

SECTION I

INDIANA STATE UNIVERSITY HISTORY, MISSION, STATE CONTROL

The original enabling Act creating Indiana State Normal School was passed by the Special Session of the 1865 Indiana General Assembly. The responsibility for establishing and operating the school was delegated to a four-member board of trustees appointed by the Governor (subject to confirmation by the State Senate) with the State Superintendent of Public Instruction serving as an ex-officio member. The purpose of the institution, as designated by the General Assembly was “the preparation of teachers for teaching in the common schools of Indiana.” The Normal School opened on January 6, 1870, with 21 students in attendance. The faculty consisted of President W. A. Jones and four (4) professors. Only two (2) floors of the building were furnished, and there was only “the most necessary furniture and absolutely no equipment.”

In 1907, a college course was established, and the first bachelor’s degrees were awarded to five (5) students in 1908. In 1924, all courses, except non-prepared courses, were raised to the college level and were accepted to apply toward the bachelor’s degree.

During the first 30 years of its operation, the majority of the students attending Indiana State Normal School were not high school graduates. In 1907, a high school diploma was made a requirement for all teaching certificates in Indiana. Since 1908, graduation from a commissioned high school or the equivalent has been required for admission to Indiana State University.

As a part of the growth of higher education in the state, Indiana State Normal, Eastern Division, was established in 1918 in Muncie, Indiana. In 1929 the Eastern Division became Ball State Teachers College. After Ball State (now Ball State University) became an autonomous institution, both colleges remained under the jurisdiction of the same board of trustees.

A “graduate school” was established in 1927, and the first master’s degrees were awarded to five (5) students in 1928. In 1929, the General Assembly changed the name of the institution to Indiana State Teachers College, and the board of trustees was named the State Teachers College Board. Board membership and the method of appointment remained unchanged from the provisions in the 1865 statute.

By an act of the 1961 General Assembly the school became Indiana State College and, for the first time since the creation of Ball State, had a separate board of trustees. The 1965 regular session of the General Assembly changed the name of the school to its present designation—Indiana State University.

Academic reorganization and broadened study opportunities resulted in the establishment of the School of Education in 1960, School of Graduate Studies in 1961, College of Arts and Sciences in 1962, School of Nursing in 1962, School of Business in 1964 and the School of Health, Physical Education, and Recreation (now Health and Human Performance) in 1965. The first doctoral study program was initiated in 1965, and the first doctoral degrees were conferred in June, 1967. The School of Technology was established in 1967.

The second special session of the 1965 Indiana General Assembly enacted a resolution encouraging Indiana State University and the other state higher education institutions to do all things necessary for the creation of a four-year state-assisted campus at Evansville. Indiana State University assumed the primary responsibility for development of the Evansville campus. During the fall semester of 1965, an Evansville campus of Indiana State University was established. New facilities were constructed on a 300-acre site between Evansville and Mt. Vernon, Indiana. Over the years the campus grew to a separately accredited institution offering degrees in a broad range of general arts and sciences and career-related programs. On July 1, 1985, the Evansville campus became the University of Southern Indiana by action of the Indiana General Assembly.

Indiana State University has become a comprehensive, doctoral degree granting institution with a continuing commitment to excellence in teaching, scholarly research, creative expression, and expanded forms of public service. The University earned initial accreditation from the North Central Association of Colleges and Schools (NCA) in 1915, and has continuously reaffirmed this status. The University’s last North Central Association of Colleges and Schools site visit occurred February 28—March 1, 2000. The evaluation team recommended continued accreditation for another ten-year period, with the next comprehensive visit scheduled during 2009-2010.

Since its establishment, the University has had ten (10) presidents and one (1) acting president as follows: William Albert Jones, 1869-1879; George Pliny Brown, 1879-1885; William Wood Parsons, 1885-1921; Linnaeus Neal Hines, 1921-1933; Lemuel M. Pittenger (acting), 1933; Ralph Noble Tirey, 1934-1953; Raleigh Warren Holmstedt, 1953-1965; Alan Carson Rankin, 1965-1975; Richard George Landini, 1975-1992; John William Moore, 1992-2000; and Lloyd William Benjamin III, 2000 to present.

UNIVERSITY MISSION AND VALUE STATEMENTS

Indiana State University, a doctoral research university, combines a tradition of strong undergraduate and graduate education with a focus on community and public service. We integrate teaching, research, and creative activity in an engaging, challenging and supportive learning environment to prepare productive citizens for Indiana and the world.

We value high standards for learning, teaching and inquiry.

We provide a well-rounded education that integrates professional preparation and study in the arts and sciences with co-curricular involvement.

We demonstrate integrity through honesty, civility, and fairness.

We embrace the diversity of individuals, ideas, and expressions.

We foster personal growth within an environment in which every individual matters.

We uphold the responsibility of University citizenship.

We exercise stewardship of our global community.

INDIANA STATE UNIVERSITY BOARD OF TRUSTEES

Indiana State University is a public, state-supported institution, under the general control of a board of trustees, known and designated as the Indiana State University Board of Trustees. Other state boards, offices and agencies exercise certain statutory controls and have specified duties and responsibilities pertaining to the operation of the University. The Board of Trustees bylaws are located in Section I page 4 and the Board policies and procedures are included in Appendix B.

Composition of the Board

Under the Acts of 1985 (IC 20-12-56-3), the composition of the Board was revised as follows:

“Sec. 3 (a) The Indiana State University board of trustees shall be composed of nine (9) trustees. The governor shall appoint to the board seven (7) competent persons, one (1) of whom must be a student, and two (2) additional competent persons, alumni of the university, nominated by the alumni council of the university, shall be appointed by the governor. There shall be one (1) or more women on the duly constituted board.

(b) All trustees and their successors shall be appointed for terms of four (4) years, except the student member, who shall be appointed for two (2) years during which time

he/she must be a full-time student of Indiana State University.

(c) To aid the governor in the selection of the student member, a search and screen committee is created consisting of one (1) representative of the governor and at least four (4) students chosen by the elected student government representatives of the student body. The committee shall establish the mode and criteria to be used in the selection of student nominees to serve on the board of trustees. The committee shall submit a list of at least ten (10) names to the governor for his consideration. The governor shall select one (1) of these names for appointment as a trustee of the university in accordance with the provisions of this chapter.

(d) All members appointed to the board shall be residents of the state of Indiana and citizens of the United States of America. The alumni members appointed to the board shall have completed a prescribed course of study by Indiana State University or its predecessors, Indiana State Normal, Indiana State Teachers College, or Indiana State College.

(e) All vacancies occurring in the board from death, resignation, or removal from the state shall be filled by appointment by the governor for the unexpired term of the retiring member, subject to the provision that the alumni council of the university shall nominate the appointee to fill a vacancy caused by the loss of an alumni member.”

Functions, Powers and Duties of the Board

The Board of Trustees is responsible for the establishment and maintenance of the University. With every name change, all powers, rights, duties, and obligations of the preceding Board of Trustees were transferred to its successor. The continuity of the Trustees has been maintained as the presentation of specific duties bestowed by law indicates.

The Board shall be a perpetual body politic, with power to sue and be sued, and to hold in trust all funds and property which may be provided for the University. (IC 20-12-56-2)

The Board shall prescribe the duties and provide the compensation, including retirement and other benefits, of the faculty, administration, and employees of the University. (IC 20-12-56-2 and IC 20-12-1-4)

The Board may issue and sell bonds for the erection, construction and equipment of designated facilities necessary to fulfill the purposes of the University or may enter into leases for certain designated facilities as the Board may determine proper. (IC 20-12-53-1, IC 20-12-1.5-4, IC 20-12-3-1, and IC 20-12-7-1)

The Board may accept gifts, bequests, and devises of personal and real property for the benefit of the University and may sell or convey real estate acquired by gift and invest or reinvest the funds for the benefit of the University. (IC 20-12-4-1, IC 20-12-4-2, and IC 20-12-5-1)

In addition to these specific grants of statutory authority, the administration and operation of the University is subject to a variety of rules, regulations, and statutory requirements which have general application to public institutions and corporations. The Board may also exercise all other implied powers reasonably required for the conduct of the offices of Indiana State University.

The 1969 General Assembly enumerated certain powers, duties and responsibilities of the boards of trustees of the state-supported universities. The powers and duties indicated are subject to the authority of and the operational framework established by the Indiana Commission for Higher Education.

Through legislative action of the General Assembly the powers of the various state universities boards of trustees are defined in part under IC 20-12-1-2 as follows:

“(a) The Ball State University board of trustees, Indiana State University board of trustees, the trustees of Indiana University, the trustees of Purdue University, and the University of Southern Indiana board of trustees, each as to its respective institution, shall have the power and duty:

(1) To govern the disposition and method and purpose of use of the property owned, used, or occupied by the institution, including the governance of travel over and the assembly upon the property;

(2) To govern, by specific regulation and other lawful means, the conduct of students, faculty, employees, and others while upon the property owned, used, or occupied by the institutions;

(3) To govern, by lawful means, the conduct of its students, faculty, and employees, wherever the conduct might occur, to the end of preventing unlawful or objectionable acts that seriously threaten the ability of the institution to maintain its facilities available for performance of its educational activities or that are in violation of the reasonable rules and standards of the institution designed to protect the academic community from unlawful conduct or conduct presenting a serious threat to person or property of the academic community;

(4) To dismiss, suspend, or otherwise punish any student, faculty member, or employee of the institution who violates the institution's rules or standards of conduct, after determination of guilt by lawful proceedings;

(5) To prescribe the fees, tuition, and charges necessary or convenient to the furthering of the purposes of the

institution and to collect the prescribed fees, tuition, and charges;

(6) To prescribe the conditions and standards of admission of students upon the bases as are in its opinion in the best interests of the state and the institution;

(7) To prescribe the curricula and courses of study offered by the institution and define the standards of proficiency and satisfaction within the curricula and courses established by the institution;

(8) To award financial aid to students and groups of students out of the available resources of the institution through scholarships, fellowships, loans, remissions of fees, tuitions, charges, or other funds on the basis of financial need, excellence of academic achievement, or potential achievement or any other basis as the governing board may find to be reasonably related to the educational purposes and objectives of the institution and in the best interest of the institution and the state;

(9) To cooperate with other institutions to the end of better assuring the availability and utilization of its total resources and opportunities to provide excellent educational opportunity for all persons;

(10) To establish and carry out written policies for the investment of the funds of the institution in the manner provided by IC 30-4-3-3; and

(11) To lease to any corporation, limited liability company, partnership, association, or individual real estate title to which is in the name of an institution or in the name of the state for the use and benefit of the leasing institution.

(b) A lease may be for such term and for such rental, either nominal or otherwise, as the board determines to be in the best interest of the institution. No lease shall be executed under this section for a term exceeding four (4) years unless the execution is approved by the governor and by the state budget agency. The universities shall be exempt from all property taxes on any real estate leased under this section, and the lessee shall be liable for property taxes on the leased real estate as if the real estate were owned by the lessee in fee simple, unless the lessee is a student living in university-owned facilities.

(c) This section shall not be construed to deny any tax exemption that a lessee would have under other laws if the lessee were the owner in fee simple of the real estate.”

HISTORY: Acts 1969, ch. 273, § 2; 1971, P.L. 327, § 1; 1973, P.L. 226, § 1; P.L.218-1985, § 3; P.L.210-1989, § 1; P.L.8-1993, § 261.

INDIANA STATE UNIVERSITY BOARD OF TRUSTEES BYLAWS

Article I

Section 1. Name

The name of the Board of Trustees is fixed by statute of the State of Indiana as INDIANA STATE UNIVERSITY BOARD OF TRUSTEES.

Section 2. Name of University

The name of the University under the control of this Board of Trustees is fixed by statute of the State of Indiana as INDIANA STATE UNIVERSITY.

Section 3. Seal

The seal of the Board of Trustees shall be a circular disc with the words "INDIANA STATE UNIVERSITY" "SEAL" around the outer edge and words "BOARD OF TRUSTEES" in the center.

Article II

MEMBERSHIP

The membership of this Board of Trustees shall conform with the statute of the State of Indiana governing the membership of the INDIANA STATE UNIVERSITY BOARD OF TRUSTEES.

Article III

MEETINGS AND POWERS OF THE BOARD OF TRUSTEES

Section 1. Annual Meeting

An annual meeting of the Board of Trustees shall be held during July of each year for the purpose of electing officers and the transaction of such other business as may be brought before the meeting. Such meeting shall generally, but not necessarily, be held the Friday following July 4 weekend, at the hour and place specified in the notice of the meeting. The Secretary shall give five (5) days' notice of such organizational meeting in person or by mail, telephone or telegraph.

In the event of failure to hold an annual meeting during July of any year, a delayed annual meeting may be held on a later date upon being called by any two (2) members of the Board or by the President of the Board. Five (5) days' notice of such delayed annual meeting shall be given by the Secretary in the same manner specified in the preceding paragraph.

The order of business at the annual meeting shall be as follows:

1. Roll call.
2. Reading of the notice of the meeting.
3. Election of officers.
4. Other business.

Section 2. Regular Meetings

The Board of Trustees shall hold five (5) regular meetings each year, in addition to the annual meeting. However, any regular meeting may be canceled with the consent of at least a majority of the members of the Board. Generally, but not necessarily, a regular meeting of the Board shall be held at the hour and place specified in the notice of meeting as follows:

- The first Thursday and Friday following Labor Day
- The Friday of Homecoming weekend
- The Friday preceding December commencement
- The third Thursday and Friday of February
- The Friday preceding May commencement.

The Secretary shall give five (5) days' notice of each regular meeting in person or by mail, telephone or telegraph.

Section 3. Special Meetings

A special meeting of the Board may be called on any date by the President of the Board or by a majority of the members of the Board, and may be held at such hour and at such place within the State of Indiana as shall be fixed in the notice of such meeting. Notice of a special meeting shall be mailed or given personally or by telephone or telegraph by the Secretary to each member not less than five (5) days in advance of such meeting.

Section 4. Quorum

At all meetings of the Board there shall be present at least a majority of all of the members in order to constitute a quorum. If, at any meeting there shall be less than a quorum present, such meeting may be adjourned from time to time until a quorum is present.

All action taken by the Board at any meeting shall be approved by vote of at least a majority of the members of the Board at the time holding office.

Section 5. Waiver of Notice

Notice of any meeting may be waived in writing by any member of the Board, and the presence in person of a member at a meeting shall be deemed to be a waiver of notice of such meeting by such member.

Section 6. Powers of Board of Trustees

In addition to the powers specifically granted by statutes of the State of Indiana, the Board has and may exercise all other

implied powers reasonably required for the conduct of the affairs of Indiana State University. The Board may from time to time, by resolution, prescribe the manner in which contracts shall be executed on behalf of the Board. In the absence of such provision, all contracts shall be executed by the President or Vice President and attested by the Secretary or Assistant Secretary.

Article IV

OFFICERS

Section 1. Election

At its annual meeting the Board of Trustees shall elect from among its membership, a President, a Vice President, a Secretary and an Assistant Secretary, and shall also appoint a qualified person, not a member of the Board of Trustees, to serve as Treasurer. Each officer shall be elected for a term of one (1) year or until a successor shall be elected and qualified.

Section 2. Vacancies

Whenever any vacancy shall occur in any office by death, resignation or otherwise, the same shall be filled by the Board of Trustees and the officer so elected or appointed shall hold office for the balance of the term of said office or until a successor is chosen and qualified.

Section 3. President

The President shall preside at all meetings of the Board of Trustees, discharge all the duties which devolve upon a presiding officer, and perform such other duties as the bylaws provide or the Board of Trustees may prescribe.

Section 4. Vice President

The Vice President shall perform all duties incumbent upon the President during the absence of or disability of the President, and perform any such other duties as the bylaws may require or the Board of Trustees may prescribe.

Section 5. Secretary

The Secretary shall keep a record of the proceedings of all meetings and shall notify the members of all regular and special meetings and shall further be responsible for carrying on all correspondence as directed by the Board of Trustees. He/she shall also perform and discharge such other duties as the bylaws provide or the Board of Trustees may prescribe.

Section 6. Assistant Secretary

The Assistant Secretary shall perform all duties incumbent upon the Secretary during the absence of or disability of the Secretary, and perform such other duties as the bylaws may require or the Board of Trustees may prescribe.

Section 7. Treasurer

The Treasurer shall have custody of all funds and securities of the University which may come into his/her hands. He/she shall deposit the same to the credit of the University in such banks or depositories as the Board of Trustees shall direct. He/she shall keep an accurate account of all funds and securities, disburse and dispose of the same under the direction of the Board of Trustees and perform all acts incident to the position of Treasurer subject to order of the Board of Trustees and such other duties as the Board of Trustees may prescribe.

Article V

AMENDMENTS

The power to make, alter, amend or repeal these bylaws is vested in the Board of Trustees, but the affirmative vote of a majority of the members of the Board of Trustees for the time being shall be necessary to effect any alteration, amendment or repeal.

(Amended by the Indiana State University Board of Trustees February 1, 1985.)

Absence, Disability, or Death of the University President

In the event of the death or disability of the University President, the Provost and Vice President for Academic Affairs shall serve as Acting President of the University until the next meeting of the Board of Trustees of the University.

In the event of the death or disability of both the University President and the Provost and Vice President for Academic Affairs, the Vice President for Administration and Secretary of the University shall serve as Acting President of the University until the next meeting of the Board of Trustees.

If the University President plans to be absent from Vigo County, Indiana, and believes that it would be advisable that an Acting President be designated to serve during such absence, the University President, in writing delivered to the Secretary or Assistant Secretary of the Board, may designate either the Provost and Vice President for Academic Affairs or the Vice President for Administration and Secretary of the University to serve as Acting President during such absence; provided, however, that no such designation of an Acting President shall be effective for a period longer than 30 days.

The Acting President of the University, while serving as such under the provisions of any of the three (3) preceding paragraphs, shall exercise and perform all powers and duties theretofore delegated by the Board of Trustees to the University President and all other powers and duties inherent in the office of the University President.

Determination of Disability Status

The University President may at any time declare to the Secretary or the Assistant Secretary of the Board in writing that he/she is temporarily disabled to perform the duties of University President. Upon the receipt by the Secretary of such written declaration, the University President shall be deemed to be in the status of disability until the time then or subsequently specified by the University President in writing delivered to the Secretary of the Board as the time at which he/she will resume the duties of University President.

If, in the event of illness or personal injury of the University President, the President of the Board of Trustees concludes the University President is unable to declare his/her own disability, or concludes that it would be inadvisable, under the circumstances of the illness or injury, to ask the University President to make such a declaration, the President of the Board of Trustees may state his/her conclusion in that respect to the Secretary or Assistant Secretary of such a written statement by the President of the Board of Trustees, then the University President shall be deemed to be in the status of disability until the next meeting of the Board of Trustees, at which time the Board shall take such action as it deems appropriate.

If, in the event of the illness or personal injury of both the University President and the Provost and Vice President for Academic Affairs, the President of the Board of Trustees concludes that each is unable to make a personal declaration of disability, or concluded that it would be inadvisable, under the circumstances of the illnesses or injuries, to ask them to make such declarations, then the President of the Board of Trustees may state his/her conclusion in that respect to the Secretary or Assistant Secretary of the Board in writing. Upon the receipt of such a written statement by the Secretary or Assistant Secretary, both the University President and the Provost and Vice President for Academic Affairs shall be deemed to be in the status of disability until the next meeting of the Board of Trustees, at which time the Board shall take such action as it deems appropriate.

At the first meeting of the Board of Trustees of the University following the death or disability of the University President, the Board of Trustees, by resolution, shall designate a person to serve as Acting President of the University until a designated time or until further action of the Board.

INDIANA COMMISSION FOR HIGHER EDUCATION

The 1971 Indiana General Assembly enacted Senate Enrolled Act No. 2 creating a Commission for Higher Education of the State of Indiana. Section 3 of the Act states that the general purposes of the Commission are: to plan and coordinate Indiana's state-supported system of post-high school education; to review appropriation requests; to make recommendations to the Governor, State Budget Agency or the General Assembly; and to perform other functions assigned by

the Governor or the General Assembly. In addition, the Commission is authorized to approve new graduate degree programs and may review (with the power to approve or disapprove) new associate and baccalaureate degree programs in any academic area.

The Commission is composed of twelve (12) members appointed by the Governor, with each congressional district being represented by at least one (1) member. The initial appointees served varying terms of from one (1) to four (4) years; subsequent appointees serve four-year terms.

STATE BUDGET AGENCY

The State Budget Agency is composed of the State Budget Director appointed by the Governor, and the State Budget Committee which is a bipartisan committee of four (4) members, two (2) appointed by the Senate and two (2) by the House of Representatives. The Budget Agency has general supervisory control over the budgets of the various departments of state government.

The biennial request for state appropriations for the operation of the University is filed with the State Budget Agency, through the Indiana Commission for Higher Education. With the approval of the Governor, the Budget Director and the Budget Committee compile the requests of all State agencies and recommend to the General Assembly the amounts to be appropriated to State offices, institutions and agencies for each year of the biennium.

The University receives an appropriation for current operating expenses for each year of the biennium, and a capital appropriation for construction, rehabilitation and remodeling of buildings, infrastructure, and purchase of land for the biennium. After current operating funds are appropriated, the State Budget Agency exercises no direct control over expenditure of such funds. Allotments of capital appropriations to various projects are subject to approval by the State Budget Agency and the Governor. The issuance of bonds and the use of any University funds for capital purposes are subject to similar approval.

The State Budget Agency is required by law to receive a quarterly financial report, including a detailed listing of receipts from all sources (including federal, private or foundation sources) from all state-supported universities. The universities are also required to submit quarterly detailed listings of all applications for educational grants submitted to federal agencies. The State Budget Agency has the authority to disapprove such applications. In this event, the application shall be withdrawn and/or canceled by the university.

STATE BOARD OF ACCOUNTS

The State Board of Accounts prescribes the basic procedures for financial accounting and budgeting of University funds. Examiners of the State Board of Accounts are responsible for the post-audit of all financial accounts of the University, and

check financial transactions for conformance to legal requirements and rules and regulations pertaining to the custody, protection and management of public funds.

OTHER STATE AGENCIES

The State Auditor, the State Treasurer and the Attorney General have responsibility for certain elements of administration which come within the designated functions of their respective offices. The State Fire Marshal periodically

inspects the University buildings for conformance to regulations pertaining to fire prevention and safety. The State Board of Health is concerned with health and sanitation conditions on the campus particularly in the areas of food service and student housing. Plans and specifications, prepared by professional architects and engineers for the construction of all University buildings, are approved by the Director of the Fire and Building Services Plan Review Section for conformance to the state uniform building code and for health and safety factors.

ADMINISTRATIVE ORGANIZATION

OFFICE OF THE PRESIDENT

The University President, as chief executive officer, is responsible to the Indiana State University Board of Trustees for the operation, organization and administration of the University.

The University is organized into the following major functional areas:

- academic affairs
- administrative affairs
- business affairs and finance
- student affairs
- university advancement

The University President delegates the administration of each of these functional units to a vice president. Each of the functional areas is organized into related administrative divisions, departments, units, and offices.

In addition to the vice presidents, the following also report directly to and regularly meet with the University President as the executive staff: the Executive Assistant to the President and General Counsel, the Executive Assistant to the President for External Relations, the Executive Director of Human Resources, and the Executive Assistant to the President for Strategic Planning, Institutional Research, and Effectiveness. The University President also appoints a President's Planning and Resources Committee (PPARC) to provide collaboration and communication on university-wide issues concerning operational and budgetary matters.

An agenda of items requiring Board of Trustees action is prepared by the University President and the Secretary of the University. Actions and recommendations of the University Faculty Senate, committees of the faculty, instructional departments and administrative divisions (through the appropriate vice presidents) which require approval of the Board are transmitted to the Board of Trustees by the University President with recommendations for appropriate action.

Legal Affairs

The Legal Affairs Office provides legal counsel and advice to the ISU Board of Trustees, the University President and administration on institutional policies and procedures. The Executive Assistant to the President and General Counsel determines and proposes institutional responses to legal issues and, when required and with the approval of the University President, implements solutions. Other duties include the preparation of official University documents, legal opinions and advisory papers on legal issues, liaison with the offices of the vice presidents on all legal matters within the University, principal coordination of University contracts and agreements with external government and commercial entities, University representation to federal and state civil rights agencies, and legal counsel to the Indiana State University Foundation.

External Relations

The Executive Assistant to the President for External Relations provides liaison assistance for the University President with the Indiana Commission for Higher Education, the State Budget Agency and the Indiana General Assembly as well as other state and federal governmental agencies.

Human Resources

The Human Resources Office is responsible for recruiting and retaining qualified staff through effective selection, compensation, training and development and employee relations programs. In support of University staffing goals Human Resources develops, conducts and coordinates orientation, in-service training, salary surveys, job audits, policy and procedure coordination and development, administration of grievance procedures, personnel records system management, and adherence to federal and state laws applicable to human resources issues.

Student Employment

The Student Employment Office coordinates part-time employment opportunities for ISU students for positions located both on and off campus. Job openings are posted on

the bulletin board outside the Human Resources Office and on the Human Resources home page. Students are encouraged to come to the Student Employment Office to receive information as to the process and the organizations providing job opportunities.

Staff Benefits

The University benefits programs are developed administered and coordinated through the Staff Benefits Office. This Office provides orientation sessions for the explanation and enrollment in the various benefit programs for all employees. Assistance is provided for the filing of health coverage, life and disability claims along with the explanation of retirement options. Provisions of the Family Medical Leave Act (FMLA) are also administered through the Staff Benefits Office.

The Employee Assistance Program provides a personal assessment and referral service on a broad range of problems from family, emotional stress, excessive alcohol or drug use, financial and legal concerns. Wellness programs that focus on the needs of employees may be provided. As some services may be covered by the ISU health coverage, referrals should be coordinated through the Staff Benefits Office.

Affirmative Action/Diversity

The Assistant to the President for Affirmative Action is responsible for the development and administration of the affirmative action program to ensure compliance with federal guidelines relative to the appointment, promotion, salary, working conditions and equal opportunities for faculty, staff and students. The University Equal Opportunity and Affirmative Action Policy is presented in Appendix H.

The diversity agenda includes the review of progress toward a campus understanding of diversity and cultural significance; programs and education designed to bridge historical ethnic divisions; and installation of community values appropriate for a pluralistic society.

Institutional Research

Institutional Research serves as the University's research unit exploring issues such as salary equity, teaching loads, class enrollments, and student outcomes assessment. Internal and external comparative data for strategic planning purposes are provided. The Office is also responsible for housing and reporting information gained from various questionnaires as well as for ensuring that institutional data provided to internal and external sources are valid and consistent.

Internal Auditing

The Internal Auditing Office reviews the accounting, financial and other managerial procedures of the University for the purpose of: determining whether the system of internal control is adequate and functioning appropriately; ensuring that institutional policies and procedures are being followed;

verifying the existence of assets shown on the records of the University and ensuring the maintenance of proper safeguards; and preventing or discovering malpractices through internal audits of campus departments and activities.

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Vice President for Academic Affairs is responsible to the University President for the general administration, organization, and development of all academic programs of the University and related instructional services.

Academic Dean

The Dean of each academic college/school including the library is the senior academic administrator of the unit and is responsible and has authority for (1) the general administration, organization, and development of all academic programs; (2) related instructional services to include the scheduling of classes; (3) research/scholarship/creative activities; and (4) external relations and development. The Dean works within the organizational and governance structure of the unit to fulfill the mission of the unit in accordance with University policies recognizing the role of primary and advisory authority of the faculty.

Finally, the Dean, as chief fiscal officer of the unit, ensures that all resources of the unit are allocated in alignment with the needs and priorities of the unit and University.

College of Arts and Sciences

The College of Arts and Sciences consists of 24 departments: African and African American Studies; Art; Chemistry; Communication; Criminology; Economics; English; Family and Consumer Sciences; Geography, Geology, and Anthropology; History; Humanities; Languages, Literatures, and Linguistics; Life Sciences; Mathematics and Computer Science; Military Science (Army ROTC); Music; Philosophy; Physics; Political Science; Psychology; Science Education; Social Work; Sociology; and Theater. The College offers a wide variety of undergraduate and graduate degree programs, including the Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts, Bachelor of Music Education, and Bachelor of Social Work. The College also offers associate degrees in criminology and general studies. In addition to the minors available in its many departments, the College offers minors in International Studies and Women's Studies. The College also supports nine pre-professional programs: pre-dentistry, pre-dental hygiene, pre-engineering, pre-law, pre-medicine, pre-optometry, pre-pharmacy, pre-theology, and pre-veterinary. Jointly with the Indiana University School of Medicine, the College offers the Rural Health Program, a special pre-medical program open to selected exceptional pre-medical students residing in rural Indiana. Graduate programs are available at the masters and doctoral levels in a wide variety of areas.

Women's Studies

The Director of Women's Studies works to coordinate the maintenance and development of courses which support the College's interdisciplinary curricula in Women's Studies, including an undergraduate minor and a graduate certificate. The Women's Studies Office also houses the Women's Resource Center, which maintains materials to support research and teaching activities for University students and faculty and offers a variety of programs to the campus and Terre Haute communities.

School of Business

The School of Business provides undergraduate and graduate students with a comprehensive education in business. All academic programs in the School of Business are accredited by the American Assembly of Collegiate Schools of Business. An array of degrees at the level of associate, bachelors, and masters are offered as well as the Master of Business Administration (MBA) degree.

The School of Business is organized into the Analytical and Organizational Departments. The School also houses the Gongaware Center for Insurance Executive Development and the Center for Research and Management Services.

School of Education

The School of Education is the official teacher education agency of the University. The primary responsibility for the preparation, design, management, and evaluation of teacher education programs (programs for preparation of teachers, supervisors, administrators, and school services personnel) at Indiana State University resides with the professional education faculty. Administrative responsibility, coordination, and accountability for teacher education programs reside with the Dean of the School of Education. The School of Education is responsible for all educational psychology and education courses necessary for meeting teacher certification.

In addition to an associate degree awarded in child development and early childhood education, the School of Education provides a service role for other baccalaureate degree programs on campus for teachers leading to licenses in all-grade education, and senior high-junior high/middle school education. Graduate programs are available at the masters and doctoral levels in a wide variety of areas for educators and for individuals in other institutional and agency settings.

The school also serves as a home for various centers including: Blumberg Center, Early Childhood Education Center, and the Instructional Resource Center.

School of Health and Human Performance

The School of Health and Human Performance consists of the Departments of Athletic Training, Health and Safety, Physical Education, and Recreation and Sport Management.

The primary curricula both at the undergraduate and graduate levels in the school are designed to prepare students to enter the following professional fields: health and disease/injury prevention careers in community health education, therapeutic recreation, athletic training, exercise science/fitness, environmental health and occupational safety management; teaching careers in health education and physical education with a specialization in coaching; and management careers in fitness, recreation, and sports. In order to provide students with greater career flexibility, opportunities are also offered in occupational toxicology/industrial hygiene and driver and motorcycle safety education as well as a pre-professional course of study preparing students for entry into pre-occupational therapy programs.

School of Nursing

The School of Nursing offers an undergraduate curriculum with advanced placement and multiple exits as well as a graduate program.

Upon completion of the second year (Level II) of the undergraduate curriculum, students can receive an Associate of Science degree in nursing. The associate degree graduate is educated to provide effective, direct, client-centered care to clients with well-defined health problems. Preparatory to practice, the focus is on the nursing care of adults. After completion of the fourth year (Level IV) students are awarded the Bachelor of Science degree with a major in nursing. The baccalaureate graduate is prepared as a beginning professional nurse who is educated to provide effective, client-centered nursing care in both direct and indirect care situations. The baccalaureate graduate is prepared as a generalist within the health care system and assumes beginning leadership roles.

Registered nurses have the option of completing the Bachelor of Science degree with a major in nursing through the baccalaureate track for registered nurses. The baccalaureate track for registered nurses is designed for experienced, currently full-time employed registered nurses who are choosing to attend school. Through the professional portfolio review process, experienced registered nurses have the opportunity to earn full or partial credit for specific nursing courses within this track.

The graduate program leads to a Master of Science degree with a major in nursing. The graduate program's purpose is to prepare students for leadership and clinical roles in advanced practice nursing and serves as a foundation for doctoral studies. Majors are offered in community health, adult health and family nurse practitioner with role concentrations offered

in administration, education, adult health and family nurse practitioner.

The school's continuing education program is accredited as a provider of continuing education in nursing by the American Nurses' Association's American Nurses Credentialing Center.

School of Technology

The School of Technology prepares technologists in several fields for employment in industry; prepares teachers of industrial subjects for industry, technical schools, and public schools; and cooperates with business, industry, and government through professional practice programs, internships, and research and development projects. Undergraduate programs are offered leading to associate and baccalaureate degrees. As a part of its academic program, the School of Technology is home to the Air Force ROTC detachment.

The School of Technology offers several Master of Science degree programs for advanced study in technology and education. The School also offers a Ph.D. in technology management through a consortium of eight (8) universities. Indiana State University is the degree granting institution for this Ph.D. program.

The School of Technology also coordinates the vocational-technical education initiatives for the university (primarily associate degree programs). This involves interacting with various local, state, and national boards and departments that support and control vocational-technical education.

In addition, the School of Technology operates the Technology Services Center (TSC) as a part of its service and research mission. The TSC allows the School to provide services to the industrial community in the region and beyond. The School also operates the Division of Printing, which provides printing services for the University.

School of Graduate Studies

The School of Graduate Studies administers and coordinates the University's graduate programs. Graduate curricula utilize the faculty and course offerings of all the University schools/college. Programs include those leading to the Master of Arts, Master of Science, Master of Education, Master of Business Administration, Master of Fine Arts, Master of Public Administration, Master of Music, Master of Music Education, Educational Specialist, Doctor of Psychology and Doctor of Philosophy degrees. The School also awards graduate faculty status as well as handling policy relating to graduate studies.

Library Services

The Cunningham Memorial Library serves as the main library and is supplemented by collections in the African American Cultural Center, Career Center, Music Listening, and Women's

Resource Center libraries. The total on-site library collections number over two million items and include books, journals, newspapers, government documents, microforms, recordings, videos, films, filmstrips, slides, and computer software. Library materials may be searched through the Library User Information System (LUIS) on-line computerized catalog, which also contains the holdings of Rose-Hulman Institute of Technology and St. Mary-of-the-Woods College.

The Library also gives access to other libraries, a number of electronic indexes, abstracts and full-text services via the Internet as well as to databases on CD-ROM in various areas of the Library. In addition, there are other enhanced services such as interlibrary loan, orientation for new University faculty, services for distance learners, instruction for classes and library faculty participation in various classroom situations with other teaching faculty.

The Testing Office serves the campus by scoring and analyzing objective examinations for the faculty. The Office also supports faculty course evaluations and printed reports are provided at the end of the term. The Office administers tests to both individuals and to large groups of students for institutional use and serves as a test center for national testing programs.

Information Technology

Information Technology (IT) is a service unit organized to provide computing, multimedia services, networking, telephone, and video resources to University students, faculty, and staff. IT provides or supports a wide range of services and facilities, including large shared servers for administrative and instructional use, a host of data communications hardware, numerous computer laboratories for use by students, faculty, and staff, a campus-wide local area network, connections to the Internet, telephone and voice mail services, both instructional and entertainment video, audio-visual services, graphic design, photography services, and video production.

The above services and functions are provided through Institutional Computing Services (ICS); Multimedia Support Services (MMSS); Technical Support, Telecommunications, and Networking Services; IT Help Desk; Computer Labs; Computer Training; and IT Audio Visual Services.

Student Academic Services Center

The Student Academic Services Center (SASC), which reports to the Academic Affairs Office combines academic support services to provide a more user friendly environment for students seeking academic help and support and to promote the academic retention and achievement of students.

The Academic Opportunity Program (AOP) provides advisement for conditionally admitted freshmen and focuses on basic studies, skills for collegiate success, and academic support through tutoring, peer mentoring, and developmental advising. The Open Preference Program (OP) advises students

with undeclared majors and focuses on major and career exploration. The Athletic Study Program provides advisement counseling and support to student athletes.

A first year seminar course (University 101) is offered and designed to provide skills and information to entering students as part of the transition into the University academic community.

A tutoring program for all University students is provided, focusing on general education courses. Students on probation are counseled, monitored, and referred for services related to the area of academic difficulty.

The Center also includes and administers several federal and state funded programs including TRIO grants for the Ronald E. McNair Post-baccalaureate Achievement Project, Student Support Services, Upward Bound Program, Educational Talent Search, and the state funded 21st Century Scholars Program.

CENTER FOR PUBLIC SERVICE AND COMMUNITY ENGAGEMENT

Instructional Services includes the programs and activities of a number of administrative/instructional units whose educational activities are largely directed toward the outreach effort of the University and/or toward an all-University service function.

Community And Professional Programs

The goal of the Community and Professional Programs Office is to make available continuing education programs designed to encourage lifelong learning. The challenge of the department is to develop, promote, and offer quality educational experiences to serve the needs of the university and the community.

Non-Credit Courses

Each spring and fall a non-credit course catalog is published featuring a diverse offering of evening and weekend classes promoting personal enrichment and professional enhancement. Target audiences range in age from young children to seniors.

Conferences/Seminars/Workshops/Camps

Conferences, seminars, workshops, and camps are arranged for business, educational, industrial, and association groups. The Director of Community and Professional Programs is authorized to coordinate such programs of instruction, including the terms of the contract in cooperation with respective academic or administrative departments and the sponsoring agency.

Continuing Education

Continuing Education includes the programs and activities of a number of administrative/instructional units whose educational

activities are largely directed toward the credit outreach effort of the University and/or toward an all-University service function.

Convocation Series

The convocation series is an academic and cultural program and, as such, is an integral part of the University's concept of providing an educational environment for the campus and the Terre Haute community. Students, faculty, staff and the citizens of the Wabash Valley community are served by the series through its varied programs in music, theatre and dance.

Travel Programs

Travel programs are educational travel programs that can take place in or outside the geographical boundaries of the United States. This includes credit-based programs as well as non-credit or optional credit seminars.

International Affairs Center

The mission of the International Affairs Center is to develop and provide access to quality international programs and services for students, faculty and staff to enhance multicultural and international education at the University. The Center includes international student and scholar services, study abroad, the international studies minor (in the College of Arts and Sciences), and functions of the International Programs Coordinator as well as the INTERLINK Language Center.

Enrollment Services

Enrollment Services is the official University department responsible for the development, implementation and evaluation of policies and procedures concerning the effective and efficient management of the University's undergraduate enrollment. Enrollment Services includes the following: Admissions Office, Registration and Records Office, transfers and articulation, and the Student Financial Aid Office. Enrollment Services provides the support and services needed to successfully address the concerns of both undergraduate and graduate students as related to these offices and functions.

Admissions

The Admissions Office is responsible for coordinating the dissemination of information about the University and its programs to prospective undergraduate students, parents and other constituencies. This includes coordinating written communication from academic departments, organizing programs for on-campus visits, visiting high schools and community colleges throughout Indiana and selected out-of-state locations, and developing channels of communication between the University and secondary schools. The office is responsible for the admission of all undergraduate students and the establishment of all official university records for each entering student.

Registration and Records Office

The Registration and Records Office is responsible for the registration and enrollment of all students. The Office keeps the academic records of all students, issues transcripts, prepares degree audits, releases all academic certification, certifies candidates for degrees, and prepares diplomas. In addition, the Office provides statistics for reports to educational, governmental and industrial agencies and produces the schedule of classes.

Student Financial Aid Office

The Student Financial Aid Office provides information and advisement to University students regarding federal, state and University financial aid programs. Financial assistance at Indiana State University is available in the form of federal programs: the College Work-Study Programs, Pell Grant, Perkins Loan, PLUS/SLS Loan, Stafford Loan, and Supplemental Educational Opportunity Grant; through state programs: Indiana Higher Education Award, Indiana Work-Student Program, and Lilly Endowment; and through various University programs: Alumni Award, Child of Alumni Award, Child of Disabled Veteran Award, Indiana State University Academic Scholarship, Presidential Scholarship, Sycamore Scholarship, Summer Honors Scholarship, other scholarships funded by the ISU Foundation and part-time employment both on and off campus.

Center for Teaching and Learning

The Center provides an array of opportunities for faculty to continue professional development as teachers. Faculty can take advantage of summer institutes, Winterfest, regular workshops, development grants, resource materials, and consulting services. Special support services are provided for graduate teaching assistants and adjunct faculty who wish to enhance teaching effectiveness. The Center also participates in programs sponsored by departments and other campus units to enhance the quality of the learning experience at ISU.

Terre Haute Center for Medical Education

The Terre Haute Center for Medical Education provides the first two (2) years of the regular four-year medical education program. As a cooperative effort between the Indiana University School of Medicine and Indiana State University, medical faculty in residence hold joint appointments with both universities. The Terre Haute Center for Medical Education also collaborates with the College of Arts and Sciences to offer the Rural Health Program, a selective pre-medical program open to exceptional students who are residents of rural Indiana. Students accepted into the Rural Health Program matriculate to Indiana University School of Medicine upon successful completion of the Bachelor of Arts degree at ISU, achievement of a stipulated score on the Medical College Admission Test, and maintenance of good character.

Distance Education

The Distance Education Office provides support for the development and delivery of all programs and courses offered via technology and correspondence study. Faculty development, course development, course delivery, and program management are among the primary focal points of this office. Also included is working with academic departments and deans to prepare statewide delivery requests for the Indiana Commission for Higher Education and Program Partnership Agreements. The office serves as a liaison to other ISU departments providing enrollment management, instructional services, and student services support.

Faculty Development

The Course Transformation Academy (CTA) is a faculty development program designed for faculty members preparing to use technology in teaching. The goal of the CTA is to provide faculty members the time and resources to investigate, create, and utilize alternative instructional strategies by exploring ideas about teaching, learning, course design and educational technology. In addition to the CTA, Distance Education facilitates several other faculty development workshops to meet the varying needs of faculty at different stages in the adoption of technology in teaching.

Course Development

Course design, development, assessment, and editing support are available to faculty members developing distance education courses utilizing web, television, videotape, or other technologies. Faculty members requesting assistance complete a course planning guide, meet with an instructional designer, and work with a team of developers to plan and implement the course.

Course Delivery

A range of course delivery services are available to faculty members who are offering courses via distance education. These include course management assistance, student support services, and technology support services. In addition to serving as an interface for students and faculty for technology-mediated course offerings, the Distance Education Office communicates and coordinates pertinent course information with statewide learning center coordinators.

Faculty Computing Resource Center

The Faculty Computing Resource Center (FCRC) assists faculty in developing computer-based materials for on-campus and distance courses. The FCRC is equipped with a variety of hardware and software applications in a lab setting and is open for exclusive faculty use. Various kinds of digital equipment, such as scanners, digital cameras, and non-linear video editing equipment are available for faculty use.

Evening And Weekend College Programs

Evening and Saturday classes are conducted on the campus to serve those persons who wish to earn academic credit toward degrees or licenses, or attain qualifications for career advancement or personal improvement.

Off-Campus Classes

Off-campus undergraduate and graduate classes are provided where a demand exists on a regular class basis or through individually designed workshops/seminars to fit unique situations. Off campus classes enable the University to respond to the needs of students, communities, business, industry, and other organizations for education and training programs.

Summer Sessions

Departmental chairpersons are responsible for scheduling departmental offerings and for appointing faculty to teaching assignments. Summer sessions activities, including the production of summer sessions publications, are coordinated by the Director of Continuing Education in partnership with the academic units.

Workforce Development Program

The Workforce Development Program (WDP) is designed to enable the University to respond to the needs of business, industry, and other organizations for education and training programs. WDP classes are “closed” to outside enrollment and can be provided on a regular class basis or through individually designed workshops to fit unique situations. WDP programs can be either credit or non-credit and conducted on- or off-campus. Each class/workshop will be budgeted to be self-supporting including all direct and indirect, instructional, non-instructional, administrative, and overhead costs.

College Challenge Program

Selected courses from Indiana State University are offered to high school students at designated high schools. These college level courses are taught by high school teachers who have been approved by the appropriate university academic department and, in effect, are acting as ISU faculty members.

High School Summer Honors Program

Qualified high school students who have completed their junior year (sophomore or freshmen permitted to enroll on a space available basis) of high school may participate in two-week summer seminars (in selected academic content areas) which provide exceptional students with a total university experience for which college credit is received. While living in the residence halls, students have the opportunity to explore their academic interests under the teaching and guidance of experienced University faculty.

South Central Indiana Education Alliance

South Central Indiana Education Alliance delivers programs and services that respond to individual, community, workforce, and economic development needs in a six-county (Greene, Jackson, Lawrence, Martin, Orange, and Washington) region of South Central Indiana. Programs are designed for degree completion, career advancement and improvement of job skills.

Programs and courses are offered via face-to-face instruction and by distance education (IHETS, Internet, CD-ROM, and correspondence) at area learning centers, working through the Indiana Partnership for Statewide Education, the Indiana College Network and the Indiana Commission for Higher Education.

College Cooperative Southeast

ISU serves as site manager and fiscal agent for the College Cooperative Southeast which was authorized for funding by the State Budget Agency upon the recommendation of the Indiana Commission for Higher Education. The College Cooperative Southeast embraces a mission that provides educational programs to meet the needs of citizens, businesses, and organizations in southeastern Indiana, through collaboration with Indiana institutions of higher education. Distance education technologies provide the primary delivery systems for these programs with some selected face-to-face instruction, both within and outside the workplace. The main goal is to provide a depth of program choice and student access to a range of pre-collegiate, workforce development, associate, bachelor, and graduate degree programs in a wide spectrum of degree areas. The organization of the College Cooperative Southeast is comprised of 13 learning centers in 11 southeastern and contiguous Indiana counties. A regional working group provides an advisory forum for articulation, coordination, and collaboration to offer educational programs and student services in this area of Indiana.

General Education Program

The University’s General Education Program prepares students to become active professionals and productive citizens. The Basic Studies requirements promote refinement of quantitative literacy, information technology literacy, and communication skills; encourage the study of a foreign language; and advocate physical fitness for life. The Liberal Studies requirements encourage students to understand the value of a traditional university education in the arts, humanities, and sciences and to explore the relation of a liberal education to any major course of study.

The Coordinator of General Education, a faculty member with a fiscal year appointment and reduced teaching load, reports directly to an Associate Vice-President for Academic Affairs and works with the General Education Council to oversee the Program. The Coordinator is appointed to serve a three-year term with the possibility of one reappointment to a second three-year term. The General Education Council, affiliated

with the University Faculty Senate and reporting to the Senate through the Curriculum and Academic Affairs Committee (CAAC), consists of thirteen (13) voting members: the Coordinator, six (6) arts and sciences faculty, one (1) faculty representative from the Library, and one (1) faculty representative from each of the five (5) professional colleges. Voting members serve three-year staggered terms and are elected by the appropriate governance body of the colleges they represent. The Council also includes eight (8) ex-officio members: one (1) representative from the Office of the Provost and Vice-President of Academic Affairs; one (1) representative from CAAC; and the deans of the colleges, or their designated representatives. By April of each academic year, the Council elects a voting member (excluding the Coordinator) as its chair-elect, who will serve from the beginning of the academic year to the beginning of the following academic year.

The General Education Council is charged with appointing sub-committees, oversight committees, and ad hoc task forces as necessary to accomplish its work; overseeing the Basic and Liberal Studies components of the curriculum; evaluating the curriculum; proposing changes in the curriculum and its administration; making policy and procedural recommendations on general education; suggesting expert guest speakers on general education to the Academic Affairs Office; and forwarding recommendations through the proper channels of faculty governance.

The Coordinator is charged with interpreting all general education policies and procedures, monitoring their uniform application across academic units, and facilitating implementation of the General Education Program; coordinating University-wide advisement in general education; working with the colleges to facilitate the transferability and substitution of courses for basic and liberal studies credit; and facilitating the review and assessment of the General Education Program.

Sponsored Programs

Promoting research, scholarship, and creative activity of University faculty, staff, and students is the main goal of the Sponsored Programs Office. The Office coordinates pre-award activities associated with external funding. Services provided include: disseminating information on funding agencies, opportunities, and announcements; identifying appropriate funding sources; assisting with the preparation of grant application and contract proposals; negotiating grant and contract agreements and awards; maintaining institutional records of grant and contract proposals and awards; operating the Institutional Review Board for review of research involving human subjects; conducting and organizing workshops and seminars on grant and contract related issues; maintaining a point of contact for external agencies and grant making organizations; and assisting with copyright, patent, licensing, and technology transfer issues and activities.

University Honors Program

The University Honors Program offers a limited number of unique general education courses designed specifically for academically superior students. The director, with the guidance of a faculty committee, invites into the program those first year students who show promise of high academic motivation and accomplishment. Admission is by invitation only, but faculty may recommend students to the director. Those who continue to meet the standards of the program and successfully complete the prescribed curriculum receive an appropriate designation on their transcripts when they graduate.

VICE PRESIDENT FOR ADMINISTRATION AND SECRETARY OF THE UNIVERSITY

The Vice President for Administration is responsible to the University President for human resources; staff benefits and payroll; employee assistance program; workers compensation; properties and risk management; environmental safety; facilities management; power plant; purchasing and central receiving; and campus space planning and utilization.

As a member of the University President's Executive Staff, the Vice President participates in the development of the institution's operating budget, in planning for campus physical facilities, and in long-range planning for the growth and development of the University.

As Secretary of the University, the Secretary is responsible for serving as the liaison with the ISU Board of Trustees, planning and coordinating of commencement activities, and revising and maintaining the [University Handbook](#).

Board of Trustees Liaison Office

The Secretary of the University serves as the University President's assistant in activities relating to the ISU Board of Trustees and its responsibilities. In this capacity, the Secretary assists in the preparation and distribution of the agenda, preparation and dissemination of minutes of meetings, arrangements for meetings (travel, reservations, etc.), preparation of follow-up correspondence after board meetings, and carries out other assignments, as delegated by the University President, to facilitate the functioning of the ISU Board of Trustees.

Hulman Center/Tirey Hall

The mission of the Hulman Center and Tirey Hall activity facilities is to provide services for support of the educational, cultural, entertainment, and athletic activities of the University. The University also recognizes its obligation to the community at large. Within established policies and procedures, the facilities are made available to the public for the general benefit and enjoyment of all, including commercially oriented

events like conventions, expositions, trade shows and similar activities.

University Archives

The University Archives is the designated repository for official records of Indiana State University. The purpose of the Archives is to preserve materials having intrinsic historical, legal, evidential and/or administrative value to the University, thereby providing useful documentation of the people, policies, and events in its history. The Archives contains a body of publications, theses, minutes, correspondence, student records, personnel records, photographs, financial records, and faculty publications dating back to the earliest years of the Indiana State Normal School. The Archives constitutes the most significant and steadily growing resource for research at all levels into the history of the University community. The University Archives Policy appears in Appendix G.

VICE PRESIDENT FOR BUSINESS AFFAIRS/FINANCE

The Vice President for Business Affairs/Finance has the general responsibility for the coordination and preparation of the biennial budget request for operating and capital funds; the maintenance of the University fiscal records in accordance with procedures prescribed by federal and state agencies; and the provision of budget control and financial accounting.

Controller's Office

The Controller's Office maintains the fiscal records of the University and provides financial record keeping for all student organizations. This Office includes the operations of the bursar, accounts receivable, accounts payable, inventory management, travel reimbursement, contracts and grants, government student loans and University collections.

Payroll

The Payroll Office is responsible for collecting and processing data related to employee earnings. All faculty and executive/administrative/professional staff are paid on a monthly basis. Support staff and student employees are paid on a biweekly basis. Payroll's mission is to pay employees in an effective, accurate, and timely manner while maintaining procedural integrity and accounting accuracy. The Payroll Office utilizes a time and attendance system and electronic direct deposit to gain greater efficiency in collecting and distributing employees' pay. The Payroll Office complies with reporting standards as set forth by state and federal agencies.

Budget Office

The Chief Financial Officer and Treasurer administers the business and financial affairs of the University. Working with the University President and vice presidents, the Chief Financial Officer is responsible for preparing all external and internal budget documents of the University. Budget staff also

coordinate documents for the preparation of the biennial budget request and work with the vice presidents in setting goals and priorities for the capital and operating budgets. Assistance is provided to the vice presidents in long-range budget planning for each of the major University divisions. This Office is also responsible for the monitoring of internal budget compliance and planning for and coordinating the year-end budget closing.

Facilities Management/Utilities

Facilities Management staff members are responsible for the operation and maintenance of all academic and services buildings of the University including grounds, walks, roads and parking areas; power plant and the university utility distribution system; motor pool; campus mail services; and waste management and recycling. Assistance is provided in the planning and supervising of construction of new facilities and major renovation of existing buildings. Department campus architects and engineers are responsible for implementation of all physical changes on campus as provided for in the University Master Plan.

Purchasing and Central Receiving

The Purchasing and Central Receiving Department is responsible for the procurement of all equipment, materials, supplies and contract services; maintenance of competitive and ethical bidding practices; development of practical standards for equipment and supplies; disposal and sale of all used, damaged, and surplus materials, supplies and equipment; maintenance of a central area for receiving; administration of the logo licensing program, including authorizing the use of the University name, logo, or other works; and administration of the procurement card program.

Risk Management

The Properties and Risk Management Office oversees construction contract management; purchase of land for campus expansion; and serves as a liaison with Facilities Management. The Office also assists in preparation of legislative budget requests; prepares space inventory and utilization studies mandated by the Indiana Commission for Higher Education; and assists with special projects as requested by the Vice President for Administration.

The Office has the general responsibility of overseeing risk control through implementation of safety programs; minimization of potential hazards on campus by working with Facilities Management; arrangement of risk financing through insurance and retention; active involvement in developing risk management policies; preparation of recommendations for handling risks; communication of the programs to the campus community; and analysis of accident and incident reports.

Environmental Safety

The Environmental Safety Office is committed to facilitating a safe and healthy working and learning environment for students, faculty and staff. This is accomplished by providing educational, technical, advisory and operational support to the campus community.

Key areas of responsibility for the Environmental Safety Office include inspection of fire suppression and early detection systems/equipment; evaluation of buildings for life safety issues; development and implementation of safety programs, training, and exposure assessments; interpretation and compliance of regulatory requirements; investigation of indoor air quality; asbestos and lead inspections and assessments, including project management as needed; and reclamation/disposal of hazardous, biological and special wastes.

Workers Compensation

Indiana State University is self insured and self administered for workers compensation. Employees injured on the job must report accidents to the supervisor. All claims will be handled through the Risk Management Office. Workers compensation law is a no fault insurance system that Indiana uses to provide wage replacement, medical, and physical impairment benefits to employees who suffer work related injuries or diseases. All employees of the University are covered under the workers compensation law as administered by the Indiana Workers Compensation Board.

VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT AND EXECUTIVE VICE PRESIDENT, ISU FOUNDATION

The Vice President for University Advancement reports to the University President, is a member of the President's Executive Staff, and is responsible for leading and administering a comprehensive institutional development program that is supported by essential alumni relations, public affairs, publications, marketing, and fund-raising programs.

As Executive Vice President of the ISU Foundation, the Vice President oversees its management and serves as a liaison to its Board of Directors and committees.

The Vice President actively participates in the solicitation of funds, is responsible for the development and implementation of a strategic plan for fund raising and university advancement, develops fund-raising goals and objectives as well as those for other advancement programs, serves as a spokesperson for the University and the ISU Foundation, and participates with other vice presidents in coordinating programs consistent with the mission of the University. The Vice President also provides counsel and advice to the University President on matters

related to fund development, public relations, and University image enhancement.

University Relations

University Relations includes Public Affairs, University Marketing, Publications, and Administrative Communications/ISU magazine. These offices seek to communicate ISU's message to its various and diverse constituencies and to enhance the institution's image. The University Relations program includes supporting student recruitment efforts in a highly competitive environment; increasing name recognition for Indiana State University throughout the state and beyond; and educating various audiences—students and potential students, faculty, alumni, legislators, friends, community leaders—about the University, including its unique character and its many areas of excellence.

Administrative Communications/ISU Magazine

Administrative Communications is charged with the production of written materials for the Office of the President, the Vice President for University Advancement, and other offices and departments within the Division of University Advancement and across campus. These include, but are not limited to, speeches, the President's Letter, strategic plans, scripts, advertisements, publications, and fund-raising materials. The Office also is responsible for designing and editing of the Indiana State University Magazine.

Public Affairs

The Public Affairs Office promotes understanding of and appreciation and support for Indiana State University. In accomplishing these ends, the office identifies, prepares, and disseminates news and information in various formats to print and electronic media, wire services, publications, and other outlets. The Office serves as the University's spokesperson and as a resource for information about the University. The Office also publishes Campus Connection, the ISU faculty-staff newspaper, and disseminates other internal communication vehicles such as global e-mail. The Public Affairs staff assists in the planning and staging of special events.

Publications

The Publications Office is charged with the editing, design, and production (or approval of materials produced by other offices and departments) of all University publications. The office maintains the graphic standards for printed materials to ensure positive, clear, and attractive representation of the University.

University Marketing

The University Marketing Office is responsible for promoting and advancing the University through the development and implementation of an integrated marketing program. This includes, but is not limited to, advertising in print and

electronic media, a vigorous community affairs program and other promotional activities.

University Development

The University Development Office has the responsibility for identifying, planning, coordinating, and implementing fund-raising programs and activities at the University. Through these programs, the University seeks to obtain private funds to enhance financial resources. Private gifts may be restricted or unrestricted as to use and are used to support operating, endowment, and capital purposes. In accomplishing these goals, the Office works closely with academic and other administrative departments and offices.

Gifts may be made to support or create scholarship funds, to support an academic department or program, to enhance the holdings and equipment in the Cunningham Memorial Library, or faculty development, among a host of other purposes. Contributions also may be made to the President's Society, Indiana State University's major gifts club which supports the President's and Alumni Scholars Programs and the University Honors Program. Gifts in support of intercollegiate athletics may be made to the Sycamore Athletics Scholarship Fund or to specific teams or projects.

Principal fund-raising operations include the annual fund program; a major gifts program; corporate and foundation solicitations; fund-raising for intercollegiate athletics; and planned giving services such as annuities, trusts, and bequests. The Development Office also is charged with maintaining electronic files and databases on donors and prospective donors.

Indiana State University Foundation

Established in 1928, the Indiana State University Foundation is an independent, not-for-profit corporation that actively solicits, receives, invests, and administers private gifts to the University. The Foundation has fiduciary responsibility for all private gifts to the Foundation and is governed by a volunteer board of directors, consisting of highly qualified, dedicated alumni and friends of the University from across the country. The University President serves as the President of the Foundation, and the Vice President for University Advancement fills the position of Executive Vice President of the Foundation.

The Foundation operates through a committee structure. Standing committees are the Executive Committee, Committee on Directors, Finance Committee, Development Committee, and Athletics Development committee.

Alumni Affairs

For more than 110 years, the Indiana State University Alumni Association has endeavored to instill a sense of identity, belonging, and pride in the institution's graduates. The Alumni Association has encouraged alumni to remain involved

with ISU and to contribute time, talent, and material resources to assist in building a better university. The Alumni Association seeks to maintain traditions while meeting the needs of a growing and increasingly diverse alumni population.

The Alumni Affairs Office serves as headquarters for the Indiana State University Alumni Association, a dues-paying organization that is coordinated and led by an elected Alumni Council. The 25 members of the Alumni Council are elected by the members of the Association on a geographic basis. The Alumni Council is responsible for nominating two (2) of the nine (9) members of the ISU Board of Trustees.

Alumni Affairs also plans and coordinates homecoming and involves alumni in a number of other activities such as regional alumni clubs, Sycamore Send-Offs, the Alumni Scholars Program, Founders Day, Distinguished Alumni Awards, Sycamore Educators Network, Sycamore Legislative Network, and other social outings.

Alumni are informed of University and alumni-related matters through the [Indiana State University Magazine](#) and the [Alumni Update](#). The Student Alumni Association, which is sponsored by and facilitated through Alumni Affairs, prepares undergraduates to be active alumni by providing leadership training and involving them in alumni activities.

VICE PRESIDENT FOR STUDENT AFFAIRS/DEAN OF STUDENTS

The Vice President for Student Affairs reports directly to the University President and is responsible for the development organization, and implementation of services designed to facilitate the transition of students into and out of the University. Services are offered in the following areas: student orientation; special attention to the needs of diverse populations of students; the operation of residence halls, food services, Hulman Center, and Hulman Memorial Student Union; addressing the behavior of students when inconsistent with institutional expectations; student governance; intercollegiate athletics; recreational sports; ensuring a safe campus environment; and physical and emotional wellbeing.

The Division of Student Affairs focuses its attention on enhancing the development of students, meeting student needs, and encouraging students to serve and be served by the institution. The objectives of the Division include: stimulating students to integrate learning in the classroom with out-of-class experiences; providing opportunities for personal enrichment and leadership experiences through student programs, student participation, and the provision of special services for students who need special attention; providing opportunities for broad student participation in the governance of the University in certain areas; and establishing a climate which supports and encourages cultural diversity and in which each student can be challenged to higher levels of intellectual, personal, and social consciousness.

Hulman Memorial Student Union

Hulman Memorial Student Union provides programs, services, and facilities that support and enhance the academic mission of the University. The Union serves as the focal point of the University community as the facility provides support to student programs, governance, and recreation. The facility is also used as a venue for convocations and major speakers.

Student Life Programs

Student Life Programs enhances and encourages collaborative, student-centered programming which ensures that out-of-class experience contributes to academic achievement, personal development, and the opportunity for community. Student Life Programs works in partnership with students, faculty, staff, and others in assessing needs and in designing, implementing, and evaluating creative and innovative programs and services. The Department provides advisement and coordination for Greek letter organizations, Student Government Association, Union Board, leadership programs, Women's Resource Center, and volunteer services and is also involved in parent/family programs and new student orientation.

The Women's Resource Center is an information and referral agency within the Student Life area in the Division of Student Affairs. The purpose of the Center is to provide resources which educate women and men of the University community about those issues faced by women in today's society.

African American Cultural Center

The African American Cultural Center is responsible for developing and providing opportunities for African American students to be involved in creating, innovating, designating, and deciding relevant cultural programs. The Center is responsible for promoting positive identification, association, and relationship to African American historical and contemporary culture and creates a learning environment conducive for students, faculty members, staff and citizens of the Terre Haute community to understand, recognize, and appreciate the contributions made by African American people. The Center coordinates efforts with existing programs and departments and provides an atmosphere conducive to the relevant psychological and social needs of African American students. The Center provides opportunities for the development of decision-making ability and potential talents of students and provides direct services to persons and groups with a goal to make society aware of the need for racial justice.

Student Judicial Programs

The University attempts to provide an orderly environment conducive to learning that protects persons and property, upholds state law, and encourages the personal growth of students. Student Judicial Programs administers the policies and procedures that address inappropriate behavior and

enforces the guidelines for acceptable behavior within the Code of Student Conduct.

Career Center

The mission of the Career Center is to provide individual and group services to a diverse clientele which includes students, alumni, members of the community, and employers. Services include providing access to career information and opportunities to explore careers through a variety of employment and career-related experiences. Emphasis is placed on self-development as individuals continue educational efforts in preparation for becoming productive leaders and members of society.

Student Counseling Center

The Student Counseling Center establishes and maintains services and programs that support the fundamental mission of academic pursuit. These services include a developmental and short-term approach to assessment, consultation, counseling/psychotherapy, groups, liaison relationships, psycho educational programming, and training.

Recreational Sports

The Department of Recreational Sports offers a comprehensive and balanced menu of organized and informal sports activities and varied leadership opportunities. Staff, equipment, and facilities contribute to the quality of campus life and enhance the total development and wellbeing of the individual. Recreational Sports provides students, faculty, staff, and their families the opportunity to participate in a variety of sports and sport-related activities for fun, fitness, and leisure. Recreational Sports provides members of the Terre Haute community the opportunity to use the informal sports facilities through the single membership program.

Student Ombudsperson

The Student Ombudsperson serves as a resource for students attempting resolution of problems that adversely affect their student experience. The Ombudsperson provides assistance and support for students in a variety of areas and seeks to arrive at a resolution of differences fair to the student and to the University.

Intercollegiate Athletics

The intercollegiate athletics program nurtures the spirit of continuing growth and challenging expectations for achievement at all levels of team and individual participation. The department administers all programs in compliance with NCAA and conference guidelines and regulations, consistent with the overall mission statement of the University. The department provides Division I sports for men and women and is affiliated with the Missouri Valley and Gateway Conferences.

Public Safety

The Public Safety Department is a professional, service oriented department, which is proactive in reducing criminal opportunity and community anxiety, and which enhances the image of the University by maintaining a socially supportive environment.

In addition to police patrol, Public Safety provides crime prevention programs, security assessments for events and facilities, and escorts within the campus. The department is also responsible for the Parking and Traffic Services Office and the University identification card system.

Auxiliary Services

The Assistant Vice President for Auxiliary Services is a member of the leadership team and reports directly to the Vice President for Student Affairs. The Assistant Vice President oversees those facilities and services that support the academic and community missions of the University.

Residential Life

It is the primary function of Residential Life to support the academic mission of the University by providing a living environment for students that is conducive to learning and total personal development. This environment is provided through the coordinated efforts of the major units of Residential Life: Housing Services, Residential Life Programs, and Dining Services.

Residential Life Programs oversees the staff (live-in and external) whose responsibilities include the maintenance of community, enforcement of University and Residential Life policies, advisement, and educational and social programming for on-campus residents.

Housing Services provides maintenance, janitorial, and custodial service to the residence hall system and University Apartments. This area is also responsible for the housing contract and billing process.

ISU Dining Services provides a flexible, cost effective dining program in clean, attractive dining facilities. Dining services also provides catering, concessions, and other special services as needed by the University community. This is done through a partnership which focuses on both residential and retail dining.

Student Health Center

The Student Health Center focuses on disease prevention, health promotion, and health restoration for all students. A full-time medical director/physician, nurse practitioners, registered nurses, and auxiliary personnel staff the Center. Services include the diagnosis and treatment of illnesses and injuries and preventative care such as exams, immunizations, and individual health education. Medical procedures such as suturing, wound care, splints, crutches, laboratory testing, and

radiographic services are available. The Center also performs workers compensation evaluation and treatment.

The Student Health Promotion Department empowers individuals in making healthy lifestyle choices. Professionals, graduate assistants, and peer health facilitator students assist students with issues related to stress management, exercise, nutrition, smoking, sexuality, alcohol, and other drug education as well as spiritual well being. The department provides three (3) Le Club exercise facilities on campus for students, staff, faculty, and members of the Terre Haute community.

Student Publications

Student Publications produces the Indiana Statesman and IQ Magazine. The Department exposes students to responsibilities of producing news and advertising media and provides co-curricular experiences in news, advertising, design, and leadership.

University Bookstore

The University Bookstore provides the students, faculty, and staff of the University with comprehensive access to the textbooks and course materials required for classes. The Bookstore also provides general fiction and non-fiction books, reference texts, stationery items, school spirit clothing, computer software, and other useful and convenience items

UNIVERSITY COMMITTEES

University committees have been established to deal with administrative policies, procedures, and issues pertaining to a variety of university-wide activities, programs, and services. Committee members are appointed by the University President, often based on counsel and advice from the appropriate vice president, and report to him through that vice president. The committee membership is composed of administrators, faculty, staff, and students.

Affirmative Action Committee

The Affirmative Action Committee confers with the Assistant to the President for Affirmative Action regarding the review of the Equal Opportunity and Affirmative Action Policy, the implementation of the Policy, and the conduct of studies related to the improvement and strengthening of the University's commitment to affirmative action.

The committee consists of fifteen members including seven (7) faculty with representation from each academic area, three (3) members from administrative/professional staff, three (3) members from support staff, and two (2) student members (one undergraduate and one graduate student). Governance bodies from the College and each of the five (5) professional schools forward names of two (2) faculty nominees for each available opening. Vice presidents forward names of two (2) nominees from administrative/professional staff for each available

opening. The Support Staff Council forwards names of two (2) nominees from support staff for each available opening. The Student Government Association forwards names of two (2) undergraduate student nominees and two (2) graduate student nominees (in consultation with the Dean of the School of Graduate Studies). Committee members will be appointed by the University President from the nominees after consulting with constituent groups and considering the proportion of women and minorities on the Committee. Membership on the Committee begins September 1 of each year. All appointments of faculty, administrative/professional staff, and support staff are for three-year staggered terms. Members may be reappointed for an additional term. Students are appointed for one-year terms and may be reappointed for an additional term. In addition, an Assistant/Associate Vice President for Academic Affairs, Assistant to the President for Affirmative Action, and Assistant Vice President for Human Resources serve as ex-officio members.

All-University Court

The All-University Court serves as a body of original jurisdiction in the formal adjudication of violations of the Code of Student Conduct. Membership on the All-University Court includes one (1) faculty member from each of the professional schools and the College, six (6) students, and six (6) administrative/professional staff. Three-person hearing panels are randomly selected from the Court to conduct hearings. The Director of Student Judicial Programs is a non-voting administrative advisor to the Court. Appointments are for three-year staggered terms, with student members serving one-year terms. The University President appoints all members of the Court. The President of the Student Government Association nominates students.

Commencement Committee

The Commencement Committee is responsible for planning and completing arrangements for the commencement exercises. Commencement ceremonies are held at the close of the fall and spring semesters. The Committee is composed of two (2) faculty, 13 administrators and two (2) students (president and vice president of the Student Alumni Association). The University Grand Marshal serves as an ex-officio member.

Convocations Committee

The Convocations Committee advises on the selection of the all-University convocation program. It meets monthly from November until the convocation series for the coming academic year has been selected. There are eight (8) faculty, six (6) administrative/professional staff, one (1) member nominated by the Support Staff Council, five (5) student members as well as two (2) community representatives.

Environmental Safety Committee

The Environmental Safety Committee is responsible for campus safety procedures, safety training programs, emergency evacuation procedures, procedures for handling hazardous materials and hazardous waste, and procedures covering electrical hazards and use of power equipment.

Membership includes three (3) faculty members, two (2) of whom shall be from the Health and Safety Department and the sciences and the third from the remaining faculty; two (2) student representatives (one a resident and one a commuting student); five (5) administrative/professional staff (the Directors of Public Safety, Facilities Management, Human Resources, Purchasing and Central Receiving, and Residential Life); and one (1) support staff member nominated by the Support Staff Council. The Coordinator of Environmental Safety serves as an ex-officio member.

Parking and Traffic Committee

The Parking and Traffic Committee serves an advisory role to the Public Safety Department on those issues pertinent to the programs, services, fees, and policies associated with the parking and traffic program. The Committee chairperson will designate a parking appeals subcommittee to consider appeals of parking tickets issued under the Motor Vehicle Traffic and Parking Regulations (See Appendix D).

The Committee is comprised of four (4) faculty, five (5) administrative/professional staff, two (2) members of the support staff nominated by the Support Staff Council, and four (4) students. The Parking and Traffic Manager serves as an ex-officio member of the Committee. The Committee elects a chairperson at the first meeting of the academic year.

Personal Safety Committee

The Personal Safety Committee advises on matters pertinent to the safety of persons and property. It provides a forum to address policy, procedure and program issues. The Committee membership includes four (4) faculty, six (6) administrative/professional staff, one (1) nominee of the Support Staff Council, and four (4) students appointed by the President of the Student Government Association. The Director of Public Safety and the Crime Prevention Officer are ex-officio members of the Committee.

Registration Committee

The complexity of the registration process necessitates cooperation from all segments of the University community. Through the Registration Committee it is possible to ensure the cooperation of all offices of the University in developing and maintaining an efficient registration system that will serve the needs of all students. There are four (4) faculty, four (4) administrative/professional staff, and four (4) students on this Committee.

Student Financial Aid Committee

The Financial Aid Committee reviews the University rules and regulations employed by the Student Financial Aid Office to determine the student aid package. The Committee also advises the Student Financial Aid Director on policies and procedures affecting the financial aid operation. There are four (4) faculty, nine (9) administrative/professional staff and three (3) students serving on this Committee.

Student Life Committee

The Student Life Committee advises on the programs, services, and facility issues attendant to the Residential Life, Student Life, and Student Services areas of Student Affairs. The Committee is comprised of six (6) faculty members, six (6) administrative/professional staff, the President and Vice President of the Student Government Association (SGA), the Presidents of Residence Hall Association, Interfraternity Council, Panhellenic, Black Student Union, and four (4) additional students appointed by the President of SGA. The Associate Vice President for Student Affairs/Dean of Students, the Assistant Vice President for Student Affairs, and the Vice President for Student Affairs serve as ex-officio members of this Committee.

Student Publications Board

The Student Publications Board establishes criteria for the creation and operation of student publications, reviews and evaluates the financial operations of student publications, selects and removes editors of the Indiana Statesman, IQ Magazine and any other publication under its jurisdiction. This Board also adjudicates external and internal conflicts and complaints regarding student publications, and sets, promotes, and oversees standards of responsible journalistic behavior for the members of the student publications staff.

The Board is comprised of two (2) faculty, two (2) administrative/professional staff, two (2) professional journalists, and three (3) students. The Director and Assistant Director of Student Publications, the editors of the Indiana Statesman and IQ Magazine, and the student Advertising Manager serve as ex-officio members of the Board.

Teacher Education Committee

The Teacher Education Committee is charged with overall responsibility to assist in planning, approving, and coordinating the various changes in programs which prepare licensed educators for preschool through high school settings. The Committee shall make certain the University is in compliance with the regulations of the Indiana Professional Standards Board and with the standards of the National Council for Accreditation of Teacher Education and other relevant accrediting bodies. All curricular and other academic items which would have a modifying effect on educator

preparation at the University are the purview of the Teacher Education Committee.

Items which speak to a change in an educator preparation program offered by a specific department shall first be routed through the appropriate departmental and school committees and offices for action before they are forwarded to the Dean of the School of Education for submission to the Teacher Education Committee. This Committee may also initiate proposals on behalf of interdepartmental and extra-departmental programs which prepare licensed educators and proposals on such matters as admission and retention standards and the evaluation of students in educator preparation programs.

The Teacher Education Committee (TEC) shall also serve as a forum for the communication of information and the coordination of efforts related to educator preparation at the University whether or not policy decisions are involved.

The Dean of the School of Education shall designate from the list of the Teacher Education Faculty 18 voting members to serve staggered three-year terms on the Teacher Education Committee. No fewer than ten (10) and no more than eleven (11) members of the TEC shall be from the School of Education. The remaining members will be from the College of Arts and Sciences, School of Business, School of Health and Human Performance, the School of Technology, and the School of Graduate Studies. Care should be taken in designating members to provide balanced representation in terms of elementary and secondary education, vocational education, educational specialties and services, race, sex, rank, and experience. The Dean shall also designate as voting members an elementary or secondary teacher or school administrator, an undergraduate student who has been admitted to a teacher education program, and a graduate student who has been admitted to a graduate program coordinated by the School of Education. The University President or designee will confirm the membership of the TEC.

Ex-officio members of the TEC will include the Dean of the School of Education, the Assistant Dean of Graduate Studies from the School of Education, the Assistant Dean of Undergraduate Teacher Education Program from the School of Education, the Teacher Certification Officer of Indiana State University, and an administrative representative from each school or college that is involved with the teacher education program of Indiana State University.

University Archives Committee

The University Archives Committee serves in an advisory capacity for the maintenance and organization of historical records of the University. Matters concerning the ongoing records management system of the University are also considered as these relate to statutory and other legal guidelines. Membership includes two (2) faculty members, five (5) administrative/professional staff members—one from each of the major administrative divisions, and one (1)

representative nominated by the Support Staff Council. The University Archivist is an ex-officio member.

University Athletic Committee

The role of the University Athletic Committee is to serve in an advisory capacity to the President and the Director of Athletics in:

- The formulation of policy governing the University's compliance with the rules and regulations of the NCAA, the Missouri Valley Conference, and the Missouri Valley Football Conference;
- The procedures for monitoring academic progress of student-athletes;
- Matters of intercollegiate athletic policy dealing with appointments and reappointments to all full-time head coaching positions;
- Recommendations on the appointment and reappointment of the faculty representative to the NCAA;
- Standards of conduct appropriate to student-athletes;
- The range and scope of intercollegiate sports for men and women at the University;
- University membership in national sports organizations and athletic conference affiliations;
- Procedures for selection and bestowing athletic awards;
- Procedures for determining eligibility of student-athletes within the rules and regulations offered by the NCAA, the Missouri Valley Conference, and the Missouri Valley Football Conference; and
- The procedures by which athletic grants-in-aid are awarded within the rules and regulations offered by the NCAA, the Missouri Valley Conference, and the Missouri Valley Football Conference.

The University Athletics Committee will oversee the establishment of an appeals board (Athletics Appeals Committee) for student-athletes who wish to appeal the denial of permission to contact other schools, or for other matters not including financial aid issues or drug test results; and of a subcommittee to complete a self-study of the athletic academic support services every three years as required by the NCAA.

Membership

The Committee consists of 19 voting members appointed by the President of the University, being mindful of maintaining cultural diversity and gender balance.

- Ten (10) are members of the regular, full-time teaching faculty, including the faculty representative to the NCAA;
- three (3) are administrators (representing the Vice President for Student Affairs, Vice President for University Enrollment Marketing and Communications, University Treasurer);
- four (4) are students;
- one (1) is a member of the Support Staff Council; and
- one (1) is a graduate of the University.

In addition to the voting membership the Committee will include three (3) ex-officio members (without voting privileges):

- the Director of Intercollegiate Athletics,
- the University Registrar and
- the Vice President for Student Affairs.

Membership Selection

Membership will be recommended by the governing bodies of the University.

I. **Faculty membership** will be guided by the following:

- Not more than two (2) faculty members from any one College may serve on the Committee at the same time.
- The NCAA Faculty Representative's School or College status will not be figured in this count.
- Each representative will represent the role of their respective appointment, i.e. the Graduate Studies representative will represent the School of Graduate Studies, the College of Education representative will represent the College of Education, and so on.
- Nine (9) faculty members will be recommended for appointment to the Committee by the Chair of the University Faculty Senate.
 - One from each of the Colleges {Arts & Science, Business, Education, Nursing Health & Human Services, Technology},
 - one from Library Services,
 - one from the School of Graduate Studies (This representative must have graduate faculty status).
 - two (2) from the university at large.
- Faculty members will serve staggered, three-year appointment terms.

II. **Student membership** on the Committee will include

- the President of SGA, who will serve during his/her term as President;
- one (1) student nominated by the President of SGA; and,
- two (2) student-athletes, one (1) male and one (1) female, selected from students nominated by the Student Athlete Advisory Committee (SAAC).
- Student members will serve one (1) year terms beginning the first meeting of the Committee during an academic year.

III. **The Support Staff Council** member will be one (1) of three (3) nominees recommended by the Chair of the Council for appointment to the Committee by the President of the University.

The Council representative will be appointed on an annual basis.

- IV. The **Alumni** representative will be one (1) of four (4) nominees—two (2) women and two (2) men—recommended by the Director of Alumni Affairs for appointment to the Committee by the President of the University. The alumni representative will serve a three-year term.

Approved January 2009