unauthorized aid.

The Honor System

Under the honor system, faculty often utilize honor-based testing devices, such as the take-home exam and examinations without a proctor. Each instructor is obligated to clearly define unauthorized aid as it relates to assignments within his or her specific course(s). Instructors should discuss the importance of academic integrity, review related items in the syllabus, and clarify the definition of cheating and/or plagiarism. When in doubt, the student is obligated to obtain an understanding of the instructor's use of the term. Ignorance is not accepted as a valid excuse for a violation of the Academic Honor Code.

The non-toleration clause ("nor will I tolerate an environment which condones the use of unauthorized aid") is integral to the Academic Honor Code as the honor system relies on the active participation of all students. Each student, therefore, is responsible for his/her own personal honor and the academic integrity of the University community. The Academic Honor System functions only when students value their

personal honor and that of the community enough to guard it. This is not to say that students must constantly watch for violations. However, it is the student's responsibility to uphold the integrity of the Academic Honor Code. Any observations or knowledge of misconduct should be reported immediately.

FACULTY RESPONSIBILITIES

The following is offered as a guideline to the faculty's responsibilities in promoting and implementing the Academic Honor Code.

1. Refer to the Academic Honor Code in each class syllabus.
2. Provide a clear, written definition of class expectations in the syllabus, including such items as writing style, citations, plagiarism, etc.
3. Devote some time in the first class meeting to explaining the importance of academic integrity, reviewing related items in the syllabus, and clarifying the definition of cheating and/or plagiarism.
4. On examinations, faculty may wish to include the honor code statement and require students to sign their reaffirmation.
5. On class papers and projects, faculty may wish to ask students to include a simple, signed statement reaffirming their adherence to the honor code.
6. For group projects, group papers, or group presentations, clearly define the appropriate level of collaboration, the level of group vs. individual work to be submitted, and the criteria for grading. This may be included in the syllabus or in handouts describing the parameters of a group assignment.
7. In the classroom, establish an academic environment that supports academic integrity based on fair evaluations and the assumption that all students enrolled are honest.
8. In all cases of possible dishonesty, the faculty member should confront the individual student. If the student does not believe he or she has violated the honor code, or if the student does not agree with the action proposed by the faculty member, the student has the right to due process by requesting an Honor Council investigation.
9. Disposition of a suspected Honor Code violation should take place within ten business days of its detection either by (a) dismissing it, (b) settling it informally through a letter signed by the student and forwarded to the Office of the Dean of Students, or (c) Requesting an Honor Council investigation of the alleged incident. See "Violations of the Honor Code", below, for the process to follow. All letters documenting the information resolution of Honor Code violations must be sent to the Office of the Dean of Students immediately after signing to ensure accurate institutional records of the number of Honor Code violations on file.

10. When there is an Honor Council hearing, be prepared to present evidence and testify as needed.
11. Be willing to serve in the pool of faculty to be called upon for Honor Council hearings.
12. Participate in educating new faculty (full time and part time) about the honor system.

The Honor System and the implementation of its procedures fall under the administrative jurisdiction of the faculty and the President. The Office of the Dean of Students keeps records of violations and hearings, and may be consulted by the Honor Council chair regarding procedures and past violations.

THE PLEDGE OF HONOR

All students receive a copy of the Academic Honor Code in their matriculation materials at orientation. University policy manuals refer to the Academic Honor Code and policy.

HONOR COUNCIL

The Honor Council is composed of students and faculty members, both with full voting power. Eight faculty members, one from each academic governance unit, are appointed by the Faculty Senate. Six students are appointed by the Student Government Association, and six students are then appointed by the President of the University. At least one student of the twelve must represent each of the eight teaching academic governance units. For a hearing, a panel of five students and two faculty members is randomly selected from the appointment pool to serve as the hearing panel. The chair of the Honor Council will be appointed by the Faculty Senate chair in consultation with the Vice President for Academic Affairs. In addition to those members selected from the appointment pool, the Honor Council chair will serve as a non-voting facilitator for each hearing panel. The Dean of Students will serve as an *ex-officio* non-voting member of each hearing panel.

DUE PROCESS

Alleged violators of the Honor Code, in accordance with due process, will have the following rights:

- The right to be faced by one's accuser;
- The right to have charges against one given in writing 72 hours prior to the hearing;
- The right to a hearing;
- The right to have witnesses speak on one's behalf;
- The right to appeal the decision of that hearing to a higher level.

The chair of the Honor Council sees that the case is processed with correct procedures and with the stated elements of due process.

The University of Evansville's discipline system does not include the right to have representation, including but not limited to legal and/or parental representation, at the Honor Council hearing. The University of Evansville, as a private institution, is free to devise a disciplinary procedure relevant to its lawful mission.

VIOLATIONS OF THE HONOR CODE

The honor system is based on the assumption that students are the first to protect the environment of honor. In code violations, the council holds by the principle that students should not receive credit for dishonest work. From the point of the alleged violation until final adjudication through the appropriate honor code processes (either informal or form), no changes are allowed to the student's registration in the course.

Initial Action: Where appropriate, suspected Honor Code violations should be reported to the Dean of Students, who will keep records of Honor Code violations. The Dean of Students will determine if this is the student's first offense. If a student has committed one violation of the Honor Code and is suspected of a second violation, the second case will be heard by the Honor Council. If the student is found responsible for a second violation, the Honor Council will impose the appropriate penalty while giving primary consideration to the recommendation of the faculty member involved with the case. Second offenses will automatically be referred to the Honor Council for action. A student found responsible for a third violation will be expelled from the University. If a violation of the Academic Honor Code comes to the attention of a student or faculty member, he/she is encouraged to positively influence the student in question to change the current course of action or to self-report the violation. Some Honor Code violations may be handled informally between student and faculty (see below for procedure).

Informal Resolutions: Many first offenses can be handled between the student and the faculty member once the Office of the Dean of Students has verified that no previous offenses have occurred. This process often works best with cases that are fairly straightforward.

1. The faculty member should confront the student about what appears to be a violation of the Honor Code.
2. The faculty member should emphasize to the student that he or she has the right to have the case investigated through the Honor Council as outlined in the Student Handbook if the student does not believe they have committed a violation of the Honor Code.
3. If the student admits to the violation, the faculty member should discuss what sanctions are believed to be appropriate. If both parties concur with the sanctions, the resolution should be documented. Suggested elements to

include in the documentation are:

- a) description of the violation
- b) a description of the sanctions imposed.
- c) the following statement: “This letter will be forwarded to the Office of the Dean of Students as part of the documentation process of an Honor Code violation.”
- d) the following statement:

“By signing this letter, you acknowledge your waiver of an Honor Council investigation and hearing, accept your responsibility in this incident, and accept the sanctions as prescribed.”

Student Signature

Date

- 4. Provide the student with a signed copy of the letter. The instructor should keep a copy of the letter and all original materials relevant to the case, and should forward the original signed letter to the Office of the Dean of Students. The letter will be kept on file for the remainder of the student’s academic career at the University of Evansville.

If there is no agreement on the violation and/or the sanction, the case will be forwarded to the Honor Council via the Office of the Dean of Students.

In the event that the accused student reports himself/herself, the Dean of Students should be contacted. Subsequently, the Honor Council will evaluate the case.

Reporting and Investigations: If it is not possible to approach a student suspected of a violation or the student does not self-report to the Honor Council, then the suspicions should be reported to the Dean of Students. When a violation is reported, the chair of the Honor Council will assign two student Honor Council members to investigate the case. They will interview the accused, the appropriate faculty member(s), and any witnesses. The chair of the Honor Council is responsible for notifying the accused student of Honor Council procedures. If there is not enough evidence, the case will be dismissed. If there is enough evidence, a hearing will be scheduled.

The Hearing: Honor Council hearing procedures are designed to ensure due process with University policy. At a hearing the Honor Council’s responsibility is to ascertain whether the accused is innocent or guilty of the alleged violation. When a student is found guilty, the council will recommend appropriate penalties. A recording will be made of all Honor Council hearings.

During an Honor Council hearing, the typical order of events is:

1. The person initiating the report gives his or her version of the situation;
2. The hearing panel questions the person initiating the report;
3. The student(s) whose case is/are being heard presents an account of the situation, justification and/or explanation;
4. The hearing panel questions the student(s);
5. Further comments by the student(s) and initiating person are considered;
6. Witnesses are brought in, although the hearing panel can limit the number of persons who may appear;
7. The Honor Council deliberates and renders a decision. The Honor Council chair will notify the alleged violator of the disposition of the case following the hearing.

Sanctions: The penalty for a first violation will be determined on a case by case basis by the Honor Council. The recommendations of the faculty member(s) involved in the case will be given primary consideration. Possible sanctions include academic penalties, disciplinary action, and special conditions such as counseling. If a student has committed one violation of the Honor Code and is suspected of a second violation, the second case will be heard by the Honor Council. If the student is found guilty of a second violation, the Honor Council will impose the appropriate penalty while giving primary consideration to the recommendation of the faculty member involved with the case. Penalty for a second offense may include suspension for a designated period of time. A student found guilty of a third violation will be expelled from the University. For suspensions and expulsions resulting from an Honor Code violation, the student may be awarded a grade of "F" for the course in question.

Honor Council Appeals

Students found guilty may appeal the decision of the Honor Council. In the event of an appeal, a hearing panel of three students and one faculty member will be selected from the appointment pool from among Honor Council members not involved in the original hearing.

The Appeals Board should make every effort to dispose of all cases before them as quickly as possible, preferably within two weeks of the time charges were brought. The decision of Honor Council may be appealed by either party (the student or the initiating/complaining party) through the Appeals Board.

APPEALS BOARD HEARING ORDER

- The appeal is read;
- A tape or recording, or part thereof, of the original hearing shall be played if requested by the violator, the original initiating agent or the Appeals Board;
- The person appealing the case gives an explanation for the appeal and then is questioned by the Appeals Board;

- The person(s) involved in the original case who is either an alleged violator or an initiating agent who has not requested the appeal reacts to the appeal and is then questioned by the Appeals Board;
- Summary statement(s) is/are given;
- The Appeals Board will deliberate and make a decision.

POSSIBLE APPEALS BOARD DECISIONS

- Affirm the original finding and action taken;
- Affirm the finding but adjust the sanction to a higher or lower level of penalty;
- Reverse the finding and acquit the student;
- Reverse the finding and order a new hearing.

The Appeals Board will inform the individual of its decision verbally. Written notification of its action will follow.

FINAL APPEAL

The University President will be the final appeal for Honor Council hearings. The final appeal to the President must be submitted in writing to the Office of the President within one week of the date of notification of the action of the first appeal. Recordings of the Honor Council hearing may be reviewed by the President after the appeals conference. In the case of an appeal being heard by the President, the President may or may not meet with the student at his or her discretion. The decision on the appeal may be made based on hearing records and the student's written appeal.

STUDENTS AND FORMAL GRIEVANCES

The University of Evansville embraces a culture that encourages students to seek informal resolution to issues or concerns by directly contacting the faculty or administrator who has the authority to respond. The University recognizes, however, that not all concerns can be handled effectively or efficiently by one individual and therefore provides formal processes by which students can pursue a more formal resolution to their concerns. Students seeking counsel about such processes may contact the Student Government Association office to consult with the Student Ombudsman/Enhancement Chair or the Office of the Vice President for Student Affairs/Dean of Students.

Students wishing to file a formal grievance regarding an academic matter should submit a written and signed statement, as well as the resolution sought, to the Vice President for Academic Affairs, except where other procedures specific to the concern are in place (e.g. grade appeals).

Students wishing to file a formal grievance regarding a non-academic matter should submit a written and signed statement, as well as the resolution sought, to the Vice President

responsible for that particular area except where other procedures specific to the concern are in place (e.g. sexual harassment). The student ombudsman/Enhancement Chair of the Student Government Association or the Office of the Dean of Students can help direct students to the appropriate vice president.

Absences

FACULTY ABSENCE

The University, through the faculty, meets its obligation to assure that classes are available to students. Classes should meet as published in the University catalog and class schedule unless a special notice is issued by the Vice President for Academic Affairs. Faculty members are expected to begin and end classes promptly.

When unable to meet classes because of sickness or accident, a faculty member should notify the department chair as soon as possible. That supervisor then advises the Office of Academic Affairs. If a faculty member is absent due to illness or emergency for an extended period, the department chair must ensure that classes are properly taught. Under such circumstances the faculty member is normally eligible for continued compensation under the provisions outlined in Chapter V.

When faculty are absent for professional reasons, they must make satisfactory provisions for missed classes that are approved by the department chair. A written notification should be submitted to the immediate supervisor outlining the reasons for being away from campus and the plans for covering missed classes. If travel expense support is requested, a “travel request” form must be submitted in advance of the absence and be approved by the dean and Vice President for Academic Affairs. Travel expenses may be partially or fully reimbursed subject to the conditions outlined in Chapter V. Authorization for use of a University car or travel expense reimbursement must be obtained before the actual travel occurs. Part-time faculty or staff members are normally not eligible for reimbursement of travel expenses.

STUDENT ABSENCE

The University expects regular class attendance by all students. Students are considered sufficiently mature to appreciate the necessity of regular and punctual attendance, to accept this personal responsibility and to accept the consequences of failure to attend. When absences occur due to emergency or medical reasons, students are expected to notify their instructors of the absence prior to class or to seek the assistance of the Office of the Dean of Students in notifying instructors. Assistance in notifying professors of an absence should not be mistaken for an excused absence. The Dean of Students or designee has the authority to grant excused absences for significant medical, psychological, or personal reasons upon review of appropriate documentation and professional recommendation supporting such a request.

An instructor and/or academic unit may make attendance mandatory in particular

courses. Each instructor is expected to maintain an attendance policy in keeping with the nature of the course and may consider it in evaluating performance in their courses.

Policy Governing Excused Absences. Students are sometimes permitted to miss class because of participation in official University events (e.g., athletic contests, music or theatre performances, or academic field trips). The following principles apply:

- Only the instructor may excuse a student from a class or lab to attend an athletic practice or conditioning session, music or theatre rehearsal, etc.
- When students are asked to miss class for official University events, the faculty or staff member responsible must request authorization from the appropriate office as noted below at least ten (10) days or as soon as possible in advance of the event or field trip. The following information is required:
 - Purpose & brief description of the official University event.
 - Dates, location, and times (as applicable).
 - Alphabetical list of the students involved [Last Name, First Name along with their student identification numbers.].
- Authorization for *non-academic* official University events is requested of and granted by the Vice President for Student Affairs/Dean of Students.
- The Vice President for Student Affairs/Dean of Students has the authority to grant excused absences for medical, psychological or personal reasons.
- Authorization for *academic* official University events is requested of and granted by the Executive Vice President for Academic Affairs.
- Instructors affected will be notified one week prior to the class period during which absence is anticipated, or as soon as possible.
- Missed class time due to student participation in University approved events is to be considered an *excused absence*.
- The grade of a student may *not* be lowered in any class due to excused absences.
- It is the student's responsibility
 - to take the initiative by consulting with their instructors before the absence occurs, and
 - to do what is required by the instructor to make up all missed assignments and/or examinations.
- Instructors are required to assist students in these occasional situations of excused absences.

Procedures Governing Excused Absences for Academic Purposes: Faculty or academic units requesting students to participate in official academically related University events (field trips, professional conferences, music or theatre performances, etc.) should proceed as follows to obtain authorization and insure notification of absences on behalf of their students:

- Faculty should route their requests through the departmental office so that administrative assistants can standardize them with the following format:
 - Purpose & brief description of the “official University event.”
 - Dates, location, and times (as applicable).
 - Alphabetical list of the students involved [Last Name, First Name] along with their student identification numbers.
 - Approval signature lines for
 - Department Chair
 - Dean
 - Office of Academic Affairs
- Once authorized by Academic Affairs, the signed document will be returned to the originating academic unit.
 - Each student on the list will be given a copy of the authorization for an excused absence.
 - Students are responsible for showing the authorization to their instructors when making arrangements for being absent and making up missed work.

Syllabi

Faculty members are required to prepare up-to-date syllabi for each of their classes. Each syllabus should include the course number and catalog description, credit hour policy definition which the course meets, course meeting times, course learning objectives that are stated as measurable student learning outcomes and are consistent with the educational objectives of the department and University, methods of instruction , identification and schedule for all assignments (including tests, readings, papers, projects, etc., any special requirements, a class schedule including content to be learned, withdrawal and attendance policies and criteria for grading. Syllabi should include a statement concerning accommodations for students with disabilities (see suggested language in the “Accommodating Students with Disabilities” section in Chapter II of this Manual), as well as the Honor Code of the University of Evansville (see “Faculty Responsibilities” in the Honor Code section earlier in this Chapter of this Manual). In addition, any course that is offered as part of the general education program should state which general education learning objectives will be addressed in the course. Copies of course syllabi shall be furnished to the appropriate department chair and dean during the

first week of each semester.

Course Records

Course records of class attendance and grades earned shall be maintained by faculty members for each class taught. Traditional class roll books are available through the University Bookstore. Computerized records may be utilized; however, a printed hard copy must be kept on file. When a faculty member discontinues service to the University, the most recent course records must be left with the department chair or dean. Course records are the property of the University.

Independent Study

The purpose of Independent Study is to provide students an opportunity to pursue focused, in depth special topics or projects within the discipline when such topics are not sufficiently covered in existing courses. The student shall be registered for independent study credit in the semester during which the majority of the work is done.

Except in rare special circumstances, independent study is not to be used as a substitute for regularly scheduled academic offerings, which will be defined by each academic unit. In such cases a letter from the student and sponsoring instructor must be submitted with the "Proposal for Independent Study" explaining why the course must be taken as an independent study.

Supervision of a moderate number of independent study projects is generally considered a normal part of a faculty member's teaching responsibilities. As a result, there is no special work load credit or financial compensation granted during the academic year. Exceptions require the approval of the department chair, dean, and the Vice President for Academic Affairs.

Examinations

FINAL EXAMINATION

The final examination period is specified in a schedule published by the Registrar. No final examinations may be administered prior to the dates established without prior approval of one's department chair and/or dean and the Executive Vice President for Academic Affairs.

No student shall be required to take more than two final exams per day. If more than two exams are scheduled on the same day according to the Registrar's final exam schedule, the instructor of the course with the highest course number must make a rescheduling accommodation. If more than one exam must be rescheduled, the instructor with the second highest course number must also make an accommodation. To request rescheduling, the student must contact his or her

instructor(s) within two weeks after the revised final exam schedule is published. Furthermore, if a conflict is created as a result of an instructor moving an exam date, that instructor shall make an accommodation for the student(s) affected.

CREDIT BY EXAMINATION

Prior to matriculating at the University of Evansville, students may earn an unlimited number of hours through the College Board Advanced Placement (AP) testing program, providing a grade of four or better on each examination has been achieved, and through the International Baccalaureate (IB) program, providing a grade of five or better in higher level subjects has been achieved.. Students may also earn credit for up to two courses through either the College Entrance Examination Board's College Level Examination Program (CLEP) or through proficiency examinations administered by departments.

Proficiency examinations are administered by the following procedure:

- (1) the student secures a "credit by examination" form from the Office of the Registrar;
- (2) the student must fill out the form and secure the signatures of his/her advisor and of the chair and dean of the program unit in which the exam will be administered;
- (3) the student must pay a non-refundable fee in the Office of Student Accounts;
- (4) a member of the faculty prepares, administers, and grades the examination. Credit for the course will be granted if the student passes the examination with a grade of C or better. No exam may be repeated.
- (5) the member of the faculty records only the grades of P and F on the credit by examination form, and the registrar enters only a grade of P on the student's official record (a grade of F does not appear on the student's official record).

TEST SCORING AND GRADE ANALYSIS

The Computer Center offers a test scoring and grade analysis service to all faculty members. Further information and instructions are available at the Computer Center.

RETENTION OF TESTS, PAPERS, & FINAL EXAMINATIONS

It shall be the responsibility of the instructor to maintain reasonable and objective criteria and data in grading and evaluation process. Any student wishing to question a course grade or individual grades on tests, papers or the final examination may do so and may also review the related materials.

To insure due process in the event of a grade appeal, faculty must retain all graded materials for a period of one (1) year after completion of the course. In instances where a final grade of Incomplete (I) has been submitted, faculty must retain all graded materials for a period of two (2) years. [Incomplete grades are automatically changed to F if not removed within one year. Since an appeal of that failing grade may be logged, the extended two (2) year period is required. When an incomplete grade is removed, the instructor is required to retain all related graded materials for only one (1) year from the time of the grade change in lieu of the full two-year period.]

If graded papers, tests and/or final examinations have been returned to the student, it becomes the student's responsibility to present the related materials in a grade dispute.

Assessment of Student Learning

POLICY STATEMENT FOR ASSESSMENT OF STUDENT LEARNING WITHIN ACACEMIC PROGRAMS

All academic programs at the University of Evansville assess student learning on a regular basis. The mission of student learning assessment is to improve student learning and enhance the effectiveness of the academic programs at the University of Evansville by objectively measuring learning outcomes and using the results to inform both continuity and change.

The assessment of student learning is conducted at the program level but is coordinated and evaluated by an Academic Assessment Committee consisting of a faculty member that serves as chair, a representative from each of the faculty academic governance units as defined in the faculty bylaws, the Director of Institutional Effectiveness, and an administrative representative from the EVPAA office, the Dean of Arts and Sciences, and the Chair of the Writing Subcommittee.

The assessment process begins with entering students and continues throughout their academic careers and into their postgraduate years. The information gathered is used by the academic programs to continually monitor whether the knowledge, skills and attitudes of students are meeting learning outcomes of the program and the educational objectives of the university. Normally, programs report to the Assessment Committee every third year, but may be asked to report on a more frequent schedule if improvement is needed.

Academic assessment reports are shared with the department's academic dean and the vice president for academic affairs. At the college and university level, program reports are used to guide strategic decisions. Programs that have difficulty designing, implementing or reporting student assessment activities will receive assistance from the Academic Assessment Committee and the Director of Institutional Effectiveness. Programs are not meeting their responsibilities towards their students if they fail to carry out assessment of student learning by not performing assessment activities, not submitting a report, or by submitting a report which fails to show program planning

based on student learning. In such cases, academic deans will work with departments to develop an active program of student learning assessment and may do so by working with accreditation bodies or external program reviewers.

Copyright Compliance

COPYRIGHT COMPLIANCE IN THE ACADEMIC COMMUNITY

Copyright exists to foster and induce the creation of all forms of intellectual property. The copyright law does so by providing fair returns to creators, producers, and distributors of original works of information and/or art. To the extent that any organization unlawfully makes and sells (portions of) copyrighted works without permission, authors and publishers, for example, are deprived revenues in every market for which they have written and published.

The copyright laws grant owners of copyright (authors and other creators and publishers) the sole right (1) to reproduce all or part of the work, (2) to distribute copies, (3) to prepare new (derivative) versions based on the original work, and (4) to perform and display the work publicly. Among the types of works which are subject to copyright protection are literary, dramatic, musical, choreographic and pictorial works, graphic works, pantomimes, sound recordings, sculptures, motion pictures and audio-visual works. These categories include reference works (including dictionaries), video cassettes, and computer programs and databases.

Copyright protection begins at the moment the work is created and its duration, after registration, varies with the type of work and the year in which it was copyrighted. Some works are in the public domain because they have never been the subject of copyright protection or the term of copyright protection has expired. The fact that a previously published work is out of print does not affect its copyright. The absence of a copyright notice does *not* mean that the work in question may be freely copied. The best method for determining copyright ownership is by contacting the publisher of the work that you wish to copy.

GUIDELINES FOR REPRODUCING COPYRIGHTED MATERIAL

Reproduction of copyrighted material, without prior permission of the copyright owner, particularly in an educational setting, is an issue of serious concern for the academic community. Although copying all or part of a work without obtaining permission may appear to be an easy and convenient solution to an immediate problem, such unauthorized copying can frequently violate the rights of the author or publisher of the copyrighted work, and be directly contrary to the academic mission to teach respect for ideas and for the intellectual property that expresses those ideas.

Civil and criminal penalties are imposed for copyright infringement and judgments may be rendered against the individual as well as the institution.

Reproducing Copyrighted Material with Prior Permission

In principle, it is best to seek permission from the copyright owners and, if required, pay a fee for their use. Certain requests will ordinarily be granted without payment of fee-- transcripts for the blind, for example, or material to be tried out once in an experimental program.

Procedures for Obtaining Permission to Copy

1. Identify who owns the copyright for the particular work.

Consult both the copyright notice as well as any acknowledgment pages in the work. Most works contain a notice of copyright; however, the information may not always reflect accurately the identity of the *current* copyright owner of the material in question. The absence of a copyright notice does *not* mean that the work in question may be freely copied. The best method for determining copyright ownership is by contacting the publisher of the work you wish to copy.

2. Request permission before or at the same time you order textbooks.

Publishers do not also control the rights and need time to research the extent to which permission may be granted and assign author's royalties, if fees are involved.

3. If one is available, call the publisher's toll-free number or direct your written request to the publisher's Copyrights & Permissions Department, not the author.

The page containing the copyright notice shows who owns the copyright, the year of publication and the publisher's name. The acknowledgment page may also contain information regarding ownership. Contact the bookstore for toll-free permissions request telephone numbers and/or publisher addresses.

4. Include all of the following information in your request:

- A. Author's, editor's, translator's full name(s);
- B. Title, edition and volume number of book or journal;
- C. Copyright date;
- D. ISBN for books, ISSN for magazines and journals;
- E. Numbers of the exact pages, figures and illustrations;
- F. If you are requesting a chapter or more: both exact chapter(s) and exact page numbers;
- G. Number of copies to be made;
- H. Whether material will be used alone or combined with other photocopied materials;
- I. Name of college or university (letterhead is also suggested);
- J. Course name and number;
- K. Semester and year in which material will be used;
- L. Instructor's name.

This information will be needed whether you call or write for permission.

5. Request permission whether or not works are in print.
6. Provide your complete address and the name of a contact person and telephone number in case there are any questions.

Reproducing Copyrighted Material without Prior Permission

If time or circumstances are not conducive to obtaining permission to reproduce copyrighted materials, the current law (1978, Section 107) provides “**fair use**” guidelines that allow “reasonable” use of photocopies without permission for such purposes as “criticism, comment, news reporting, teaching, scholarship, and research.” Unfortunately, neither the law nor the guidelines spell out fair use of media other than print. Some principles are clear; for example in music, the law protects the performance of the work as well as the work itself. There are also generally accepted practices governing fair use of video and film.

Although detailed examination of the law is beyond the scope of this document, the basic framework is laid down, accompanied by examples of violations and examples of reasonable “fair use” in photocopying copyrighted materials for personal and classroom use.

Fair Use

The law sets forth four basic criteria for determining the principles of fair use:

1. The purpose and character of the use -- for example whether it is commercial or educational.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect on the potential market for or value of the copyrighted work.

No one factor is determinative of a person’s right to use a copyrighted work without permission. (Educational use alone is *not* a sufficient reason to use copyrighted material).

What Is Allowed

Works in the public domain may be freely copied; however, collections and edited versions of works in the public domain may be protected by copyright. Works that are in the public domain include works that have never been the subject of copyright protection and works whose term of copyright protection has expired.

Multiple copies for classroom use may be made by or for the teacher giving the course for classroom use or discussion provided that the copying meets the tests of (1) brevity, (2) spontaneity, and (3) cumulative effect.

An instructor should follow these broad guidelines:

Number of copies: No more than one copy per pupil in a course.

Copyright: All photocopied material *must* include the notice of copyright.

Brevity:

Fair use (reasonable copying without permission) defined as follows:

- *Prose:* either a complete article, story or essay of less than 2,500 words, or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less.
- *Poetry:* a complete poem if less than 250 words and if printed on not more than two (2) pages or, from a longer poem, an excerpt of not more than 250 words.
- *Illustration:* One (1) chart, graph, diagram, drawing, cartoon or picture per book.
- *“Special” works:* Certain works in poetry, prose or in “poetic prose, which often combine language with illustrations (e.g., children’s stories) may not be produced in their entirety, even though they fall short of 2,500 words. An excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

- The copying is at the instance and inspiration of the individual teacher, not directed or suggested by any other authority.
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely request for copyright permission.
- Materials photocopied for a class in one term cannot be photocopied or used again for the same class in another term since the same “inspiration” to use the same material cannot occur again.

Cumulative Effect:

- Multiple copies cannot exceed the number of students in a class.
- The copy of the material is for only *one course* in the school in which the copies are made.
- Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class.
- There can be no more than nine (9) instances of multiple copying for one (1) course during one (1) class term.
- The limitations of nine instances, and one item or two excerpts do *not* apply to current news periodicals, newspapers, and current news sections of other periodicals.
- If a work is “*out of print*”, that is no longer available from the copyright holder, then you are not affecting the market value of the work by copying it.
- The spontaneity test still applies, so regular use of the material requires the written permission of the copyright holder.
- If the materials become available again, all photocopies, videotapes, or recordings must be destroyed or erased.

Single copies for personal use (for scholarly research or for use in teaching or preparing to teach a class) may be made, subject to fair use guidelines, of the following works:

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay, or short poem whether or not from a collective work;
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Prohibitions

In addition to the restrictions noted above, the following are prohibited:

- Copying may not be used to create or to replace or substitute for anthologies, compilations, or collective works, whether or not such unauthorized copies are collected and bound together or provided separately.
- Copies may not be made of “consumable” works, including workbooks, exercises, standardized tests, test booklets, answer sheets, and the like.
- Copying may not:
 - substitute for the purchase of books, publisher’s reprints or periodicals;
 - be directed by higher authority, such as a department chair or dean;
 - be repeated with respect to the same item by the same teacher from term to term.
 - No charge shall be made to the student beyond the actual cost of copying.

The foregoing material was drawn in part from Questions and Answers on Copyright for the Campus Community, Copyright 1991 National Association of College Store, Inc. and the Association of American Publishers.

Policy on Access to and Release of Student Education Records (FERPA)

The University of Evansville complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (Public Law 93-380), designed to protect the privacy of students by giving them rights concerning their education records. Education records include records directly related to a student and maintained by the University or by a party acting on its behalf. Among other provisions, the Act gives students (1) the right to inspect their records, (2) the right to challenge incorrect information in those records, and (3) the right to keep their records private. Students attending the University will be notified of their FERPA rights annually in the Student Handbook. Each University office maintaining such records must implement this policy by appropriate means. FERPA permits educational institutions to disclose academic and financial information to the parents of financially dependent children. FERPA further provides that the University may release certain information about the student, designated as directory information, unless the student has informed the University in writing that such information may not be released.

Gramm-Leach-Bliley Act

The University of Evansville complies with the Federal Trade Commission (FTC) rule related to the safeguarding of customer financial information under the Gramm-Leach-Bliley Act (GLB Act) of 2000. The law requires financial institutions to ensure security and confidentiality of customer records including names, addresses, telephone numbers, bank and credit card numbers, income and credit histories and social security numbers. Higher education institutions fall under the category of financial institutions because we participate in financial activities such as making Federal Perkins Loans. Detailed policy information may be obtained through the Information Security Coordinator.

DIRECTORY INFORMATION

This is information, which, by common usage, is known to be available from various sources. It includes: name, home address, local address, telephone listings, major field of study, full-time or part-time status, participation in officially recognized activities (in athletics, the weight and height of members of athletic teams), dates of attendance, degrees earned, awards received, photographs, and most recent previous school attended.

DRUG AND ALCOHOL VIOLATION DISCLOSURES

According to the Higher Education Amendments of 1998, nothing in the General Education Provisions Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records if (A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

RESTRICTED INFORMATION

Students are allowed access to restricted information, which may be released as described in the section below. It includes: date of birth, place of birth, social security number, the courses elected, grades earned, grade point average, class rank, academic and disciplinary actions by appropriate faculty, student or administrative committees, the most recent student educational records from previous educational agency or institution attended by the student, financial arrangements between the student and the University, and any other education record containing personally identifiable information. Letters of recommendation received after January 1, 1975, are considered restricted information unless the student has specifically waived right of access.

The following are not "Education Records":

1. Records of educational personnel, that is, instructional, supervisory and administrative personnel, which are in the sole possession of the maker and which are not accessible or revealed to any person except a substitute;
2. Records of the Department of Safety and Security which are maintained apart from other institutional records maintained solely for law enforcement purposes are not disclosed to individuals other than law enforcement officers of the same jurisdiction;
3. Records relating to individuals who are employed by the institution, which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees and are not available for use for any other purpose. (Records of individuals in attendance at the university who are employed as a result of their status as students are education records, e.g. work study);

4. Records relating to a student which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional to be used solely in connection with the provision of the treatment to the student and not disclosed to anyone other than individuals providing such treatment;
5. Records containing information about an individual after he or she is no longer a student.

Access to and Inspection of Student Education Records Maintained by University Offices

A: Procedure for Students to Inspect their Education Records

Students may inspect and review their education records upon request to the appropriate custodian of that record. They should submit a written request which identifies as precisely as possible the record or records he/she wishes to inspect. An appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days from the receipt of the request. When a record contains information about more than one student, students may inspect and review only their own records.

B: Types, Locations, and Custodians of Students' Education Records.

Types	Location	Custodian
Admissions Records	Office of Admissions	Dean
Billing Records	Student Accounts Office	Director
Official Academic Records	Office of the Registrar	Registrar
Health Records	Health & Wellness Center	Director
Financial Aid Records	Office of Financial Aid	Director
Placement Records	Center for Career Development	Director
Disciplinary Records (Conduct)	Office of the Dean of Students	Dean

C: Right of the University to Refuse Access

The University of Evansville reserves the right to permit a student to inspect the following records:

1. The financial records of the student's parents
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975
3. Records connected with an application to attend the University of Evansville if that application was denied or the student was never in attendance
4. Those portions of records which contain information about other students
5. Those records which are excluded from the FERPA definition of education records.

D: Refusal to Provide Copies

The University of Evansville reserves the right to deny transcripts or copies of records not required to be made available by FERPA in either of the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.

E: Fees for Copies of Records

There will be a fee of \$.50 per page for copies of records.

Release of Student Education Records Maintained by University Offices and Record of Requests for Release of Information

A: Directory Information

Directory information may be released unless the student indicates otherwise. Students who wish no release of their directory information must inform the Office of the Registrar in writing within one week of the beginning of the Fall Semester each academic year. Students may rescind their request for no release at any time in writing at the Office of the University Registrar. While the University will honor a student's request to withhold directory information, it cannot assume responsibility to contact the student for subsequent permission to release such information. Regardless of the effect upon the student, the University assumes no liability as a consequence of

honoring instructions that directory information be withheld.

B: Restricted Information

Any form of restricted information should be released only in person or in writing to the inquirer; such information should not be released by telephone without reliable identification as to the person and authority. The University of Evansville will release restricted information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A "school official" is a person employed by the university in an administrative, supervisory, academic, research, or support staff position; or a person elected by the Board of Trustees; or a person employed by or under contract to the University to perform a special task, such as the attorney or auditor. "Legitimate educational interest" means that faculty or staff needs access to a student's "education records" in order to perform their assigned tasks involving a given student's educational interest. The custodian of any given record has the responsibility to allow access only when the need has been acknowledged as policy or when the need is clearly demonstrated. The custodian should consult with her/his supervisor in questionable cases. A school official has a legitimate educational interest if the official is:
 - a. Performing a task that is specified in his or her position description or contract.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to the discipline of a student.
 - d. Providing a service or benefit relating to the student's family, such as health care, counseling, job placement or financial aid.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported educational programs.
3. In connection with a student's request for receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. If release is required by a state law that was adopted before November 19, 1974.
5. To organizations conducting certain studies for or on behalf of the University.

6. To officials of other institutions in which the student seeks to enroll, on the condition that the University makes a reasonable attempt to inform the student of the disclosure.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. To disclose academic or financial information to the parents of financially dependent children.

C: Record of Requests for Release of Information

The University of Evansville will maintain a record of all releases of information from a student's education records not directly authorized by the student. The record will indicate the name of the party making the request, any additional party to whom it may be released, and the legitimate interest the party had in requesting or obtaining the information. The student may inspect this record of requests.

General Instructions

When students request letters of recommendation, they must indicate to the writer and for the record whether or not they have waived their right of access. University offices may not require that a student waive right of access as a condition of receiving the services of that office.

Procedures for Correcting Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records.

- A. A student must ask the appropriate college official to amend a record. In so doing, the student should identify the part of the record to be changed and specify how the record is believed to be inaccurate, misleading, or in violation of their privacy or other rights.
- B. The University of Evansville may comply with the request, or it may decide not to comply. If it decides not to comply, the University of Evansville will notify the student of the decision and advise them regarding the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- C. Upon request, the University of Evansville will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of

the hearing.

- D. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
- E. The University of Evansville will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- F. If the University of Evansville decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy or other rights, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the University of Evansville discloses the contested portion of the record, it must also disclose the statement.
- G. If the University of Evansville decides that the information is inaccurate, misleading, or in violation of the student's right of privacy or other rights, it will amend the record and notify the student, in writing, that the record has been amended.
- H. Since students receive grade reports after the end of each semester. It is the student's responsibility to seek correction for any apparent errors in the posting of grades. Failure on the student's part to seek correction within a reasonable period of time indicates that records are accurate as stated.

Interpretation

This policy is promulgated (in part) in order to implement the provisions of the Family Educational Rights and Privacy Act (FERPA) and regulations promulgated thereunder (collectively, the Act). It is not intended to replace or supersede any provisions of the Act and should to the extent possible be interpreted in a manner consistent with the Act. In the event of any conflict or inconsistency between the provisions of the Act and this policy, the provisions of the Act shall prevail.

Students' Academic Rights and Responsibilities

IN THE CLASSROOM

The professor in the classroom and the conference shall encourage free discussion, inquiry and expression. Student performance shall be evaluated primarily on an academic basis and not on opinions or conduct in matters unrelated to academic standards.

- a. Protection of Freedom of Expression. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course of study for which they are enrolled.
- b. Protection against Improper Academic Evaluation. Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.

It shall be the responsibility of the instructor to maintain reasonable objective criteria and data in grading and evaluation processes.

GRADE APPEALS

Students who wish to appeal a final course grade should follow the procedures described below:

1. Contact the instructor and attempt to resolve the disagreement.
2. If the problem cannot be resolved in consultation with the instructor the student should contact the chair of the department, who will mediate between the student and instructor and attempt to resolve the matter. At this point, the student should file a written appeal with the department chair and send a copy to the instructor.
3. If the student is not satisfied with the outcome of discussions with the instructor and the chair, the student may appeal directly to the Admissions and Standards Committee.

An appeal may be filed by completing the appeal form, which is available from the Office of Academic Advisement, and also should be submitted on-line on the University of Evansville website. The appeal form should be completely filled out and any supporting documentation should be attached to the form. At a minimum supporting documentation must include a course syllabus and a copy of the appeal letter. These materials should be returned to the Office of Academic Advisement.

The written grade appeal to the Admissions and Standards committee must be filed within 30 days of the beginning of the following semester, although earlier contact is highly recommended. A hearing will be conducted by the Admissions and Standards Committee to examine the merits of the appeal and either approve or deny the appeal. Both the instructor and the student will be notified of the time and date of the grade appeal hearing.

The instructor and the student will each have equal time in which to present the essence of their case. Normally ten minutes would be allocated for each presentation. Each presentation will be made without the other party in the room. After materials have been presented by both parties, they will be excused and committee members will discuss and reach a decision on the merits of the case.

The student will be notified by the Chair of the Admissions and Standards Committee of the decision by mail within a week of the hearing. The decision of the Admissions and Standards Committee is final; however, a student may request the committee to reconsider its decision if the student has additional, new and relevant materials to submit. Students who wish to file a request for reconsideration should submit a new appeal form and attach the new materials they wish considered.

APPEAL FOR VARIATION FROM UNIVERSITY STANDARDS

Any student who wishes to file a request for exemption from a University requirement, such as being excused from a graduation requirement, class overloads, exceeding transfer hours, substituting a class for a required class, etc., should do the following:

1. The student should consult his or her advisor to discuss the variation or exception.
2. The student may then obtain an appeal form from the Center for Academic Advisement. The form should be filled out and complete supporting documentation should be attached.
3. The student should sign the appeal form and obtain signatures from the advisor and the appropriate department chair. The advisor and chair will note whether or not they support the appeal.
4. The form should then be returned to the Center for Academic Advisement.
5. The Admissions and Standards Committee will consider the appeal at its next meeting. Committee members will either approve or deny the appeal. On some occasions, the committee may choose to request additional information. The student will be notified of the decision of the committee by mail.
6. The decision of the Admissions and Standards Committee is final. Students may appeal a committee decision if they have additional, new information to present in support of their appeal. The process is similar to filing the initial appeal.

Special Programs

ADULT EDUCATION

The Center for Adult Education is an integral part of the University's education program, serving adult and non-traditional students in the tri-state region. The Center for Adult Education offers credit and non-credit programs, special Bachelor and Master degree programs. A variety of non-credit seminars, classes, institutes, and workshops consistent with the mission of the University are also offered. The mission of the Center for Adult Education is to serve our students, our institution, and our community through high quality education for lifelong learning.

Chapter V

SUPPORT SERVICES

Offices of Academic Advising and Registrar

The Office of Academic Advisement is responsible for coordinating the work of faculty academic advisors by assigning advisors to students; providing student advising folders with personal information, educational history, and test scores as well as academic warnings, tutoring and supplemental instruction, and other information that support the advising process; and serving as a clearinghouse for the dissemination of advising resource materials to the faculty. The Director of Academic Advisement is responsible for monitoring the advising system, reassigning advisors, and forwarding appeals and petitions to the Admissions and Standards Committee.

The Office of the Registrar is responsible for all aspects of student registration and records which include planning registration, maintaining student records, evaluating transcripts, processing degree audits, certifying degrees, explicating academic policy, preparing class schedules, and providing enrollment statistics and research. The Registrar is responsible for the planning, implementation and maintenance of all aspects of student registration and academic records and dismissal policies. The Director of Academic Advising and the Registrar, in consultation with the Vice President for Academic Affairs, are responsible for recommending and interpreting academic policies and procedures.

University Libraries

The University of Evansville Libraries provides faculty, students, administrators, and staff with an array of information services and resources that correlate directly with the teaching and learning mission of the University. The principal services of the Libraries are described below.

WEB SITE <https://www.evansville.edu/libraries/>

The UE Libraries maintain a highly dynamic web site which is a gateway to information resources and services as well as a source of current library information. Access to ACE (the UE Libraries' online catalog), to full-text databases, and to powerful Internet search engines are a sampling of the resources available. Visit the Libraries' web site or contact the Information Desk at 812-488-2482 for more information.

HOURS

The University Libraries maintain extensive hours throughout the academic year. The Libraries are open 95 hours per week during the autumn and spring semesters, 58 hours per week during summer sessions, and abbreviated hours during intercessions and scheduled breaks. Current hours of service are listed on the Libraries' web site at:

<https://www.evansville.edu/libraries/aboutHours.cfm>. In addition, a recording summarizing the Libraries' hours is available at 812-488-1044.

CIRCULATION LOAN PRIVILEGES

Faculty may borrow books, bound journals, and music recordings for 16 weeks, and DVDs for 21 days. Materials must be returned or be renewed at the end of each semester. Upon leaving the University, all library materials must be returned before receiving a final paycheck. A current University identification card must be presented to borrow circulating materials. Identification cards are available through the University's Office of Safety and Security. Contact the Information Desk at 812-488-2482 for further information concerning circulation loan privileges.

COLLECTION DEVELOPMENT

Faculty members have an important collaborative role with the selection of curriculum-based resources which are purchased each year. Recommendations for new resources are forwarded to and coordinated by library liaisons representing most teaching departments. Liaisons submit faculty requests for library resources to the Collection Development Librarian. Forms used to recommend library materials are available from departmental library liaisons as well as from the Libraries. Collection development policies and procedures are available on the Libraries' web site: <https://www.evansville.edu/libraries/acquisitions.cfm>. For more information, contact departmental library liaisons, or contact the Collection Development Librarian at 812-488-2732.

COLLECTIONS

The physical collection of University Libraries is comprised of a core collection of information resources. The collection directly supports the curriculum of the University and includes approximately 240,000 bound volumes and 11,000 audiovisual items. In addition, the Libraries offer an array of electronic resources, including over fifty databases providing full-text access to thousands of scholarly journals and other materials. A complete list of electronic resources is available at <https://www.evansville.edu/libraries/findAZDatabases.cfm>.

INFORMATION LITERACY

The Information Literacy program is offered to faculty to teach their students the skills needed to navigate the changing world of information, as well as to make effective use of the Libraries' resources, whether online or in traditional formats. Instruction sessions are typically held during class time. Each session is led by a librarian and focuses on the resources most relevant to the course's subject area and research needs. Sessions can be full class periods or shorter overviews. Faculty interested in setting up an Information Literacy instruction session may contact the Information Literacy Librarian at 812-488-2247 or call the Information Desk at 812-488-2482.

INTERLIBRARY LOAN AND RECIPROCAL BORROWING

Interlibrary Loan affords the UE community access to research and information resources which are not part of the Libraries' collection. Books, journal articles, audiovisual materials, and other resources which are not owned by the UE Libraries may be borrowed from other libraries through the Access Services office. Details of the Interlibrary Loan service are available at <https://www.evansville.edu/libraries/interlibraryLoan.cfm>, or contact Access Services at 812-488-1062 for more information.

The UE Libraries participate in the Academic Libraries of Indiana (ALI) reciprocal borrowing consortium, allowing members of the UE community who visit other colleges and universities in the state to borrow items from their libraries. University faculty, students, and staff are eligible to participate in this program, but participants must obtain a special ALI borrower's card from the UE Libraries before visiting another institution. Contact the Information Desk at 812-488-2482 for details.

RESEARCH ASSISTANCE

Research Assistance provides personalized, one-on-one guidance in the most effective use of the University Libraries' collection of online resources. Students, faculty and other researchers can meet in a private session with a research librarian, either arranged by appointment at the researcher's convenience or at the immediate time of need. Research Assistance is designed to help those doing professional scholarship, either as a student, an educator or as an independent researcher. Research Assistance is available during most hours of library operation Sunday through Friday.

Instructors may encourage students with class assignments which require a library research component to schedule a Research Assistance appointment through the Libraries' web site: <https://www.evansville.edu/libraries/rapSignup.cfm>. Researchers needing immediate assistance can begin the process at the Information Desk or by calling 812-488-2482. For more information

contact the Research Assistance office at 812-488-2727.

RESERVES

Course Reserve is an important service which permits faculty members to place assigned class readings on reserve for students enrolled in their courses. Materials to be placed on reserve must be brought to the Libraries' Information Desk at least two (2) days in advance of when they are needed. Forms are available which permit faculty members to list the items and to designate which category of reserve is required. Materials already in the library may be placed on reserve as well as personal copies of books and articles furnished by faculty members. Contact the Information Desk at 812-488-2482 for more information.

UNIVERSITY ARCHIVES

University Archives is the repository of archival records pertaining to the history and operations of the University of Evansville. Access to the archives is arranged by appointment and may be scheduled by contacting 812-488-2247.

Office of Student Life

The Office of Student Life provides programs and support services to assist students in obtaining their academic objectives. The various services offered are described in the undergraduate catalog and the student handbook. These services are generally available without charge to full-time and part-time students. Faculty and staff members are encouraged to refer students to the Office of Student Life for information or help regarding a variety of educational, vocational, and personal concerns.

In addition to the various functions of the office of Vice President for Student Affairs/Dean of Students, the Office of Student Life includes these services:

New Student Orientation	Greek Life
Residence Life	Community Service Initiatives
Student Activities and Organizations	Health Education
Judicial Affairs	Counseling Services
Student withdrawals and cancellations	Safety and Security
Center for Career Development	Disability Services
Cultural Engagement	Religious Life
Center for Student Engagement	Health and Wellness Center
Fitness and Recreational Sports	

Center for Cultural Engagement and International Services

Health care services for students are available from the Health and Wellness Center located in Sampson Hall. The Office of the University Chaplain is located in Neu Chapel. The director of the fitness center and intramurals is located in the Student Fitness Center. The office of the director of Safety and Security and security services are located in the General Services Building. The remainder of the services are housed in the Ridgway University Center.

Technology Services

OFFICE OF TECHNOLOGY SERVICES

The Office of Technology Services staff resides in the lower level and first floor of the Clifford Memorial Library. In addition to supporting the University's administrative functions by maintaining the University's ERP system Ellucian Colleague and a suite of custom application, Technology Services maintain the campus administrative network that connects workstations and terminals to the various file, application and e-mail servers.

Some of the services provided to the academic community are:

1. Test scoring services
2. Faculty website for rosters, grades, advising
7. Student website for grades, class schedules, degree audit, degree shopping, personal information verification.
8. Hardware and software repair
9. Delivery of audiovisual equipment
10. Maintaining the campus network infrastructure
11. Maintaining the campus file servers and Internet access
12. Consultation regarding educational technology
13. Media and multimedia production assistance
14. Distance learning facilities
15. Technology Education
16. New hardware procurement
17. Telephone Services

Call extension 2958 for more information and details.

The Office of Technology Services provides the University community with facilities and services related to the technology of information and learning. These services include but are not limited to the following:

Help Desk

The main point of contact for most individuals needing the various services offered by the Office of Technology Services is the Help Desk. Full-time employees and a contingent of student workers staff the Help Desk and are responsible for the support and services offered by the department. The Help Desk is open Monday through Friday from 7:30 a.m. to 5:00 p.m. . It is located in the first floor of Clifford Memorial Library and can be contacted via email at help@evansville.edu, or by phone at 488-2077 or self-served at help.evansville.edu.

Media Services

The Office of Technology Services provides an expanding array of media services to the University. These services include media production and development, audiovisual equipment for classroom use, and direct support of multimedia instructional presentations.

Media production services are available to all members of the University community and are delivered on a first-come, first-served basis. These services include, but are not limited to slide production, video production, audio production, online media presentations, CD-ROM mastering, instructional Web development, media presentation formatting, and several types of overhead transparencies. More complex projects require significant advance notice, but most projects can be completed within a week from the date of request. All media production requests must be submitted through the Help Desk, and many require discussion with OTS staff prior to their development.

The following equipment is available for checkout and classroom use: TV/VCR units, video projectors, LCD projection units, CD players, PA and sound systems, cassette recorders, overhead projectors, slide projectors. To ensure delivery in an accurate, timely manner, instructors **MUST** reserve audiovisual equipment at least 24 hours before scheduled use. To schedule equipment, please contact the Help Desk. University sponsored organizations may use equipment, when not reserved for classroom use, by securing the signature of their faculty advisor. Technical support is also provided for special functions and events. Requests for this service should be made in writing and well in advance of the event to assure availability of equipment and technical support.

TELEPHONE SERVICES

The Office of Technology Services has upgraded the telephone system on the UE campus with an Internet protocol telephone (IPT) system. In short, the telephones now work over the same network as the computers on campus. These telephones provide increased functionality with features such as voice mail, call transfers and better manageability for calls that come into or go out over the campus network. Internal telephone calls may be completed by dialing the four digits listed in the University directory. Calls from off-campus telephones to the University may be made by dialing the proper prefix and the four digit number. Refer to the UE campus telephone directory for more information.

Contracted Long Distance Vendor

Dial 9 + 1 + the area code + seven digit number. Each department is billed monthly for charges. Note that the services are billed to the department on a per minute basis. The telephone system is not intended to be used for personal calls. However, if it is necessary to place a personal call, keep the call as brief as possible. Long distance personal calls should be placed either using a credit card or collect. Personal calls are not to be charged to UE. Any telephone service problems should be reported to Telephone Services at ext. 2077. Requests for additional telephone service should be submitted in memo form to the employee's department head for approval and then forwarded to the Office of Technology Services. Depending on service requested, a budget adjustment request may need to be completed with appropriate approvals obtained. Contact Telephone Services at ext. 2077 for more details. For more information regarding this telephone system, go to the Web site ots.evansville.edu/telephones. If you experience difficulties with the telephone system or have questions regarding its use, please call Telephone Services at 812-488-2077.

TECHNOLOGY SERVICES

The Office of Technology Services supports computer use for instruction and scholarship as well as computer use in administrative departments. The Office of Technology Services also installs, operates, and maintains the multi-protocol campus data network and the University's Internet connection. Several computer labs meet the students' and the University's general computing needs. Most of the labs function as computer classrooms, and the remaining are general-purpose labs. All but two labs are equipped with Virtual Desktop Interface (VDI) clients functioning as full service IBM-compatible personal computers and the other labs offers iMac Apple computers. Computer labs under the supervision of Technology Services are directly connected to the campus network, the Internet and include laser printers. Projectors and scanners are also available in many labs. The Office of the Registrar schedules the labs for classes that need these facilities for course meeting locations. Schedules are posted outside each lab indicating course meeting times and special event reservations.

Extensive software resources are available in the computer labs with Microsoft Office being the standard business suite of applications offered on campus. Departments or individuals that are considering purchasing the appropriate licenses and wish to have computer software installed in the public labs for instruction should contact the Help Desk before doing so. As software installation in a networked environment can be difficult and time-consuming, such requests should be tendered a minimum of three months in advance of deadlines.

All lab computers are connected to the campus network, which is itself connected to the Internet. An account is available to staff and students, and these accounts allow users to exchange electronic mail and to share bulletin-board communications with local staff and students as well as anyone on the Internet.

Technology Services Policies

As the Office of Technology Services offers users of the campus network the latest advances in technology, users of that technology must accept more responsibility for their access. In

that respect, the University has adopted certain policies to which all users of the campus technology are expected to adhere.

SOFTWARE POLICY

Software Code of Ethics

Unauthorized duplication of copyrighted computer software violates the law and is contrary to the University of Evansville's standards of conduct. The University of Evansville disapproves of such copying and recognizes the following principles as a basis for preventing its occurrences:

- The University of Evansville will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- The University of Evansville will provide legally-acquired software to meet legitimate software needs in a timely fashion and in sufficient quantities for all university computers that require such software.
- The University of Evansville will comply with all license or purchase terms regulating the use of any software that the University of Evansville acquires or uses.
- The University of Evansville will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

The purpose of the code of ethics is to state the University of Evansville's policy concerning software installation and duplication. All employees shall use software only in accordance with the license agreement. Any other duplication of licensed software except for backup and archival purposes is a violation of the law. Unlawful duplication of copyrighted computer software violates the University of Evansville's standards of conduct.

The following points must be followed in order to comply with software license agreements:

1. All software must be used in accordance with the license agreements.
2. No employee (faculty/staff/student) of the University of Evansville will make any unauthorized copies of any software under any circumstances. Anyone found unlawfully copying or installing software is subject to institutional disciplinary policies and may be subject to civil and criminal penalties including fines and imprisonment.
3. No employee (faculty/staff/student) shall give software that is licensed to the University of Evansville, to any other employee or non-employee, including clients, customers and others, that would be outside the scope of the license agreement between the university and the software vendor.
4. Any employee (faculty/staff/student) who determines that there may be a misuse of software within their department shall notify the Assistant Vice President of the Office of Technology Services.
5. All software used by the University of Evansville on University of Evansville computers will be properly-purchased through appropriate procedures.

A Guide to the Ethical and Legal Use of Software for Members of the Academic Community

SOFTWARE enables us to accomplish many different tasks with computers. Unfortunately, in order to get their work done quickly and conveniently, some people justify making and using unauthorized copies of software. They may not understand the implications of their actions or the restrictions of the U.S. copyright law.

1. UNAUTHORIZED copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors.
2. UNAUTHORIZED copying of software by individuals can harm the entire academic community. If unauthorized copying proliferates on a campus, the institution may incur a legal liability. Also, the institution may find it more difficult to negotiate agreements that would make software more widely and less expensively available to members of the academic community.
3. UNAUTHORIZED copying of software can deprive developers of a fair return for their work, increases prices, reduces the level of future support and enhancement, and inhibit the development of new software products.

RESPECT for intellectual work and property of others has traditionally been essential to the mission of colleges and universities. As members of the academic community, we value the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized copying of software, including programs, applications, databases and code.

THEREFORE we offer the following statement of principle about intellectual property and the legal and ethical use of software. This code intended for adaptation and use by individual colleges and universities was developed by the EDUCOM Software Initiative and is endorsed by the University of Evansville.

SOFTWARE AND INTELLECTUAL RIGHTS:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

QUESTIONS YOU MAY HAVE ABOUT USING SOFTWARE:

- a. *What do I need to know about software and the U.S. Copyright Act?* Unless it has been placed in the public domain, copyright law protects software. The owner of a copyright

holds exclusive right to the reproduction and distribution of his or her work. Therefore, it is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner. If you have purchased your copy, however, you may make a backup for your own use in case the original is destroyed or fails to work.

- b. *Can I loan software I have purchased myself?* If your software came with a clearly visible license agreement or if you signed a registration card, **READ THE LICENSE CAREFULLY** before you use the software. Some licenses may restrict use to a specific computer. Copyright law does not permit you to run your software on two or more computers simultaneously unless the license agreement specifically allows it. It may, however, be legal to loan your software to a friend temporarily as long as you do not keep a copy.
- c. *If software is not copy-protected, do I have the right to copy it?* Lack of copy protection does not constitute permission to copy software in order to share or sell it. Non copy-protected software enables you to protect your investment by making a back-up copy. In offering non-protected software to you, the developer or publisher has demonstrated significant trust in your integrity.
- d. *May I copy software that is available through facilities on my campus, so that I can use it more conveniently in my own room?* Software acquired by colleges and universities is usually licensed. The licenses restrict how and where the software may be legally used by members of the community. This applies to software installed on hard disks in microcomputer clusters, software distributed in disks by a campus lending library, and software available on a campus mainframe or network. Some institutional licenses permit copying for certain purposes. Consult the Office of Technology Services if you are unsure about the use of a particular software product.
- e. *Isn't it legally "fair use" to copy software if the purpose in sharing it is purely educational?* No. It is illegal for a faculty member or student to copy software for distribution among the members of a class without permission of the author or publisher.

ALTERNATIVES TO EXPLORE:

Software can be expensive. You may think that you cannot afford to purchase certain programs that you need. But there are legal alternatives to unauthorized copying.

SITE LICENSED AND BULK-PURCHASED SOFTWARE:

Your institution may have negotiated agreements that make software available either to use or to purchase at special prices. Consult the Office of Technology Services for information. Software available through institutional site licenses or bulk purchases is subject to copyright and license restrictions and you may not make or distribute copies without authorization.

SHAREWARE:

Shareware, or user-supported software, is copyrighted software that the developer encourages you to copy and distribute to others. This permission is explicitly stated in the documentation or displayed on the computer screen. The developer of shareware generally asks for a small donation or registrations fee if you like the software and plan to use it. By registering, you may

receive further documentation, updates and enhancements. You are also supporting future software development.

PUBLIC DOMAIN SOFTWARE:

Sometimes authors dedicate their software to the public domain, which means that the software is not subject to any copyright restrictions. It can be copied and shared freely. Software without copyright notice is often, but not necessarily in the public domain. Before you copy or distribute software that is not explicitly in the public domain, check with the Office of Technology Services.

A FINAL NOTE:

Restrictions on the use of software are far from uniform. You should carefully check each piece of software and the accompanying documentation yourself. In general, you do not have the right to receive and use unauthorized copies of software, or make unauthorized copies of software for others.

If you have questions not answered by this brochure about the proper use and distribution of a software product, seek help from the Office of Technology Services, from the software developer, or publisher. This brochure has been produced as a service to the academic community by EDUCOM, and adapted by the University of Evansville. EDUCOM is a non-profit consortium of over 450 colleges and universities committed to the use and management of information technology in higher education, and ADAPSO, the computer software and services industry association. Although this brochure is copyrighted, you are authorized and encouraged to make and distribute copies of it, in whole or in part, providing the source is acknowledged.

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ACCEPTABLE USE POLICY

General Principles

In support of the University of Evansville's academic mission, the Office of Technology Services supports, facilitates, and empowers access to, and use of, information technology resources. Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Thus, access to the University of Evansville's computer systems and networks imposes certain responsibilities and obligations and is granted subject to University policies, and local, state, and federal laws.

Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to freedom from intimidation, harassment, and unwarranted annoyance.

User Rights

Users granted access to and use of University of Evansville computing resources have certain basic rights. These rights include but are not limited to:

- Freedom of expression.
- Freedom from harassment.
- Equitable share of resources.

It is a violation of the Acceptable Use Guideline for any user to violate these rights.

All users are expected to demonstrate a high level of ethics and regard for others in their access to and use of the campus computing resources. Access to the University's computing resources is a privilege that may be modified or terminated if a user violates the Acceptable Use Guideline or University policies, or local, state, or federal laws.

Guidelines

Acceptable Use

- Use resources only for authorized purposes.
- Access only files and data that are their own, that are publicly available, or to which they have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in their use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

Unacceptable Use

- The installation or use of unauthorized Wireless Access Points or Routers.
- Displaying sexually-explicit, graphically-disturbing or sexually-harassing images, text or files in a public computer facility, or location, that can potentially be in view of other individuals.
- Attempting to access another user's computer files without permission.
- Supplying or attempting to supply false or misleading information or identification in order to access another user's account.
- Deliberate, unauthorized attempts to access or use University computers, computer facilities systems, programs, or data.
- The unauthorized capturing of computer network data directly from the network backbone or local area networking media, including wireless transmissions.
- Attempting unauthorized access to computers outside the University using the University's computers or communication facilities.

- Intentionally sending either e-mail or a program that replicates itself (i.e., a virus or worm) or damages another user's account, computer, or operating system.
- Recreational game-playing and/or audio/video file sharing that interferes with instructional or work-related use of university-owned computers.
- Using computer accounts for work not authorized for that account.
- Sending chain letters or unauthorized mass mailings.
- Users will not make, store, transmit or make available unauthorized copies of copyrighted material using the university's computers, networks or storage media. Nor may users use peer-to-peer file transfer services or take other actions likely to promote or lead to copyright infringement.
- Using any Information technology resources, including the University's electronic address (e-mail, web), for personal commercial gain, for charitable solicitations unless these are authorized by the appropriate University officer, for personal political activities such as campaigning for candidates for public office, or for lobbying of public officials. For purposes of this policy, "lobbying" does not include individual faculty or staff sharing information or opinions with public officials on matters of policy within their areas of expertise. Faculty and staff consulting that is in conformity with University guidelines is permissible.
- Using University provided personal web space or email accounts for commercial purposes, other than "classified ad" types of use. (As a rule of thumb, if a classified ad would be appropriate for printing in University Notes, then it is acceptable content for a personal web page.)
- Using the computer for illegal purposes.
- Sending or leaving abusive, obscene messages or content via computer.
- Harassing other users by the sending unwanted messages or files.
- Mass emailing for selling, soliciting, or spamming other users.
- Running unauthorized servers or daemons, i.e., sendmail, named, DHCP, on the network.
- Denying service through any action will not be tolerated.
- Running any unauthorized data packet collection program on the network.
- Attaching any devices to the network without prior approval from OTS is forbidden.
- Unreasonably slowing down the system through the excessive use of bandwidth; deliberately running wasteful jobs, playing games, downloading non-work related video and audio files; running file sharing programs like KaAZA, Gnutella, and others; or engaging in other non-productive or idle network traffic.
- Consuming gratuitously large amounts of system resources (network bandwidth, disk space, CPU time, printer queues, and supplies.)

Enforcement

Minor infractions of this guideline, when accidental in nature, such as poorly chosen passwords, overloading systems, excessive disk space consumption, and so on are typically handled in an informal manner by electronic mail or in-person discussions. More serious infractions are handled via formal procedures.

Infractions such as sharing accounts or passwords, harassment, or repeated minor infractions as described in, but not limited to, the above guidelines may result in the temporary or permanent

loss of access privileges. A student's academic advisor and/or Student Affairs, or immediate supervisor in the case of a staff or faculty, will be notified in such cases.

More serious infractions, such as unauthorized use, attempts to steal passwords or data, unauthorized use or copying of licensed software, violation of University policies, or repeated violations as described in the above paragraph may result in the temporary or permanent loss of access privileges. In all cases, these types of infractions will include notification of a student's academic advisor and/or Student Affairs, or immediate supervisor in the case of a staff or faculty.

The Office of Technology Services considers any violation of acceptable use guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on University systems allegedly related to unacceptable use. Violators are subject to disciplinary action as prescribed in the student and employee handbooks. Offenders also may be prosecuted under local, state, and federal laws.

Due to the rapid advances in technology, these guidelines are subject to change frequently. For the most recent version of this document see <http://ots.evansville.edu/>

Facilities Available

INSTRUCTION SPACE

The Registrar's Office is responsible for assigning/changing classrooms for all credit classes offered each semester. Assignments are made as a result of the "schedule building" process for each semester. Room changes will be made as needed to accommodate classes.

Computer labs that are hosting classes will be scheduled through the Registrar's Office. This office will work in collaboration with the Office of Technology Services.

The Registrar's Office will schedule rooms to accommodate special final exam requests.

ALL other room scheduling will be done on-line at <http://acelink.evansville.edu/ResSched/>. This will include but not be limited to: meetings, class study sessions or help sessions, other special or one-time events. If any event requires the use of a computer lab, please work directly with OTS regarding the scheduling.

RESERVING SPACE FOR UE SPONSORED EVENTS FOR NON-ACADEMIC USE

See Facilities Use Manual, Office of University Relations.

University Travel Arrangements – See Vehicle Travel

VEHICLE TRAVEL

Anyone traveling on University-related business is responsible for arranging his/her own transportation requirements and are referred to as UE Drivers.

Driver Requirements

Only authorized individuals are permitted to drive vehicles on UE-related business. All UE Drivers must possess a valid state of residence driver's license. In addition to a valid driver's license, students, volunteers and non-UE employees must present proof of insurance (Declaration of Insurance) to their respective UE department (to be filed within the department) for which they are representing while traveling. A valid Proof of Insurance should list the driver's name, policy number, effective date, and expiration date on insurance company letterhead. UE Drivers must follow all UE policies and procedures while traveling. To assist UE Drivers, rental agreements have been negotiated along with on-line reservation tools with Enterprise Holdings, Budget Rent-A-Car, and Hertz Rent-A-Car. Go to the Travel website for additional information at <https://acelink.evansville.edu /Areas/Travel/>

Securing a Rental Vehicle for UE Travel

UE Drivers may use a UE Individual Pcard or a personal credit card to secure a rental and purchase fuel.

- When using a UE Individual Pcard, drivers should save their receipts and reconcile their trip charges in SDG2 by entering the appropriate Datatel account number. Please note that there is no mileage reimbursement when using an Individual UE Pcard.
- When using a personal credit card, drivers may request reimbursement using a "*Travel Request/Reimbursement form*" for their trip expenses by either submitting receipts or by claiming the UE mileage rate, but not both. For example, a UE Driver cannot submit a rental receipt, not have gas receipts and try to claim the mileage rate for the gas purchase.
- When driving a rental on UE related business, UE insurance is primary. For a copy of a UE vehicle insurance card go to the Travel website at <https://acelink.evansville.edu /Areas/Travel/>

Driving Your Personal Vehicle for UE Travel & Mileage Reimbursement

UE Drivers should list the estimated total number of miles to be reimbursed beside the Travel or Mileage line on the "*Travel Request/Reimbursement form*" and compute the amount requested at \$0.40/mile. Upon return from the trip, the traveler submits the actual mileage on the "*Travel Request/Reimbursement*" form in the "Mi" column. Mileage will be reimbursed at the current UE mileage reimbursement rate. Please note that since mileage reimbursement is being submitted, travelers will be financially responsible for trip fuel and/or personal vehicle expenses and are to not use their UE Pcard for these expenses. Additionally, when driving your personal car on UE business, your personal insurance is primary. For questions related to driving

Personal Vehicle for Mileage reimbursement, contact Director, Accounting and Audit at extension 2162.

Group Travel

All arrangements for travel by groups in chartered buses previously approved by Risk Management must be processed in accordance with normal purchasing procedures. While faculty, department heads and others may request information for Risk Management approved chartered transportation services, no commitments or reservations may be made without an official University of Evansville purchase order, if unable to use UE Pcard. **(A requisition must be approved before a purchase order will be issued.) A Certificate of Insurance for the transportation vendor (that lists UE as additional insured) must be on file in the Office of Administrative Services prior to any trip confirmation.** The Office of Administrative Services, with the approval of the Vice President of Fiscal Affairs and Administration, is authorized to make commitments on behalf of the University.

UE does not own or lease 15-passenger vans. Due to the high rollover risk factor of 15-passenger vans, the University strongly recommends the use of two minivans for trips or a TranConnect van, if possible. UE policy only allows for a minimum of 10 people including the driver when renting the larger vans. Refer to **Travel Alerts** on the Travel website at <https://acelink.evansville.edu/Areas/Travel> for additional information.

Miscellaneous Services

COPY SERVICES

Located in the General Services Building, Copy Services provides black ink and color ink duplication and finishing services for all departments on campus. A “*Copy Service Request Form (CSR)*” must accompany all copy requests. The CSR form is available electronically at <https://acelink.evansville.edu/Areas/CopyServices/Files/CopyServicesRequestForm.pdf> \under **Forms & Instructions**, “*Copy Services Requests*” on AceLink. All copy requests should be “copy ready” (production ready). A complete CSR form should be keyed or clearly printed in ink and include the Datatel account number and a minimum of a one-up approver original signature of the department chair or approved designee or have an approved PAADS form (“*Pre-Authorization Approval for Distribution Services*”) on file in Copy Services. For more information on the PAADS contact the Lead, Distribution Services at extension 1067.

Work-related copies may be paid for via a Datatel account number or a personal check. There is a coin operated copier in the UE Library for personal copies or copies may be requested at Copy Services with payment by a personal check made payable to UE, Attn: Copy Services. Cash is not accepted as a form of payment.

Copy questions and materials may be directed to copyservices@evansville.edu.

Requests for duplicating may be submitted directly to Copy Services electronically via email to copyservices@evansville.edu or placed on Copy Services shared drives, '\\uefile\UEcommon\copy services drop folder (unsecure)' or '\\uefile\UEcommon\CS1 (secure'. Hard copies may also be submitted through the campus mail system. However, requests for printing that require the University logo, design or layout must follow the guidelines in the *UE Branding Guide*” located on AceLink. Questions should be directed to the Office of Content Design, located in Sampson Hall.

A sample proof is created for all copy requests where graphics or colored ink is involved. The requesting department must review and authorize proof via signature prior to production by Copy Services.

Tests and/or confidential duplicating should be appropriately marked and placed in a sealed envelope or placed on the secure shared folder at '\\uefile\UEcommon\CS1. Materials received via the shared drive are held in strict confidence.

For reproduction of copyrighted material, refer to the section entitled “*Copyright Compliance in the Academic Community and Guidelines to Reproducing Copyrighted Material*” in this manual. For more information, refer to the Copy Services website at: <https://acelink.evansville.edu/Areas/CopyServices> or contact the Lead, Distribution Services at extension 1067 or email copyservices@evansville.edu.

Satellite Copy Machines

Thirteen quality copying machines, known as satellite copiers, are located throughout the UE campus for immediate small quantity copying of one to fifteen copies. Larger copy jobs are to be sent to Copy Services for production. For current fiscal year pricing, contact Copy Services at extension 1067 or email copyservices@evansville.edu.

Satellite copy machines that accept departmentally assigned access codes also have scan to email capabilities, with the exception of the two (2) Library Bookmark copiers. Only official University copying is authorized on departmentally assigned access codes. For personal copy needs, there is a coin-operated machine in the Library. Currently, using scan to email is a free service.

Satellite copiers are placed in the following locations:

- Ridgway University Center, Second Floor, Residence Life
- Library: First Floor (2)
- Koch Center for Engineering and Science (2): Second Floor and Third Floor
- Krannert Hall of Fine Arts Building: Second Floor
- Carson Center: Athletic Copy Area
- Olmsted Administration Hall: Second Floor and Third Floor
- Graves Hall: Second Floor
- Igleheart Building: Lower Level
- Hyde Hall: Second Floor, West End

Schroeder Family School of Business: East End

Please direct satellite copier questions to the Purchasing at extension 2941.

MAIL SERVICES

As a part of Distribution Services, Mail Services is located in the General Services building where United States Postal Service (U.S.P.S.) and campus mail is sorted once a day and delivered to departments and residence halls before 3:30p.m. Monday-Friday. For security purposes, Mail Services receives student packages and notifies students via email for pickup. In addition, Mail Services staff meters mail; sorts and delivers incoming packages; delivers processed copy orders; and handles UE related packages for U.S.P.S. and U.P.S. shipment (see section: U.P.S. below)

Work-related mail processing may be paid for via a Datatel account number. Personal mail and/or packages received in Distribution Services will be returned to the department chair or director. Postage stamps for personal use are available for purchase from the UE Bookstore.

For more information on Mail Services refer to:

<https://acelink.evansville.edu /Areas/MailServices/> or contact Lead, Distribution Services at extension 1067 or mailservices@evansville.edu.

United Parcel Service – UPS

United Parcel Service (U.P.S.) is available in Distribution Services, Mail Services for properly wrapped and labeled University packages only. A completed “*Mail Processing Form*” must be completed, authorized and submitted along with the “ready to ship” package. The “*Mail Processing Form*” is a multi-ply form available from Central Receiving. U.P.S. picks up daily after 1:30 p.m. For more information, please contact Mail Services at extension 2197 or email at mailservices@evansville.edu

RISK MANAGEMENT

While risk management is a function under Administrative Services, it is each employee’s responsibility to carry out his/her assigned duties in a safe, responsible manner. The Director of Administrative Services and Risk Management and Manager of Risk & Environmental Management are available to discuss and work with the UE community to manage risk for UE and its students and employees. Please contact ext. 2011 with any questions.

Agreements & Contracts

All agreements and contracts entered into on behalf of UE are to be reviewed, prior to approval, by the Director of Administrative Services and Risk Management to ensure that UE is managing its risk appropriately for the proposed terms and conditions of the contract. Additionally, it is to ensure that all non-UE parties of the contract are meeting UE's insurance requirements and conforming to UE's risk management guidelines.

Certificate of Insurance/ Contracted Vendors

All UE contracted vendors that provide any type of goods or services, whether through an official agreement or contract, purchase order, or Pcard transaction, must have a current "*Certificate of Insurance*" on file within the Office of Administrative Services prior to providing UE with the specified goods or services.

It is the responsibility of the initiating UE employee and/or department head to verify that the vendor has provided the Office of Administrative Services with the correct documentation. If vendor has not provided appropriate information, Administrative Services staff will work with requesting department and vendor to capture such documents.

Off-Campus Class Trips or Events

The following guidelines exist to assist you in determining if waivers are necessary or not for class field trips.

If a single field trip or multiple field trips (any trip off-campus) will be required of the students in your class, each trip needs to be specifically listed in your class syllabus. Otherwise, a waiver will be required of each student for any trip not listed. Even if a field trip is listed in the syllabus, a waiver will be required of each student if it involves any of the following:

- **Overnight travel [using non-commercial drivers], OR**
 - Any day trips over 400 miles round trip, regardless of the number of drivers, OR
 - Any day trips lasting more than an estimated 16 hrs. with a minimum of two drivers, OR
 - Any day trips lasting more than an estimated 12 hrs. with a minimum of one driver
- **Inherently dangerous trip [examples most likely would include the following:]**
 - Geographically Remote site visits (example: Garden of the Gods in southern, IL)
 - Vectren Conservation Park site visits
- **Water related activities on any body of water [river, lake, creek, pond, etc.]**
 - Concrete Canoe competition
 - Research activities in or on the Wabash River (i.e. in a boat, canoe, etc.)
- **If a field trip is not listed in your syllabus, then a waiver is required.**

Waivers can be obtained on UE's AceLink Risk Management intranet site:
<http://acelink.evansville.edu/Areas/RiskManagement/>

All completed waivers should still be forwarded at the completion of any field trip to the Office of Risk Management located in the General Services building.

Lastly, if you have any questions about this topic or any specific field trip, contact Mark Logel directly at ext. 2027 or ml44@evansville.edu to discuss the components of your trip to see if a waiver is necessary

Insurance

The precise details of all the property, liability, and vehicle insurance coverage are set forth in separate policies, which are available through the Office of Administrative Services and Risk Management. If any questions arise concerning coverage, the terms and provisions of the master policy shall be controlling.

Property Insurance

University property is insured on a replacement value basis with a \$25,000 deductible per event. All losses must be reported to the Director of Safety and Security and the Director of Administrative Services and Risk Management who has the insurance claims responsibility. Personal property on the University premises is not insured by the University's insurance. Books, instruments, papers, vehicles, bikes, etc., should be protected from loss or theft, flood or water damage by the employee's personal insurance programs under separate policies or by extending their homeowners or tenant insurance policies. Losses should be reported to the Director of Safety and Security and the Director of Administrative Services and Risk Management as a record for insurance claims and for any assistance in recovery of the personal items through local, state, and federal authorities.

Liability Insurance

The University purchases general liability, sexual misconduct liability, auto liability and educators' legal liability insurance. Medical and educational professional liability coverage for errors and omissions is included in this insurance program. All policies are endorsed to include University employees as insured's while performing their job responsibilities both on and off campus.

Employees are responsible for insuring their personal belongings at all times. Employees authorized to entertain in their personally owned homes on behalf of the University, and with prior approval from Area Vice President and Director, Administrative Services and Risk Management (for risk management purposes), should purchase homeowners insurance to protect themselves from claims arising from defects in their home. Insurance law requires the University's auto liability insurance to be excess of any private auto insurance when a private vehicle is driven for University business.

Any act committed or work performed that is prohibited by a federal, state or local law is not covered by insurance.

All threats of claims, lawsuits or subpoenas to employees involving their University responsibilities must be reported to the Area Vice President, Vice President of Fiscal Affairs and the Director of Administrative Services and Risk management immediately. The Vice President of Fiscal Affairs will obtain any necessary legal service under the University's insurance policies to defend any claim against the employee or the University for all actions involving University responsibilities.

Vehicle Insurance

All University vehicles are covered beyond the maximum liability required by state laws when they are used on University business. University vehicles include owned, leased, loaned or

rented vehicles to the University of Evansville or a UE employee for authorized University business. University vehicles are covered for damages to the vehicles with a \$500 deductible. Personal vehicles or private vehicles are not covered for property damage even though used for University business. The insurance carried by the vehicle owner is the governing policy in the event of damage to the vehicle. (While employees are operating vehicles for University purposes, they are protected for liability purposes).

VEHICLE REGISTRATION/PARKING

Registering Vehicle: The University requires that any vehicle that will be used as transportation to and from campus must be registered with the Office of Safety & Security whether or not the vehicle will be brought onto campus. There is no charge for this registration.

Permit: All students, staff, faculty and University-related personnel must have a current and valid University parking permit to park on campus at any time. The permit must be displayed by hanging the permit behind the rear view mirror of the vehicle being parked. The permit may be transferred to any vehicle owned by the permit holder and still be valid. Only one permit is available for each person.

In appreciation for their gifts to UE, employees who purchased a State of Indiana UE 2016 license plate are eligible for a \$25 credit for the purchase of (1) parking permit. To get the discount you must bring your 2016 vehicle registration form to the Office of Safety and Security when purchasing the UE parking permit. If you have not purchased your 2016 UE license plate prior to purchasing your permit, you may bring your 2016 UE license plate registration to the Office of Safety and Security when you have purchased your 2016 UE license plate and receive a refund of \$25.

Handicap Permits: Handicap permits are available upon presentation of documentation from a physician confirming the need for special parking consideration and the length of time the consideration is needed. Short term permits are available: \$50/year; \$25 for those joining the University at the beginning of the spring semester; \$10 for summer sessions. Holders of these permits may park in the handicap parking spaces at all times and all locations.

How to Acquire a Parking Permit: All University employees choosing to utilize official University parking areas must acquire a new parking permit prior to the opening of the fall semester of each year. Employees will be issued a color-coded parking permit indicating the specific parking area which they are eligible to use.

Where to Acquire a Parking Permit: Employees must acquire that parking permit directly from the Office of Safety and Security located at 1 S. Frederick Street. They may be purchased Monday through Friday between the hours of 8:00 am and 4:00 p.m.

Temporary Permits: Temporary permits are available to visitors as well as participants attending special events such as conferences, seminars, etc. Visitors may acquire permits through the Office of Admissions in Olmsted Administration Hall, Room 104, or the Office of Safety and Security at 1 South Frederick Street.

Short-term Conferences: Participants attending short-term conferences or seminars (one to five days) will be provided temporary permits by the conference director. It is the responsibility of the school or college sponsoring the event to make arrangements for such temporary permits through the Office of Safety and Security.

Cost of Permits: All University parking permits are \$50 except for new employees coming in for only the second semester. Second semester parking permits are \$25.

Lost or Stolen Permits: A lost or stolen permit will need to be replaced. The cost will be based on the specific semester. Replacement during the fall semester will cost \$50, spring \$25 and summer \$10. Any driver using a permit that has been reported as lost or stolen will be fined \$100, whether or not he knows it was stolen.

Reserved Spaces: Certain spaces may be reserved in any lot to temporarily solve parking problems. These spaces will be designated by signs or barricades.

Regulations: Employees are expected to follow the parking regulations issued with the permit. All tickets issued should be paid within the time allotted. Fines assessed against employees will be forwarded to the Office of Fiscal Affairs and Administration for Collection if not paid by the due date indicated on the bill sent from the Office of Safety & Security. Failure to pay fines may result in the suspension of parking privileges.