

A. MISSION AND ORGANIZATION

A-1. Indiana University

Indiana University Southeast (IUS) is one of the eight campuses of Indiana University. As such, IUS belongs to a distinguished tradition of academic excellence which began in 1820 with the founding of Indiana University at Bloomington. This tradition emphasizes world-class scholarship in the liberal arts, plus professional education second to none at the undergraduate and graduate levels. IU is a leader in international education, with opportunities for study in over two dozen locations around the globe. Many of these excellent programs are available at IUS.

A-2. Indiana University Southeast

The Southeast campus traces its history to the 1941 opening of the Falls Cities Area Center in Jeffersonville. By 1968, the campus had adopted its present name and was beginning to graduate students with baccalaureate degrees. In 1973, IUS moved to its modern campus in New Albany. Today it offers more than 50 graduate, undergraduate, and associate degree programs in the fastest growing careers, to a student body numbering approximately 6,200.

Dr. Gerald O. Haffner, late Professor Emeritus of History, wrote a brief, informal history of IUS covering the period 1941 to 1973.

A-3. Mission and Vision

Mission

Indiana University Southeast is the regional campus of Indiana University that serves Southern Indiana and the Greater Louisville metropolitan area. As a public comprehensive university, its mission is to provide high-quality educational programs and services that promote student learning and prepare students for productive citizenship in a diverse society, and to contribute to the intellectual, cultural, and economic development of the region. Its academic programs include a comprehensive array of baccalaureate degrees, a limited number of associate degrees, and a selected set of master's programs. The campus is committed to offering educational programs and services which promote and support diversity in all its aspects. The faculty engage in research and creative activities which strengthen teaching and learning through inquiry into both the content and the pedagogy of the disciplines and create opportunities for students to engage in applied learning. Finally, members of the campus community are committed to using their professional and personal expertise to address the intellectual, cultural, and economic development needs of the campus's service region. In sum, our mission is to be a challenging, innovative and supportive learning community committed to the intellectual and social growth of students, to the cultural and economic well-being of both Southern Indiana and the Greater Louisville metropolitan area, and to the advancement of knowledge in the context of a global society.

Vision

Indiana University Southeast will become an outstanding regional university by achieving excellence in all its programs and activities, and by providing a broad range of high quality professional services to the communities in its service region. Indiana University Southeast aspires to be and to be recognized as a top-tier regional university.

Commitment to Diversity

U Southeast strives to continually strengthen and improve diversity in its programming, hiring, student recruitment, business practices, and outreach. Creating a diverse campus in population, programming, and environment is essential to fulfilling our academic mission. The IU Southeast definition of diversity includes such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, veteran status, and socio-economic status.

A-4. Academic Programs

IUS offers the following degree programs Concentrations or tracks within programs are shown in parentheses. Students who need advice about degree programs or certificates should contact their respective school or division office to arrange for an appointment with an advisor. Full-time freshmen are usually assigned an advisor. The Academic Success Center is the academic division for all new students entering Indiana University Southeast except those who have met the requirements to transfer directly to the school of their choice. After the first semester the responsibility of advising is transferred to the school containing a student's chosen program, except for those undecided majors.

Four Year Degrees

Biology, B.A., B.S.

Business (Accounting, Economics, Economics and Public Policy, Finance, Information and Operations Management, Management, or Marketing), B.S., B.A.

Chemistry (Biochemistry), B.A., B.S.

Clinical Laboratory Science, B.S.

Communication (Advertising, Speech, Theatre, or Theatre-Business), B.A.

Computer Science (Information Systems or Math/Science), B.S.

Criminal Justice, B.S.

Education (Elementary Education, Secondary Education, or Special Education), B.S.

English (Writing or Literature), B.A.

Fine Arts (Ceramics, Drawing, Graphic Design, Painting, or Printmaking), B.A.

Fine Arts (Ceramics, Drawing, Graphic Design, Painting, or Printmaking), B.F.A.

French, B.A.

General Studies, B.G.S.

Geosciences, B.A.

Germanic Studies, B.A.

History, B.A.

Individualized Major, B.A.

Informatics, B.S.

International Studies, B.A.

Journalism, B.A.

Mathematics, B.A.

Mathematics, B.S.

Music (Business, Composition, Performance, or Technology), B.A.

Nursing (RN to B.S.N. completion program available), B.S.N.

Philosophy (Philosophy or Religious Studies), B.A.

Political Science (Traditional or Public Service), B.A.

Psychology, B.A.

Sociology, B.A.

Spanish, B.A.

Graduate Degrees

Business Administration, M.B.A.
Education, (Counseling, Elementary Education, or Secondary Education), M.S.
Liberal Studies, M.L.S.
Strategic Finance, M.S.S.F.
Joint M.B.A./M.S.S.F.

Other Degrees and Certifications

Two Year Degrees

Accounting, A.S.
Biology, A.A.
Business Administration, A.S.
Communication Studies (Communication or Theatre), A.A.
Computer Science, A.S.
Economics, A.A.
English, A.A.
General Studies, A.G.S.
Journalism, A.S.
Mathematics, A.A.
Music, A.A.
Physics, A.A.

Certifications

Post-Baccalaureate Certificate for Business Professionals
(Accounting, Economics, Finance, General Business, Information and Operations Management, Management, Marketing)
Certificate in Coding Technology - [Medical Coding]
Certificate in Medical Transcription Area Certificate in Women and Gender Studies

Purdue School of Technology

Four Year Degree

Organizational Leadership and Supervision, B.S.

Two Year Degree

Computer Graphics Technology, A.S.
Electrical Engineering Technology, A.S.
Mechanical Engineering Technology, A.S.
Organizational Leadership and Supervision, A.S.

Students may pursue minors in all degree-granting disciplines. A Research Honors Minor and minors in Supervision and Women/Gender Studies are also offered.

In addition to these degree programs, credit and non-credit courses in many other fields are available at IUS. Complete information regarding degree programs and courses can be obtained from the *IUS Bulletin*.

The university has established a Professional Practice Program whereby students may learn and earn credit toward graduation for work in business, industry, and governmental or non-profit agencies. Students interested in this program should be referred to the director of career services and placement.

Honors Program

The Honors Program at Indiana University Southeast is designed to serve the needs and interests of highly motivated students who seek a stimulating and exciting academic experience and formal recognition for completing a challenging program.

Students accepted into Tier One of the Honors Program have the opportunity to choose from at least one multidisciplinary honors elective offered each semester, as well as a two-semester seminar sequence titled Common Intellectual Experience I and II. Honors H103, the first course in the sequence, is typically taken in the fall, while Honors H104, the second course in the sequence, is offered in the spring. These courses are offered to a limited number of Honors students by an instructor who has been carefully chosen for his or her teaching expertise and desire to mentor Honors students.

Additionally, these courses are designed to fulfill selected goals of Indiana University Southeast's General Education program, permitting students to participate in the program without slowing their progress toward the completion of their degree program. Honors H103 fulfills the general education requirements usually fulfilled by English W131 as well as the diversity requirement, while H104 fulfills the requirement usually fulfilled by Speech S121 and the critical thinking requirement.

Students accepted into Tier Two of the Honors Program have the opportunity to take two multidisciplinary honors electives. In addition, students may complete an Honors track of their choice. In order to address the needs of a diverse student population, the Honors Program offers the following tracks: Discipline-Based Honors, Honors Research Minor, and Individualized Honors.

Honors courses explore important topics in depth, through a multi-disciplinary approach. The pace of the courses, and the level and quality of work expected of students requires that participants be self-motivated, and that they exercise good time-management skills; however, the small size of each Honors class (fewer than 18 students per section) insures group discussion, interaction with the instructor, and focused guidance and support of each student's academic goals.

In addition to taking Honors classes, members of the Honors Program participate in various co-curricular activities, including group projects, attending cultural events, and participating in the Upper Midwest Honors Conference in the spring of their first year at IU Southeast.

For more information, please contact the Honors Program at iushp@ius.edu. The Honors Program telephone number is (812) 941-2587.

First Year Seminar (FYS)

The first year seminar courses are special courses for first year students to enhance their academic and social integration into college. FYS provides an introduction to the nature of higher education and a general orientation to the functions and resources of the university. The course is designed to help first year students adjust to the university, develop a better understanding of the learning process, and acquire essential academic survival skills.

The course also provides a support group of students in a critical transition by examining problems common to new students. Faculty who know the IUS campus well teaches FYS courses. Most often, these are full-time faculty or part time faculty who have been recommended by a dean and who have five years of experience on our campus.

Each incoming student is in a small class with a faculty member and the student gets to know the faculty member in a special way (as a mentor, really) and often forms relationships with other students that last throughout the college years. The Passport and required extracurricular meetings for the freshmen ensure that they participate in college by doing more than just going to class. Each incoming student receives training in library usage, learns about the writing center, enhances their social skills while doing group work, analyzes their time management skills, is introduced to a variety of different study strategies and learns about the variety of opportunities available to them at college. Each course uses the IUS Student Success Guide for the FYS component of the course. This text has been designed specifically for our campus to work well with our students. Chapters have been written by faculty and staff on our campus and the information provided in the text will be invaluable for the students as they earn their degree at IUS.

FYS is IUS' major investment in enhancing student retention on this campus. Students who take a FYS during their first semester are more likely to return the following semester than students who do not. Instructors benefit from the satisfaction of helping new students get off to a good start and the joy of some special relationships with students that will last. They also benefit from the camaraderie with colleagues from across the campus who are dedicated to the same purposes. This camaraderie is promoted through informal biweekly discussions. Retreats are held prior to each semester to highlight new materials, techniques or research relevant to the teaching of FYS. Teaching a FYS course is given consideration in annual reviews showing a dedication to the success of first-year students. Faculty also gets compensation tax-free for each FYS course taught.

The standard times for 3-credit classes (4 with the FYS) meeting twice a week are (times in parentheses are if you want a 5-minute break in the middle):

9:05-10:45 (9:00-10:45)
11:00-12:40 (11:00-12:45)
12:50-2:30 (12:45-2:30)
2:45-4:25 (2:45-4:30)
4:15-5:55 (4:10-5:55)
5:35-7:15 (5:30-7:15)
7:30-9:10 (7:30-9:15)

Appropriate schedules can also be developed for 4-credit classes, 2-credit classes, classes that meet once a week, etc. The important thing is to add 50 minutes per week to the class and to try not to interfere with other class time periods any more than necessary. Please contact FYS Director Donna Dahlgren at ddahlgre@ius.edu; tel. ext. 2682, or gain information and reactions from anyone who is teaching an FYS.

International Education

As a leader in international education, the Office of International Affairs at Indiana University provides support and resources for international education efforts on all IU campuses. For available services and related policies, consult OIA's website at <http://www.iupui.edu/~oia/>.

IUS has a faculty with strong interests in international education. It also has an International Studies program, which is an interdisciplinary major that provides students with a foundation drawing from history, economics, political science, geography, and foreign language and culture studies. Consult <http://www.ius.edu/intstudies/> for more information.

A-5. Academic Schools and Divisions

To facilitate the growth and coordination of the academic programs at IUS, the various academic disciplines have been grouped into eight academic units as follows:

1. School of Arts & Letters

Communication Studies

Theatre

English

Fine Arts

Modern Languages

Music

Philosophy

2. School of Business

Undergraduate Programs

Business

Business Administration

Economics

Graduate Programs

Business Administration

Strategic Finance

Post-Baccalaureate Certificate for Business Professionals

3. Division of Continuing Studies (a unit of the IU School of Continuing Studies)

Credit Programs

General Studies

Supervision

Occupational Safety

Noncredit Programs

General Audience Programming

The IU Southeast Diversity Academy

- The Program in Languages
- The Program in Culture and Lifestyle
- The Diversity Leadership Program (Proposed)

Project AHEAD® Enrichment Programming for Children

Contract Training (Business/Industry/Safety)

4. School of Education

Counseling

Elementary Education

Masters in Elementary-Secondary Education, additional licensing areas

School Administration, Supervision, Education Leadership Program

Secondary Education

Special Education

Transition to Teaching
Additional Licensing Areas

5. School of Natural Sciences

Biology
Chemistry
Clinical Laboratory Sciences
Computer Science
Double Majors - Biology and Chemistry, Mathematics and Computer Science, Mathematics and Education
Environmental Science
Geosciences - Astronomy, Geography (Physical Geography, Cartography, Environmental Conservation), Geology
Informatics
Mathematics
Health Information - Medical Transcription, Coding Specialist
Physics
Pre-Allied Health Science - Health Information Technology, Paramedic Science, Radiography, Cytotechnology,
Health Information Administration, Medical Imaging Technology, Nuclear Medicine Technology, Radiation
Therapy, Respiratory Therapy, Health Sciences Education, Occupational Therapy, Physical Therapy

6. Division of Nursing (a unit of the IU School of Nursing)

Bachelor of Science in Nursing
RN-BSN Mobility Program

7. School of Social Sciences

Anthropology
Criminal Justice
History
International Studies
Journalism
Political Science
Psychology
Sociology
Women's/Gender Studies

8. Purdue College of Technology Statewide Programs

Electrical Engineering Technology
Mechanical Engineering
Computer Graphics Technology
Organizational Leadership and Supervision

A-6. Faculty Meetings

A general faculty meeting for all members of the faculty and staff at IUS, both full-time and part-time, is held at or near the beginning of the academic year. At this meeting new members of the faculty and professional staff are introduced, awards for distinguished teaching and research are presented, and the chancellor discusses the state of the campus and plans for the year. All faculty members should plan to attend this meeting.

Another general faculty meeting may be held near the end of the academic year to hear reports from committees and boards.

During the year the chancellor may call additional meetings of the faculty to report on current developments and problems at the university. The *Constitution of the Faculty Senate* provides that the Faculty Senate or one-third of the faculty may request the chancellor to call a general faculty meeting to review matters before the Faculty Senate.

Deans call and preside over faculty meetings as needed to discuss problems and plans.

A-7. Faculty Senate

The Faculty Senate, composed of elected senators representing the academic units, deans and certain administrators, is the academic policy-recommending body at IUS. The Faculty Senate *Constitution* and *By-Laws* are included as Appendix I at the end of this *Manual*.

The officers of the Faculty Senate are: the president, two members of the Executive Committee, and the parliamentarian, all of whom are elected faculty members. The work of the Faculty Senate is facilitated by a number of committees that are described in the *Constitution* and *By-Laws*.

A-8. Faculty Board of Review

In the spring of each academic year, the elected senators elect a Faculty Board of Review (FBR) according to the rule and procedures outlined in By-Law 3 of the Faculty Senate Constitution (see Appendix).

The jurisdiction of the Faculty Board of Review shall extend to issues of academic freedom, discipline, dismissal, salary adjustment, and the nature and conditions of work, as well as matters of promotion, tenure and reappointment. Information about the purview of the Faculty Boards of Review and their procedures can be found in the IU Academic Handbook and in By-Law No. 3 (see Appendix).

A-9. Administrative Organization

IUS has been organized into the following administrative units to accomplish its mission:

Office of the Chancellor

Chancellor

Equity and Diversity

Office of Academic Affairs

Vice Chancellor for Academic Affairs

Academic Units:

Arts and Letters

Business

Continuing Studies

Education

Natural Sciences

Nursing

Social Sciences

Institutional Research & Assessment

Library

Regional Economic Development Resource Center

Registrar

Liaison/Coordination with:

Purdue Statewide Technology Programs

Associate Vice Chancellor for Academic Affairs

Diversity Coordination
Academic Publications
Faculty Development
Institute for Learning and Teaching Excellence
Student Development Center
First Year Seminars
Liaison for: IHETS
Virtual Indiana Classroom
21st Century Scholars Offices
Grants Support

Dean for Research

Research & Grants Administration
Student Research Conference
Applied Research & Education Center

Office of Administrative Affairs

Vice Chancellor for Administrative Affairs

Accounting Services
Bursar
Purchasing
Capital Asset Management (CAMS)
Bookstore
University Police
Human Resources
Paul W. Ogle Cultural and Community Center
Physical Plant
Mail Services

Office of University Advancement

Vice Chancellor for University Advancement

Alumni Association
Development
Marketing
Public Relations

Office of Student Affairs

Vice Chancellor for Student Affairs

Academic Success Center
Athletics
Campus Life
Career Services
Center for Mentoring
Disability Services
Financial Aid
Personal Counseling

Assistant Vice Chancellor for Enrollment Management and Director of Admissions

Admissions

Office of Information Technology and Community Engagement

Vice Chancellor for Information Technology and Community Engagement

IT Media and Web Services

IT Support and Communications
IT Systems and Operations

A-10. Duties of Principal Administrators

The following descriptions of responsibilities of some of the principal administrative positions may help you decide with whom you should discuss a particular matter.

1. Chancellor

As the chief executive officer of an IU campus, the chancellor is responsible for the total operation of the campus and is accountable to the Board of Trustees through the president. The chancellor assures that campus affairs are conducted in accordance with the policies and procedures of Indiana University and all relevant state statutes; oversees the development and enforcement of all campus policies, plans, and regulations; and develops and supervises the administrative organization. Communications between the Office of the President and the campus, and between IUS and its public in the geopolitical region are a special concern. Among the chancellor's duties are overseeing the recruitment, appointment, and promotion of all persons employed by the campus; preparation, review, approval and implementation of budgets, fiscal plans, and academic programs; and the development and utilization of the physical facilities. The chancellor presides over the Administrative Council, the Campus Executive Council, and the Board of Advisors.

2. Vice Chancellor for Academic Affairs

As the chief academic officer of an IU campus, the vice chancellor for academic affairs is accountable to the chancellor for the quality, development, coordination and promotion of all academic and noncredit programs and courses on the campus. The vice chancellor oversees, and makes recommendations to the chancellor on the recruitment, selection, evaluation, compensation, promotion, tenure, termination, granting of leaves, and assignments of faculty members and other academic personnel. The vice chancellor has overall responsibility for periodic review of academic programs and for regular assessment of student academic achievement and institutional effectiveness for the purpose of program improvement. The vice chancellor recommends allocation of resources to the academic units and support departments, and supervises their budgets. Along with the associate vice chancellor, the vice chancellor oversees the development and utilization of learning resources, including the Library, and develops programs to improve the quality of teaching and learning, to encourage and support faculty research and creative work, and to promote the cultural and intellectual growth of the academic community. The vice chancellor chairs the Academic Council, supervises the academic advising of students, and oversees preparation of the *Schedule of Classes* and the *IUS Bulletin*.

3. Associate Vice Chancellor for Academic Affairs

The associate vice chancellor works as part of a leadership team to advance the campus's strategic agenda in the key areas of equity and diversity, faculty development, enrollment management, and related academic initiatives. Direct reporting units include the Institute for Learning and Teaching Excellence, Student Development Center, First Year Seminars, and 21st Century Scholars Offices. The associate vice chancellor edits the *Faculty Manual*, the *IUS Bulletin*, and other Academic Affairs publications, supports the development of institutional grants, and serves as IHETS Service and VIC Liaison.

4. Dean for Research

The dean for research provides information on internal and external funding opportunities, and administers funded research in both pre-award and post-award phases. The dean for research is responsible for compliance with all federal and university regulations governing the protection of human subjects and the humane treatment of animal subjects. Additional information on research opportunities, policies and procedures may be found in the *IUS Research Policy Manual*.

5. Vice Chancellor for Information Technology and Community Engagement

The vice chancellor for information technology and community engagement provides leadership, planning, and coordination of information technologies including computing services, media services. The vice chancellor heads the Information Technology Advisory Committee and is a member of several standing committees with the objectives of delivering timely and appropriate technology services to all campus constituencies. In addition, the vice chancellor is the campus representative on university-wide information technology committees and participates in the development of information technology standards for all Indiana University campuses.

6. Academic Deans

As the administrative officer in charge of an academic school, the dean is responsible for its educational programs and related activities and is accountable to the vice chancellor for academic affairs. The dean is responsible that the affairs of the school are conducted in accordance with the policies and procedures of Indiana University and IUS, and relevant state statutes. After consultation with the faculty, deans develop and administer policies, plans and regulations for their schools. With the assistance of the faculty, they prepare academic program proposals and implement them after approval. They are responsible for implementation of periodic reviews of academic programs within their units and for regular assessment of student academic achievement for the purpose of program improvement. They recruit, evaluate and administer personnel in the school, including recommending appointment, promotion, tenure, termination, salary, office assignments, and teaching or other work assignments after appropriate consultation with the faculty. The school deans prepare the school's operating budget and administer its fiscal affairs. They call and chair faculty meetings, appointing committees when needed to assist in the administration of the school. They represent the school and work with external stakeholders as appropriate. Maintaining communications within the school and with other units, supervising academic advising of students, handling of complaints from students, encouraging excellence in teaching and research, and assisting in the professional development of the faculty are other important responsibilities.

7. Program Coordinators

Program Coordinators are appointed by the chancellor, upon recommendation of the deans and vice chancellor for academic affairs, to coordinate each approved degree program. Working under the supervision of the dean and in consultation with colleagues, the program coordinator is responsible for scheduling courses and other learning experiences so that students in the program have optimal learning opportunities and can meet degree requirements. The coordinator recommends appointment of part-time faculty and oversees their work. The coordinator is responsible for implementing the program's plan for assessment of student academic achievement for the purpose of program improvement. The coordinator advises students with regard to matters such as academic standing, degree requirements, career opportunities, and graduate school admission requirements. When needed, the coordinator calls and chairs meetings of colleagues to discuss curriculum, courses, degree requirements, student progress, purchase of equipment and materials, and similar matters.

Position descriptions for other administrators can be found in the *IUS Policies and Procedures Manual*, which is available in each unit office.

A-11. Appointment of Academic Administrators

IUS uses search and screen committees to advise in the selection of academic administrators. Committees are appointed by the chancellor and may include administrators and students, as well as faculty. Administrators with campus-wide responsibilities have their performance and offices reviewed every five years in accordance with a policy adopted in 1997.

1. Vice Chancellor, Assistant or Associate Vice Chancellor

In the search for a vice chancellor or an assistant or associate vice chancellor, the faculty of each baccalaureate degree-granting unit with at least five full-time faculty members shall choose two nominees to be submitted to the chancellor. From this list the chancellor shall appoint one or more members from each school. The faculty members thus appointed shall constitute two-thirds of the committee. The remainder of the search and screen committee for an assistant or associate vice chancellor shall include at least one staff member directly under that individual's jurisdiction.

After its appointment, the committee meets with the chancellor and/or the vice chancellor for academic affairs to discuss the position and the desired qualifications. The committee chair sends out announcements and advertisements of the vacancy, receives and acknowledges letters of inquiry and supporting papers, and when necessary, requests additional information. The chair is responsible for preparing the necessary affirmative action forms.

The committee screens the candidates and submits the names and credentials of those candidates it believes should be interviewed. After securing the concurrence of the chancellor, vice chancellor, and affirmative action officer, preferred candidates are invited to visit the campus for interviews with all interested parties.

After the interviews have been completed, the search committee sends to the chancellor or the vice chancellor an evaluation of the candidates who have been interviewed, listing acceptable candidates in order of preference and indicating which candidates are unacceptable. The chancellor or the vice chancellor may discuss the candidates with the members of the committee and may request them to continue the search. When the decision is made and the recommendation for appointment prepared, each member of the committee will be notified of the final choice.

2. Dean

Deans of schools are appointed for the fiscal year and are normally expected to serve a term of three years. A search for a dean shall be initiated during the third year of a term, or sooner if requested by the chancellor, the vice chancellor for academic affairs, the present dean, or a two-thirds majority of the members of the academic unit (school or division).

If the current dean applies for reappointment, a committee elected by the faculty of the school will conduct a review of the dean. The review will consist of the committee's collecting input for all relevant constituencies (i.e., faculty, staff, students, chancellor, vice chancellor, the dean, etc.), analyzing the data, and reporting their findings to the unit faculty and the vice chancellor for academic affairs. The input should include (but not be limited to) surveys of and/or written reports from the various parties and open meetings with the committee. After reporting its findings, the committee will poll the unit faculty to determine if they choose to recommend reappointment of the dean or to open the search to additional candidates.

When a search is initiated, the faculty of the school shall elect the members of a search and screen committee to nominate candidates for its recommendation. A majority of those elected should be members of the school and should reflect a broad range of the disciplines represented in the school. The committee must also include at least one adjunct faculty member from the school and at least one faculty member from outside the school. After its election, the committee shall be convened by the vice chancellor for academic affairs to discuss its responsibilities and to oversee the election of a chair for the committee.

Normally a dean will be chosen from among the faculty of the school. The search may be opened to candidates from off campus however, if that is deemed appropriate by the chancellor, the vice chancellor for academic affairs, and the faculty of the academic unit.

The committee chair shall send out announcements and advertisements of the vacancy, receive and acknowledge letters of inquiry and supporting papers, and request additional information when necessary. The chair or a designated affirmative action monitor shall also prepare any necessary affirmative action forms and secure the concurrence of the affirmative action officer at appropriate stages of the search and screen process.

In the case of an external search, the committee shall screen the candidates and determine which of them shall be given further consideration.

Such external candidates, and all internal candidates, shall be invited to interviews with the faculty of the school, the vice chancellor for academic affairs, the chancellor, and other parties as deemed appropriate by the committee. When the interviews have been completed, the committee shall provide an opportunity for interested parties to submit comments for its consideration.

The committee shall then inform the chancellor, the vice chancellor, and the academic unit of its evaluation of the candidates who have been interviewed, indicating the strengths and weaknesses of each of the candidates.

The school's recommendation shall be determined by a secret ballot of the faculty of the school. Faculty will be those members of the school with full-time continuing appointments during the current academic year, except the chancellor and vice chancellor for academic affairs. Provision shall be made to 1) ensure that a ballot is provided to all faculty members well in advance of any ballot deadline and 2) provide a means on the ballot for indicating whether or not each nominee is recommended by the voter, and for indicating an order of preference among the nominees recommended should the voter recommend more than one. Only those nominees recommended by a majority of the faculty of the school voting shall be deemed recommended by the school. If more than one nominee is so deemed, the tally of the order of preference votes shall be included in the school's recommendation.

The search and screen committee shall report the school's recommendation in writing to the chancellor, the vice chancellor for academic affairs and the faculty of the school. In the event the chancellor or the vice chancellor is unable or unwilling to agree to the appointment of a recommended individual, he or she shall communicate this result to the committee and shall request another recommendation. The committee shall then report that decision to the academic unit and the candidate(s) recommended, and the school shall reopen the search.

If a search is not completed by the beginning of the last week of the spring semester of the year in which it is initiated, an interim dean shall be appointed to serve until the search for a replacement is completed, which shall be no later than the end of the fall semester.

Whenever the appointment of an interim dean is necessary, either because a dean becomes incapacitated or is otherwise unable to carry out the duties of the office or because a search is not completed, the vice chancellor for academic affairs and the search and screen committee (or, if no search and screen committee exists, an *ad hoc* committee elected by the school) shall meet and reach agreement on a suitable member of the faculty of the school. That person shall then be appointed by the vice chancellor.

A-12. Administrative Council

Comprised of the chancellor, the vice chancellors, the associate and assistant vice chancellors, and other administrative officers that the chancellor may deem appropriate for service in this administrative group. This group meets monthly and is advisory to the chancellor.

A-13. Academic Council

Composed of the academic deans and a few other invited administrators, the Academic Council is chaired by the vice chancellor for academic affairs. Its function is to discuss problems, policies and procedures of academic administration.

A-14. Executive Council

This council comprises the chancellor, the vice chancellors, the associate and assistant vice chancellors, academic deans, representatives of the faculty senate, professional staff council, staff council, student government, and other administrative officers that the chancellor may deem appropriate. The Campus Executive Council meets monthly

and serves as a primary communications group for campus constituents. It also serves as a forum for discussion of campus planning priorities.

A-15. Planning Process

IU Southeast employs a cyclical planning process that is designed to integrate periodic strategic planning with annual planning and budgeting and with assessment of student learning and institutional effectiveness.

There is a campus-wide strategic planning process approximately every five years. This process is conducted by a planning committee that is broadly representative of the key stakeholder groups. The process begins with a comprehensive examination of the campus' current strengths and weaknesses in the context of the environment in all its relevant dimensions. This phase explicitly entails a review of data on institutional effectiveness. The planning committee then defines major goals and objectives and sets out specific strategic initiatives for the next five years. An implementation plan is prepared which specifies for each initiative: what its priority is; who is responsible for carrying it out; what the time frame is for its completion; how success will be evaluated (link to assessment); and what the estimated costs are (link to budgeting).

Annual planning is driven by the strategic plan. Each unit establishes its goals and objectives for the year based on the plan for implementing the initiatives from the overall plan. Some units also engage in their own strategic planning process and develop goals, objectives and initiatives that support those in the campus plan. The annual budgeting process, which occurs each spring, takes into account the priorities defined in the strategic plan for the upcoming year. The multi-year nature of the plan also allows for budget planning that extends beyond the annual budget cycle.

A-16. Campus Committees

In addition to the councils described above, two types of committees are used at IUS. Faculty Senate uses committees to carry out its responsibilities; members are elected by the new Faculty Senate prior to the start of the new academic year. (See the Appendix for a description of Faculty Senate committees and their duties; see current *IUS Campus Register* for membership).

Administrative committees are appointed annually by the chancellor to aid administrators in making policy decisions. It has been found that the group deliberation and oral interchange of ideas in the committee meetings usually produce better solutions to the problems faced by the university.

The duties of each of the committees are listed in the hope that this will prevent duplication of effort and give direction to the deliberations and activities of each committee. All members of the faculty and staff are invited to offer suggestions to any committee if they wish.

The administrative committees are listed in alphabetical order for your convenience. (See current *IUS Campus Register* for membership.)

1. Campus Budgetary Advisory Group (CBAG)

- a. To advise the chancellor and provide recommendations on budgetary and other fiscal matters on an on-going basis
- b. To serve as a source of information regarding the budget process and budget decisions for campus constituencies at IUS.

2. Campus Facilities and Environment Committee

- a. To receive, present and evaluate suggestions from the campus community concerning matters of safety and security.
- b. To evaluate the effectiveness of the assigned safety and security personnel in the performance of their duties.

- c. To develop and evaluate campus policies and procedures related to campus safety and security, to traffic control and parking, and to the storage, use and disposition of materials identified as hazardous, in compliance with the federal and state regulations.
- d. To oversee compliance with OSHA regulations regarding blood borne pathogens and to ensure that all departments in which employees are potentially exposed to blood borne pathogens develop exposure control plans, offer employees appropriate protection, and provide training annually.
- e. To make recommendations to the administration regarding campus buildings and their furnishings, parking areas, site development, and energy conservation.
- f. To hear and determine all appeals of charges of violation of the Motor Vehicle, Bicycle, and Traffic Regulations.
- g. To establish rules of procedure for conducting such hearings.
- h. To review and make recommendations on priorities for technology installation in classrooms.
- i. To participate in long-range planning for classroom upgrades (including furnishings).
- j. To review and make recommendations for use and scheduling of classrooms.
- k. To review and make recommendations for the number and size of general purpose classrooms in new construction projects.
- l. To participate in university-wide initiatives regarding classrooms.

3. Classification Appeals Committee

To review the classification of any clerical or technical position brought to the members on appeal.

4. Diversity Council

- a. To advise the chancellor and the director of equity and diversity on policies and procedures concerning affirmative action.
- b. To oversee the collection and maintenance of statistical data that can be used to complete federal and state reports for the campus concerning equity, diversity and affirmative action.
- c. To review the affirmative action plan for the campus regularly.
- d. To review the university's affirmative action goals and progress toward these goals regularly.
- e. To review the university's policies, procedures, and programs regularly to assure that they are compatible with the affirmative action plan.
- f. To advise as appropriate the affirmative action planning in the various schools, divisions, departments, and offices on campus.
- g. To oversee the organization and production of various programs that promote equity and diversity on campus.
- h. To promote the mission of the Office of Equity and Diversity.

5. Enrollment Management Committee

- a. To insure communication and coordination among administrative units and faculty committees whose responsibilities are directly related to enrollment management.
- b. To develop and oversee implementation of specific action plans related to enrollment management and to review relevant action plans developed by administrative units.
- c. To provide advice and make suggestions to faculty committees and responsible administrators regarding policies that affect enrollment management.
- d. To communicate to the campus community about important issues affecting enrollment management.

6. Institutional Animal Care & Use Committee (IACUC)

- a. To review, at least once every 6 months, the research facility's program, using USDA Regulations/Guide as basis.
- b. To inspect, at least once every 6 months, all of the animal facilities, including animal study areas/satellite facilities, using USDA Regulations/Guide as basis.
- c. To prepare reports of IACUC evaluations and submit the reports to the Dean for Research.
- d. To review and investigate legitimate concerns involving the care and use of animals at the research facility

resulting from public complaints and from reports of non-compliance received from facility personnel or employees.

- e. To make recommendations to the Dean for Research regarding any aspect of the research facility's animal program, facilities or personnel training.
- f. To review and approve, require modifications in (to secure approval), or withhold approval of those components of proposed activities related to the care and use of animals.
- g. To review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the care and use of animals in ongoing activities.
- h. To suspend an activity involving animals when necessary; take corrective action and report to funding agency and USDA.

7. Institutional Review Board for the Protection of Human Subjects in Research (IRB)

- a. To review research proposals and approve, require modifications (to secure approval), or withhold approval in order to assure that human research subjects are not placed at unacceptable risk and that their rights and welfare are adequately protected.
- b. To review research proposals and approve, require modification (to secure approval), or withhold approval in order to assure that informed consent is obtained from human subjects.
- c. To require and receive annual reports of research involving human subjects and to suspend activities if such reports are not received.
- d. To make recommendations to the administration regarding the use of human research subjects.

8. Marketing Committee

- a. To implement plans to help make the internal and external communities aware of the extensive programs, services, and activities at IU Southeast, and their quality.
- b. To propose specific activities to market the campus and its programs.

9. Student Computing Technology Fee Advisory Committee

- a. To identify student-related computer support including new or expanded services, new or replacement equipment, and software requirements.
- b. To recommend a plan of action to achieve the desired support capability.
- c. To review the technology fee on an annual basis and make a recommendation to the chancellor concerning increases or decreases and the amount thereof.

10. Student Life Committee

- a. To develop plans and review suggestions for improving campus life and student services and to promote student participation in extracurricular activities.
- b. To assist the Student Program Council (SPC) to develop a balanced program of convocations, films, speeches, exhibits, etc. for the intellectual, social, and cultural development of the students, faculty, and public and to review the budget for the series of campus events.
- c. To recommend policies for the promotion, operation and supervision of all aspects of intramural, extramural, and intercollegiate athletics programs and to review the operation of various programs to see that these are consistent with the mission of IUS.
- d. To advise the chancellor regarding the allocation of the funds derived from the Student Activity Fee.

A-17. Kentuckiana Metroversity, Inc.

The Board of Trustees of the university has authorized the participation by IUS in the consortium of institutions of higher education in the Greater Louisville metropolitan area. Other institutions in the consortium are: Bellarmine College, Spalding University, Louisville Presbyterian Seminary, Southern Baptist Theological Seminary, Jefferson Community College, and the University of Louisville. The consortium has offices at 200 West Broadway, Suite

700 in Louisville. The telephone number is 897-3374.

The consortium was formed to facilitate cooperation and coordination between the colleges in the metropolitan area. It has organized a Visiting Student Program whereby our students may take courses at other institutions. See the *Bulletin* for details. It has arranged that faculty and students may borrow books from libraries of all Metroversity institutions and it sponsors a number of student activities, faculty development programs, and other activities.

IUS is represented by faculty members, administrators, and students on operating committees of the Metroversity. Those appointed have a special obligation to participate fully in the deliberations and activities of the committees so that IUS may receive maximum benefit from membership in the consortium.

A-18. Indiana College Network (ICN)

The Indiana College Network (ICN) was launched in July 1994 by Indiana's colleges and universities, acting collectively through the Indiana Higher Education Telecommunication System (IHETS) and one of its key leadership groups, the Indiana Partnership for Statewide Education (IPSE). ICN was created to serve as an information clearinghouse for students and student services coordinators. To that end, it encompassed a print catalog and online database of classes and degree and certificate programs, a telephone hotline to answer questions, print and online explanations of distance education and higher education procedures, and eventually a way for students to request enrollment through the ICN Web site. One of the key things that enabled the launch of ICN was a policy document known as the Home Institution Model, at that time a revolutionary statewide agreement to assure students consistent recording of their class progress and the ability to cross-register between institutions without jeopardizing their financial aid.