

Glossary of Terms

Indiana State University Policies and Procedures

Academic Year: “Academic Year” refers to the approximate 10-month period, as determined by the ISU Board of Trustees, beginning each August and ending the following May.

Accrued Vacation: “Accrued Vacation” is defined as vacation that has been earned, but not used.

Benefits-Eligible:

Consensual Relationship: “Consensual Relationship” is defined as any freely and mutually agreed to dating, romantic, or sexual relationship between adult individuals.

Conversion Coverage: “Conversion coverage” is defined as the purchase of coverage by a separated employee so that coverage in effect when the individual was employed by ISU can be continued after separation, unless such prior coverage would have terminated.

Exempt Staff: Employees who are not members of the faculty and who qualify as being exempt from the overtime rules set forth in the Fair Labor Standards Act, and the related regulations.

Faculty: “Faculty” is defined as Regular Faculty and Temporary Faculty.

Full Benefits: “Full Benefits” is defined as group life/accidental death and dismemberment insurance, group health plan coverage, long-term disability insurance coverage, fee waivers, and retirement benefits.

Full-Time Lecturers: “Full-Time Lecturers” are defined as faculty who:

1. Teach at least a fifteen (15) hour course load each semester, and
2. Teach under either a semester-long contract or a year-long contract.

Instructors: “Instructors” are defined as faculty who:

1. Teach at least a fifteen (15) hour course load, or equivalent, each semester, and
2. Teach pursuant to a contract with a term of anywhere from two (2) to five (5) years or a rolling term.

Non-Exempt Staff: Employees who are not members of the faculty and who do not qualify as being exempt from the overtime rules set forth in the Fair Labor Standards Act, and the related regulations.

Part-Time Lecturers: “Part-Time Lecturers” are defined as faculty who teach from three (3) to twelve (12) hours each semester.

Regular: When the term “Regular” precedes “Exempt Staff” or “Non-Exempt Staff,” it refers to full-time employees who are not employed on a temporary basis.

Regular Faculty: “Regular Faculty” is defined as tenured faculty, tenure-track faculty, librarians, and “Instructors.”

Repatriation Charges: “Repatriation charges” is defined as those charges to return a corpse to the country of origin.

Sexual Harassment: “Sexual Harassment” refers to the unwelcome imposition of sexual attention, often in the context of a relationship of unequal power. It applies to men and women equally, with regard to both opposite sex and same-sex harassment. “Sexual Harassment” also refers to any conduct, physical or verbal, that is sexual in nature and which has the effect of interfering unreasonably with an individual’s or group’s educational or work performance, or which creates an intimidating, hostile, or abusive educational or work environment. It can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, made by someone from or in the work or educational setting.

Because it is important to safeguard academic freedom and protect the openness and integrity of the teaching process, discussion of sexual topics and the discussion and display of sexually explicit materials and the touching of students in certain classroom settings may well be professionally appropriate and do not necessarily constitute “sexual harassment.” The full context of the actions must be considered.

Staff: “Staff” is defined as that group of employees that includes both Exempt and Non-Exempt Staff.

Target Salaries. “Target Salaries” utilize a classification/pay range system to normalize salaries within each pay range. Target Salary Adjustments are salary increases that are in addition to annual pay raises and are given for the purpose of normalizing salaries within each pay range. The goal of the Target Salary program is to have all exempt and non-exempt staff who meet performance measures at the midpoint of their pay range within ten years’ time in that position. For those exempt and non-exempt staff who exceed requirements of the position, like having additional relevant education or certifications, may reach the midpoint within three to five years. The Target Salary program was initiated in 2010 pursuant to the ISU Strategic Plan, *The Pathway to Success*, which identified improving faculty and staff compensation as a priority for the University.

Target Salary Adjustments. See Target Salaries.

Temporary Faculty: “Temporary Faculty” consists of “Full-Time Lecturers” and “Part-Time Lecturers.”

Voting Faculty: “Voting Faculty” consists of tenured and tenure-track faculty.

Winter Recess: “Winter Recess” begins Christmas Eve of each year, and ends on December 31 of the same year.