COLLEGE
OF
SCIENCES AND HUMANITIES

FACULTY FIELD GUIDE

2017-2018

Prepared by the Task Force on the Status of Women
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TASK FORCE ON THE STATUS OF WOMEN
IN THE COLLEGE OF SCIENCES AND HUMANITIES

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INTRODUCTION

This guidebook was prepared by members of the Task Force on the Status of Women in the College of Sciences and Humanities as a quick and informal reference on several aspects of faculty life which we feel are very important. In a sense, this booklet has elements of a first-year survival guide for faculty, but colleagues who have been at Ball State longer also may find some helpful sections.

We highly recommend that all faculty take the time to familiarize themselves with the many resources and links available through the main Faculty & Staff webpage. These include the Administrative Toolbox, Academic Toolbox, and Employee Toolbox. Other useful information; such as Course Planner and Course Catalogs, is available via the Current Students webpage, [www.bsu.edu/studentservices/](http://www.bsu.edu/studentservices/).

We have tried to make the information as accurate as possible at the time of printing. This version of the guidebook is an update of previous versions. The guidebook is not to be construed as a policy manual.

For official university policies, please refer to the Faculty and Professional Personnel Handbook (hereafter referred to as the Faculty Handbook).
PROMOTION AND TENURE MATTERS

A STATEMENT FROM THE TASK FORCE

As you begin a career at Ball State University, the College has a simple message: everyone wants you to be a successful faculty member. We hope that all new tenure-track faculty will be tenured, advance in rank to professor, and receive merit salary increases along the way.

To reach these goals, all tenure-track faculty are expected to make recognizable contributions in each of the three areas of review that are standard in academe: teaching, scholarship and service.

Of the three, teaching is clearly our most important responsibility. We must spend the time necessary to develop and hone effective teaching skills. While that special effort will continue throughout our careers, as curricula and pedagogies evolve to accommodate advances in our disciplines and the changing learning styles of our students, there is an especially heavy investment of time and energy at the beginning of our careers.

New faculty must also build upon the skills and experiences in research and scholarship acquired in graduate school to create a body of work sufficient in size and quality to merit promotion and tenure. For many, their dissertations can be a resource for one or more refereed publications. For others, their dissertations will become the basis of a book. Still others will continue to mine topics first encountered during post-doctoral fellowships. Beyond these initial steps, it is important to realize that we expect all faculty to generate new scholarship that is cumulative and integrative but not completely derivative of earlier work. New faculty should aspire to create research programs flexible enough to accommodate changes in their fields and the natural evolution of their own interests.

Scholarship takes many legitimate forms. Ernest Boyer proposed four types of scholarship – the scholarship of discovery, the scholarship of teaching, the scholarship of integration, and the scholarship of application – in which faculty engage and for which they should be recognized. These are alternative forms of scholarship. No one expects all faculty to engage in all areas of scholarship all the time. However, as we choose the particular mix of scholarships that will form the body of our work, it is essential for us to keep in mind the requirements and guidelines of the university and of our respective colleges and departments. For example, peer review is a common requirement for scholarship to be credited to the body of required work. Similarly, it is generally recognized that presentations and papers delivered at professional meetings supplement books, articles, chapters, video programs, etc., but do not substitute for them. New faculty should consult their department chair, chair of the department P&T Committee, and/or their mentor for particular requirements pertaining to their disciplines.

Service is the category perhaps least understood by new faculty. Simply put, universities are collegial organizations that depend upon the good citizenship – i.e., service – of faculty members to staff the committees and task forces required to meet the day-to-day obligations of the university, its colleges, departments and programs. Whether advising a student club or honorary, chairing a curriculum committee, or serving on a search committee or in the University Senate, the active participation of faculty in the service function is essential. Service extends into professional organizations and into outreach activities, whose benefits accrue to the university. New faculty invariably wonder what the appropriate balance is among teaching, scholarship, and service. At Ball State, as at most colleges and universities, new faculty should focus on teaching and scholarship and should become involved in governance and other service gradually. Here too, new faculty would be wise to consult department chairs, mentors, and senior colleagues for guidance.

Finally, while each faculty member is individually responsible for demonstrating excellence in teaching, scholarship and service, no faculty member stands alone at any point in
the probationary period. The university community is always there to support you. Use the technology and other resources that are available. Accept the advice and constructive criticism of your colleagues. Remember, we want you to succeed.

FOR NEW TENURE-TRACK FACULTY

After our students, the most important matters of concern to regular faculty members early in our careers are generally promotion and tenure. Professors at beginning and intermediary levels must constantly upgrade their professional accomplishments so that they may climb the rungs on the scholastic ladder.

There are several areas that must be considered when applying for tenure and for promotion. For all faculty teaching, research, and service become barometers of professorial achievement. Serious evaluation of each of the areas is of utmost importance and a considered balance of accomplishments in all three areas is required for success in either tenure or promotion. The professor's curriculum vitae is the major formal means of presenting accomplishments for assessment.

Curriculum Vitae:

All untenured, tenure-track faculty must prepare an updated curriculum vitae each Fall semester. The chair of your Department Promotion and Tenure Committee and your Department Chairperson will tell you when it is due. The curriculum vitae and supplementary files of the untenured faculty are reviewed at the Department level every year for progress toward promotion and tenure. Departments complete this review before the end of the Fall semester and provide feedback to faculty on their performance. Your Department then sends a letter and documentation regarding your progress to the Dean, who acts on the recommendation, and reports to the Provost.

Usually, promotion and tenure require a seven-year probationary period. The goal is for a faculty member to receive a satisfactory evaluation each of the seven years. In the fourth year, tenure-track faculty are reviewed by both their department and a college committee. The decision to grant promotion and tenure is generally made in the seventh year. In exceptional cases, a department may recommend promotion and tenure in the fifth or sixth year. Sometimes, a faculty member with several years of experience in teaching, scholarship, and service is hired on the tenure-track. In those situations, the Department and Dean may choose to award one or two years credit toward promotion and tenure.

The recommendation for promotion and tenure is first made by the Department Promotion and Tenure Committee. The College Promotion and Tenure Committee then evaluates the merits of the credentials of candidates and recommends approval for some, not necessarily all, of the candidates. The Dean forwards the recommendations to the Provost, President, and Board of Trustees for their consideration.

There is a specific format for the College-approved vita required for the Promotion and Tenure processes. The chair of your Department Promotion and Tenure Committee and your Department Chairperson will have copies of the most recently approved form. Copies can also be downloaded from the college CSH Documents website. Note, the same document can be used for both promotion and tenure review. Follow the format carefully in preparing your document. Include accurate, complete information

Special note for untenured faculty, excellent examples of vitae submitted by recently promoted faculty are available each year as models for examination in the Dean's Office. These examples demonstrate what successful candidates have submitted for review. You will want to consult with your mentor(s) on effective means of presenting their materials.
BOX Folder Digital Repository for ALL Promotion & Tenure Documents:

Documentation, including the curriculum vitae, all digital comprehensive reports of student ratings, copies of publications and grants, and letters of commendation, etc., is organized in a faculty member's, personal, CSH-provided folder in BOX in the fourth pre-tenure year. Our advice is to begin as soon as possible to digitize all teaching, scholarship, service, and other documentation and to organize it so that it is easily accessible.

For the fourth year, tenure review, each faculty member will be required to upload their curriculum vitae into their BOX folder. Their department is responsible for uploading copies of their personnel files into the same folder.

For promotion and/or tenure review, each faculty member will be required to upload their curriculum vitae into their BOX folder. The faculty member is responsible for uploading all supplemental materials. Their department is responsible for uploading copies of their personnel files into the same folder.

Faculty can find copies of the CSH vita form with suggestions for preparation, the college P&T document, the P&T calendar, and the BOX digitization procedures on the college CSH Documents website.

You need to carefully document your work in the three areas of teaching, research, and service. The intention is to show to reviewers a continuous pattern of scholarly development. This can be done with a systematic listing of accomplishments both during and prior to employment at Ball State.

**Faculty BOX Folders**

- Vita - Faculty Upload
- Personnel Folder - Department Upload
- A. Evidence of Outstanding Teaching Vita - Faculty Upload
- B. Evidence of Scholarship Vita - Faculty Upload
- C. Evidence of Professional Service Vita - Faculty Upload
- D. Additional Accomplishments Vita - Faculty Upload

**Teaching/Learning:**

Teaching information should include classes taught, courses designed, courses revised, and students supervised in independent study courses and thesis work. Student ratings are required. Peer Review or Chairperson review of teaching is also required. Other evidence of excellence may include evidence of student learning and notes of commendation sent from students or other faculty about courses taught or other teaching activities. Student ratings from each course are included in the supplementary documents and summarized in the vita. Review committees also like to see grade distributions for each class taught, although they are not required. Excellence in teaching must be demonstrated for promotion and tenure. Students complete university teaching evaluations on-line. The University notifies students when the forms are available. It helps for you to remind your students to complete them.

**Research/Scholarship:**

Scholarship information should include completed works as well as projects in progress which are likely to come to academic fruition: articles, books, special creative projects, grants submitted and/or funded, presentations, etc. Information on publishers, journals, places of presentation, etc., are necessary data to include. Often there may be some confusion about how the term "research/scholarship" is used by a faculty member's department. If a person is seeking promotion and tenure, a clear understanding is vital. Talking with your mentor, other faculty, and your Chair will help to clarify what will be accepted as research. Especially in the
sciences, there are increasing expectations that faculty will engage in successful grantsmanship to obtain external funding.

The vita form asks the faculty member to write about his/her scholarship, explaining the scope, the coherence, and the appropriateness of the methods of dissemination. This is an excellent opportunity for you to provide a context and explain the importance of your work. This becomes even more important if your work is either out of the mainstream of your field or if you are the only person in your department working in a given area.

Applicants may want to examine a copy of Ernest Boyer's text on scholarship, Scholarship Reconsidered. For many beginning assistant professors, the scholarship of discovery can be especially important.

Additionally, firm appreciation of the hierarchy of publication outlets would be wise. The more prestigious the journal, the award, or place of presentation, the better. Faculty should also be aware that the dossier must include refereed work—i.e., scholarship that has undergone formal, external review. High quality scholarship must be demonstrated for promotion and tenure.

**Service/Engagement:**

Service is the third area which will affect the curriculum vitae. As mentioned earlier, a balance is a desired effect in all applications for advancement. Even though promotion and tenure committees tend to give more weight to your accomplishments in teaching and research, you must have substantial, significant service to your credit for promotion and tenure.

Memberships on Departmental or College committees, student advising, presentations to University groups, offices held and other work in professional organizations, are all considered service. Professionally-related service to the community is also included. Service on Department, College, and University committees is a good way to meet colleagues and learn some of the complexity of University operations.

A good place to start your service is on Departmental Committees. Service on University Senate councils and committees is another way to participate in the governance of the University. Generally, policy recommendations made by councils and committees are referred to the Senate for its review and approval. If such recommendations are approved, they are then sent to the Board of Trustees, which makes final decisions.

For a listing of the Senate councils and committees, see the Faculty Handbook. The committees are broadly classified. Some are involved in developing significant academic policies, such as recommendations for change in the University Core Curriculum. Other committees engage in the housekeeping functions of the institution, such as hearing traffic ticket appeals. If you are new to the university, you may want to discuss with your mentor the nature of the committees on which you might wish to serve. Each spring you will receive a form from the Senate Governance Committee asking for your preferences for committee service. Our College also sends out an annual “Committee Service Questionnaire” on which you can indicate interest in specific committees.

**External Letters for Promotion from Associate to Full Professor:**

It is a few years down the road before beginning assistant professors become associate professors and then become ready to apply for full professorship. However, at that time, you will need positive letters from experts in your field who are not Ball State colleagues. The letters comment on the quality of your scholarship. Now is the time to establish relationships with people who might be called upon in the future for reviews. You and members of your Department Promotion and Tenure Committee will have input into the selection of the external reviewers. The department chair solicits the letters from potential reviewers, typically in late spring or summer before the fall in which your department would consider you for promotion to Professor.
ADDITIONAL SUGGESTIONS ABOUT PROMOTION AND TENURE

Pay very close attention to the feedback which you receive each year from your Department Promotion and Tenure Committee and Chair. If the feedback is very general about recommended areas in need of additional work, try to get clarification. If the feedback identifies shortcomings, rather than debating or ignoring the evaluation, even though you may feel angry or confused, you need to work first to understand what is being required of you and then to satisfy the requirements. Some people find it is useful to keep notes of these conversations. Be sure to follow through on Department suggestions.

Research seems to be the area which has the widest range of misunderstanding. It cannot be too often stressed to get your Department's definition of research: where do the lines get drawn and what lines are used? A mentor may help. Advice from current or past members of P&T committees might help. If models of materials sent forward by successful candidates in recent years are available, use them as prototypes.

The aim should be for substantial entries in all three areas — teaching/learning, research/scholarship, and service/engagement.

A faculty member may appeal a negative decision by his or her department. Appeals may be based only on allegation of violation of policy, allegation of unfair treatment, or allegation of discriminatory treatment. Be sure that you have appropriate documentation prior to the appeals process. Generally, in appeal situations, you are able to have a "faculty friend" assist you. This usually proves to be a very good idea. The Faculty Handbook contains the information required for such a procedure under Right of Reconsideration (Section VII) and Right of Appeal (Section VIII).

ANNUAL COLLEGE OF SCIENCES & HUMANITIES PROMOTION & TENURE PANEL

Do you have questions about HOW to make the PROMOTION and TENURE process work for YOU?

ASK the HARD QUESTIONS! & GET the ANSWERS!

Join us for the annual

PANEL DISCUSSION

with recent faculty members

COLLEGE PROMOTION & TENURE COMMITTEE

Friday, August 25, 2017
3:30-5:00 p.m.
Student Center-Cardinal A
TEACHING MATTERS

TEACHING

Teaching is a major responsibility of faculty in the College of Sciences and Humanities. Consistent with a teacher/scholar model, faculty teach students in the classroom, and often engage students beyond the classroom in their own cutting-edge scholarship. Ball State is building on its long tradition of providing personalized and experiential learning for students, so faculty are exploring ways of providing students with more immersive learning experiences, as they create a vibrant learning environment. We also play a key role for the University, as we teach the majority of required Core Curriculum courses in this College.

UCC—UNIVERSITY CORE CURRICULUM

The Ball State University Core Curriculum was developed to prepare students for life in the 21st century. To see the core requirements, visit www.bsu.edu/catalog. Click on Core Curriculum. The Core Curriculum is a series of courses designed to allow Ball State students to transform:

Experience into information (isolate discrete, recognizable and usable facts),
Information into knowledge (analyze facts within an intellectual framework, discover meaning in experience),
Knowledge into judgment (reflect on knowledge gained to make choices and direct what they think, say and do),
Judgment into action (take individual responsibility and contribute to the well-being of their communities)

BE SURE TO ASK YOUR CHAIRPERSON OR MENTOR IF ANY OF THE COURSES YOU ARE TEACHING ARE APPROVED UCC COURSES!

If you are teaching a UCC-approved course, there is a detailed master syllabus, and you will be expected to follow the syllabus closely. The strength of UCC lies in the identification of the transformations practiced during the course (E to I, I to K, K to J, J to A) and the multiple methods of assessing that students can demonstrate the transformations. Assessing student learning outcomes that reflect the cognitive transformations is required!

Courses fall into Tiers that correspond roughly to Freshman, Sophomore, and Upperclassman years. Students are required to take courses from the four Tiers: Foundation, Tier 1, Tier 2, and Tier 3. Foundation courses help students develop the necessary skills to be successful in the remaining Tiers. Tier 1 Domain courses help students transform Experience into Information and Information into Knowledge. Tier 2 Domain courses guide students to transform Knowledge into Judgment. Tier 3 courses include capstone and immersive learning courses, and require students to transform Judgment into Action.

Students must meet the UCC Foundation Requirements in Written Communication, Oral Communication, History, Mathematics, Personal Finance, and Physical Fitness/Wellness. From Tier 1, students are required to take one course from each of the Domains: Fine Arts, Humanities, Natural Sciences, and Social Sciences. and from the two Tier 2 Domain areas: Fine Arts, Design, and Humanities; and Natural and Social Sciences. Students will also take one Tier 3 course, usually, in the department of their major. Domain courses are designed to introduce students to the ways of knowing that are characteristic of different disciplines. Students will be able to count up to six credit hours from their major department towards the core.

Additionally, students must take one course with a Writing Emphasis. Typically, these are Tier 2 or Tier 3 courses in the major. If you are teaching one of these courses, please be
sure to refer to the master syllabus for ideas that can be used to achieve the Writing Emphasis goal.

IDEAS FOR HELPING STUDENTS SUCCEED

We want our students to learn, progress through their programs of study, and graduate. There are some tried and true strategies that we can incorporate into our classes that help students do this. These days, retention of students is everyone’s business.

The items below were originally collected and adapted by Paul Ranieri, Associate Professor of English and previous Director of Freshman Connections at Ball State, from the FYE Discussion Board (National Resource Center for the First-Year Experience and Students in Transition by Barbara Gaddis, Director of Student Retention, University of California-CS). Our suggestion is that you browse the revised list, pick two or three new ideas, and try them.

Making Connections in the Classroom

1. Send a welcoming email to students before the class begins. Encourage students to use their BSU email accounts. Tell them a little about yourself or ask them to email you about their goals for the course.
2. Learn the names of your students as quickly as possible and use students’ names in class. Tell students the name and title you’d like them to call you.
3. Require students to meet with you early in the semester to get to know them personally.
4. Encourage students to form study groups/learning communities.
5. During an early session, have students write for 5 minutes about their hopes, dreams, fears, and expectations of the first year.
6. Be the first to arrive at class and the last to leave. Go a few minutes early to class and chat with the students. At the end of each class period, ask a different student to stay a few minutes just to talk.
7. Use index cards to learn something about your students and use the information when conversing with them.
8. If possible, email or telephone a student who is absent.
9. Get feedback periodically from students about how the class is going. Consider using a variety of informal class assessment strategies.
10. Lend books and borrow books, or place copies of required texts on reserve in the Library, or make digitized materials available through Blackboard or Canvas.
11. Have students pick up exams/quizzes from you in your office rather than distributing them in class.
12. Encourage students to establish a “buddy system” for absences, missed work, assignments, etc., recognizing that you are not their “buddy,” but their teacher.
13. Encourage students who had the first part of the course together to enroll together in the second part.
14. Create situations where students can help you (get a book from the library, look up some reference, conduct a class research project, etc.)
15. Circulate around the class as you talk or ask questions.
16. Set aside special office hours and be there. Encourage students to stop in.
Teaching Strategies to Help Students Be More Successful

17. If you assign a research paper or other projects involving use of outside sources, go over specific examples (as opposed to general statements) of what constitutes plagiarism and provide resources such as plagiarism.org, Blackboard, Canvas apps, and the BSU Writing Center.

18. Devote time early in the course to helping students better understand the quantity and quality of work involved.

19. Use active learning strategies and/or technologies (clickers, discussion, etc.) whenever possible. For assistance, refer to the Center for Educational Excellence, Instructional Technologies.

20. Make your expectations and academic policies explicit.

21. Have a student panel of upper division students talk about what to expect their first year. It can be effective to have students who weren’t initially successful talk about their experiences.

22. Prepare students academically and psychologically for exams: Tell students how to study for your tests and give sample test questions and answers.

23. Give each student a mid-term grade and indicate what the student must do to improve it. This is required for all students at Ball State.

24. Urge students to talk to you about course problems (such as changing work schedules) before dropping the course. It may be possible to make alternate arrangements.

25. Notify a student’s adviser if you note any attendance/performance problems.

26. Return assignments and exams as quickly as possible with comments.

27. Have students do two-minute papers about what they learned, what questions they still have, etc.

28. Continually mention campus resources, such as the Writing and Learning Centers, as appropriate. Provide an introduction to these services, have representatives visit class, but also bring up their services often during the semester.

29. Set up special tutoring/review sessions.

30. Insert skills building into your small groups. For instance, after the first few weeks, talk about note taking, and ask students to bring in notes from a class to analyze. Show students what good notes should look like. Give class credit for notes taken in class.

31. If you assign a research paper, arrange a library orientation to help students learn their way around the library.

32. Provide opportunities for improvement: If a paper isn’t well written, expect students to work with the Learning or Writing Center. Allow students to revise papers for a better grade (but don’t announce the opportunity up front or you may inadvertently promote procrastination).

33. When possible, stress how the course relates to careers. The following activities could be useful for you:
   - In a large group, do a career panel, featuring careers related to your discipline.
   - Have guest speakers talk about what they majored in and how they came to where they are now as part of the introduction.
• Emphasize how college courses prepare them with the skills needed for careers.
• Have students compose a career audit plan, explaining what they want to accomplish each year and how it will help them achieve their goals.
• Have students create a plan of courses for the next semester using the catalog and bulletin.

Making Connections Outside the Classroom

34. Socialize with students as your style permits by attending sporting events, walking between classes, saying “hello,” or announcing that you will be eating lunch or having coffee in AJ on a designated day/time.
35. Volunteer to advise or meet with new students during orientation.
36. Be friendly and say hello; even if you don’t remember a student’s name, you will probably remember a face.
37. Require students to participate in at least one campus activity of their choosing and ask them to write or explain how this helps their college careers. Give points for this. Even better, ask students to take a leadership role in some activity or meeting.

ONLINE TEACHING

Ball State University is promoting and developing more online course offerings. You may have the opportunity to offer one or more of your courses online both during the summer and the academic year. If you have an interest in this area, you should discuss the possibility with your chairperson and then contact the School of Extended Education and iLearn for more information. iLearn has a staff of instructional development experts to help you design online and hybrid courses. If you plan on teaching during the summer to supplement your academic year income, we especially encourage you to explore this option, because each year more students are opting to take summer courses online rather than on campus.

IMMERSIVE LEARNING

Immersive learning has been identified as a hallmark of instructional experiences for students at Ball State. Immersive learning experiences at Ball State have most or all of the following characteristics:

• carry academic credit
• engage participants in an active learning process that is student-driven but guided by a faculty mentor
• produce a tangible outcome or product, such as a business plan, policy recommendation, book, play, or DVD
• involve at least one team of students, often working on a project that is interdisciplinary in nature
• include community partners and create an impact on the larger community as well as on the student participants
• focus on student learning outcomes
• help students define a career path or make connections to a profession or industry

For further information on Immersive Learning, go to the website: cms.bsu.edu/about/administrativeoffices/entrepreneurial-learning/immersive-learning.
COMMUNITY ENGAGEMENT

The “Building Better Communities” is an experiential approach to immersive learning that includes community partnerships and seeks to apply the expertise within the University to the solution of problems of individual businesses, organizations, and localities. Of particular interest to a number of faculty is the availability of BBC Fellows. BBC connects faculty, student Fellows, and groups in need of assistance. Faculty lead and supervise a group of Fellows as they put their academic knowledge into action working directly in business settings. This turns out to be a win-win-win situation.

Contact: Jes Beals, Project Technical Specialist, 5-6690, eemoore2@bsu.edu, for more information, or see Community Engagement at BSU.
CLASSROOM MATTERS

CLASSROOM INSTRUCTIONAL COURTESY AND ETIQUETTE

Most of us share classrooms and teaching laboratories with faculty from our own department, and sometimes from all over the University. So, it is important, especially when the next class will file into the room 10 minutes after you leave, to leave the room in order. There are some common expectations:

- Dismiss your class on time, and make sure you and your students are out of the room, so that the next faculty member can set up and begin on time.
- If you used a chalkboard or whiteboard, erase it clean. If your students arranged their desks for work in small groups, return the chairs to the original room layout.
- When sharing a common computer, put your documents in a folder, and find out if your department wants the computer turned off at the end of class or not.
- Lab benches must be dry and clean, with all equipment clean and put away.
- Find out if you are expected to lock the classroom door after class.

FACULTY ATTENDANCE

Course meetings

The expectation within the College is that you, as a faculty member, will meet with classes regularly as scheduled on the master schedule according to the time and dates when students registered for your courses, and that you as the faculty member of record will meet with your classes. Some of us may recall from our graduate school days a professor or two who felt that cancelling a few classes in favor of working on a book or gathering data in exotic places was not irregular. Here it is considered irregular. Similarly, some of us know high school teachers who can take “personal” days. We don’t have “personal” days while the semester is in session.

Office Hours

Ball State faculty are accessible to students electronically and in person. Each department tends to have formal or informal expectations for the number of hours per week a faculty member establishes for office hours, so check with your faculty mentor. A general guideline would be one to two hours for each course you are teaching. The need may vary with the type of courses you are teaching and the number of students. It is also kind and useful to tell students that you will meet with them at arranged times if they cannot see you during your posted office hours. Some students will be annoyed if they do not receive almost instantaneous response to an email. It is helpful to give them an idea about how quickly you are likely to respond. The College does not expect you to be available 24/7 by email.

Conference/Professional Travel

Clearly, most faculty travel to professional meetings or have other university business which causes them to leave campus and miss classes from time to time. If you plan to do such travel, coordinate those plans with your department’s administrative coordinator to complete the necessary on-line submission for travel authorization. All travel will be approved by your department chairperson and the Dean’s Office before you travel. Completing forms before you travel is for insurance coverage. You will not receive reimbursement for travel unless you turn in your forms before you travel! It is your responsibility to find a substitute for your classes. Another faculty member or a graduate assistant may teach the class or proctor an examination for you. Students need to be involved in an academically productive manner while you are away.
Illness

If you are ill and cannot meet a class, get a message to your department chair and try to find someone who will substitute for you. While there may be a time when you find yourself suddenly indisposed, and your class has to be cancelled, this should be a rare event.

If you develop a health problem or a family situation arises which will necessitate your missing class over a longer period, talk as soon as possible with your chairperson so that arrangements can be made to accommodate you and maintain the integrity of your classes.

Faculty who teach five-week summer classes must be particularly careful. While a week of illness and missed classes during the academic year might consist of one to three missed sessions, a week out of a summer session is 20 percent of the course.

On the fifteenth of every month, you will receive a faculty absence report to return to your department administrative coordinator. Return this promptly so that you can be paid!

Funeral/Bereavement Leave

Funeral and Bereavement Leave is available for faculty. The details are the same as the ones listed for students in this guide.

OFF-CAMPUS STUDENT EXPERIENCES/TRAVEL

Organized off-campus experiences that enhance student learning within a course or a major are encouraged. These may include whole-class activities such as trips to a quarry or a University-managed wildlife area during a scheduled laboratory period, as well as trips with a small number of students to present research at a state or national professional meeting. Immersive Learning projects often involve student travel.

Whenever you are responsible for student travel, you must submit a BSU student field trip form for approval by your department chair and an associate dean. The form includes space for the names of students participating, as well as emergency contact information for each student. The student travel requisition should reach the Dean’s office a minimum of three days before the trip.

TRIPS MAY NOT BE SCHEDULED DURING THE FIRST WEEK OR LAST TWO WEEKS (INCLUDING FINAL EXAM WEEK) OF A SEMESTER. IN THE EVENT THAT THERE IS AN EXTREMELY CONVINCING REASON TO SCHEDULE A TRIP DURING THESE WEEKS, THE CASE MUST BE MADE TO AN ASSOCIATE DEAN, WHO THEN CONSULTS WITH THE DEAN, THE PROVOST, AND THE VICE PRESIDENT FOR STUDENT AFFAIRS.

EXCUSED ABSENCES FOR STUDENTS

The following three situations don’t necessarily need to be included in your course outline; however, your attendance policy should make allowances for them.

Right to Funeral and Bereavement Leave

Students will be excused from class for funeral leave in the event of the death of a member of the student’s immediate family or household, including: father, mother, husband, wife, son, daughter, grandfather, grandmother, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, and stepdaughter. The number of excused absences allowed is determined by the distance of funeral services from Muncie, Indiana, as follows:

- Three work days – within 150 radius of Muncie;
- Four work days – between 150-300 mile radius of Muncie;
• Five work days – beyond 300 mile radius of Muncie;
• Seven work days – outside of North America

In the event of the death of a student's stepmother-in-law, stepfather-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, and niece, students will be allowed one work day.

A student may contact the Office of the Dean of Students to request that an informational notice (without verification) be sent to the student's instructor(s). The student will provide documentation to each instructor. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit for assignments missed. If the student is not satisfied with the outcome, he or she may appeal as outlined in the Ball State University Procedure for Student Bereavement Appeals.

Military Leave

The following information is from the BSU Board of Trustees Report of September 21, 1990, Item No. 9A. Policy Concerning Students Called to Active Military Duty (Effective Fall Semester, 1990)

This policy applies to students who, at the beginning of a semester or term, are members of the National Guard or a reserve component of one of the military services, and who are called to active military duty during that semester or term. It is based upon University policies in effect Fall Semester 1990; should such policies change, or terminate in the future, this policy will be adjusted accordingly.

A. All students called to active military duty during the first half of a semester or term will be officially withdrawn and a full refund of fees for the semester or term will be made.

B. All students called to active duty after the first half of the semester or term may:
   1. Withdraw and receive a full refund for tuition; or
   2. Request incompletes, and, if granted, complete course requirements upon return to the University, at which time the incompletes will be removed.

C. Those students living in University housing will have their charges from room and board or apartment rent prorated to the date their contract is terminated. All cancellation charges will be waived.

D. Those students receiving financial aid will be subject to the refund policies as provided by agencies sponsoring the aid.

E. Graduate students will be granted an extension of time to complete degree requirements equivalent to the period of active duty but in no event to exceed four years.

F. In accordance with established policy, graduate and doctoral assistants are eligible for fee adjustments (i.e., remission of the contingent fee, graduate course fee, and waiver of the non-residency fee) during their term of employment; if the period of employment is at least two consecutive semesters (two summer terms constitute a semester), for fee adjustment purposes employment may be considered to include the semester and summer terms immediately following the assistantship. For purposes of qualifying for the fee adjustments immediately following the assistantship, graduate and doctoral assistants called to active duty after the first half of a semester or in the second term of summer session (when the term of employment includes both terms) may count that period as being equivalent to a semester.

Absence Due to Field Trips or University-Related Activities

Students will often travel as representatives of Ball State at conferences or sporting events, or to fulfill part of a course field experience requirement. According to the Faculty Handbook, page 223, faculty are expected to allow these students to make up all missed course activities during their absence, including, but not limited to, class activities, assignments, examinations, and final examinations. Students should not be penalized for their absence while
representing the University. When possible, students are expected to complete these activities before their absences.

Students might be involved in anything from an undergraduate research conference at another university to a baseball game in which they are competing against a MAC Conference rival. They will give you an official travel authorization form before the event.

RESERVING ROOMS

Normally your department will reserve and assign a classroom for all the courses you teach. Sometimes, however, you may want to reserve a room for occasions such as a review session for a class or a meeting place for a student club.

General Purpose Classrooms and Lecture Halls

To reserve a classroom or lecture hall for a meeting, contact your administrative coordinator. After you receive a confirmation of your room reservation, be sure that all appropriate forms have been submitted.

Send a copy of the signed Space Requisition Form to University College, NQ350. Ask your department’s Administrative Coordinator for assistance.

To reserve the **lobby areas in buildings or requesting that a building be unlocked** on the weekend or after hours contact your department’s Administrative Coordinator for assistance.

Library Rooms

Bracken Library offers Ball State University students, faculty and staff a variety of comfortable study and conference rooms for collaborative study, learning, and small conferences. The rooms seat between 6 and 18 persons. These large and small rooms are also available for staff and campus organizations for meetings, project discussions, and planning.

If you have any questions, contact the Administrative Services Office located in Bracken Library Room BL218 or by calling 5-5277. Reservations can also be made online by going to [www.bsu.edu/libraries/](http://www.bsu.edu/libraries/), and select room reservation schedule.

Student Center Room Reservations

Contact: Charles Scofield, Facilities Assignment Coordinator, 5-1850, [cscofiel@bsu.edu](mailto:cscofiel@bsu.edu), to make a reservation for any of the many rooms available in the Pittenger Student Center. To see a description of all the meeting/conference rooms available, go to the Student Center web site: [cms.bsu.edu/About/AdministrativeOffices/StudentCenter.aspx](http://cms.bsu.edu/About/AdministrativeOffices/StudentCenter.aspx).

THE SYLLABUS AND COURSE OUTLINE

A well-planned course outline serves as a contract to help your students avoid confusion about expectations and to help you feel more confident about your class. All departments should have on file an official master syllabus for every course.

The 2017-2018 [Faculty Handbook](http://www.bsu.edu/About/AdministrativeOffices/StudentCenter.aspx) describes a **course syllabus** as a course guide that should include the "course description, course objectives, course rationale, course content, format, and bibliography. Your **individual course outline** will be based on the generic departmental syllabus.

Departments vary in their policies on sharing individual course outlines; some have specific copies on file, while in other departments sharing is done on a more informal, person-to-person level. Mentors will be able to provide guidance. Departmental syllabi are periodically upgraded.

Students usually are given access to the course outline during the first week of class. Many faculty post their course outline and other information on department or personal
websites, or on the BSU Blackboard course management and communication system. (See the information on Blackboard in this Guide or online).

**Suggested Components for Your Course Outline**

A clear statement of your student attendance policy. The University policy is that students are expected to attend class. Faculty often give points for attending or subtract points for not attending. Some professors have policies along the lines of dropping a student by a letter grade if they miss three or four classes. It is important for you to take attendance. Some forms of financial aid require a report of student attendance. It is not unusual to receive a request from the Registrar or Financial Aid for documentation of student absences for specific students. (See Handbook, p. 223.)

1. A statement such as the following, for students with disabilities or special needs: “If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.”

2. Course title and catalog description.

3. Course objectives and rationale.

4. Your name, office location, office hours, telephone number and email address, and if you wish, hours during which you will respond to emails.

5. Required text and/or other readings.

6. A clearly-expressed explanation of grading criteria. (According to the Faculty Handbook, it is the responsibility of the instructor “to inform the class, very early in the course, the basis on which grades are to be determined” p.224. You should also explain whether or not you will use the plus/minus grading scale. Consult with your department to learn the department stance on plus/minus grading.

7. Standard departmental policies, if any (for example, policy on laboratories).

8. Your policies or those of your department regarding electronic devices (for example): Electronic devices such as cellular phones, pagers, beepers, etc. should be turned off during class. If you have a medical device attached to your person that emits sounds, please notify the instructor as soon as possible. If you have a medical emergency for which you must have your device on, please inform your instructor at the beginning of class-time and turn your device to “vibrate” if possible.

9. Your policies on make-up quizzes; tests; late assignments; absences (excused or unexcused); final exam (for example: “You must take the final exam to pass this course.”).

10. A calendar showing topics, exam dates, holidays, withdrawal dates and assignments (You may want to put at the top of the calendar something like “Changes may be made in this schedule. You will be notified in class of any change.”)

11. Your specific final exam date and time. This is listed in the official Schedule of Classes. The exam dates are set by the university, and you MUST give your exam within that specific block of time. Any change in time of the final exam during the designated Final Examination Period must be approved in advance by the Director of Academic Systems.

**NOTE:** GIVING A WRITTEN FINAL EXAM IN CLASS BEFORE THE DESIGNATED PERIOD IS NOT PERMITTED EXCEPT IN VERY SPECIAL CIRCUMSTANCES WHICH HAVE BEEN APPROVED IN ADVANCE IN WRITING BY YOUR DEPARTMENT CHAIR AND THE DEAN. More details appear on page 225 of the Faculty Handbook. If you are using inQsit, the electronic
testing service, for which students reserve a testing time in an inQsit Lab, the exam may be scheduled for any number of days during the final exam week, but must include the officially scheduled exam period.

12. Hints on how to be successful in the class; for example, specific studying strategies.

13. A description of course projects/assignments which count as artifacts for teacher education majors to include in their portfolios. (This should be included for all courses which are part of a teacher education program. Look in the Undergraduate Catalog to learn if your course is required for teacher education majors.)

14. If assignments will require use of outside resources, include a statement regarding plagiarism.

15. A statement such as the following for students needing additional help: “If you think you would benefit from additional tutoring on the content of this course, you may wish to contact the Learning Center for a tutor. Call 5-1006 or visit NQ350 to make an appointment to meet with a tutor.”

DIVERSITY AND INCLUSION STATEMENT

Ball State University has a Statement on the Importance of Diversity and Inclusion. This statement represents the university’s aspirations to be inclusive and committed to diversity.

The Student Government Association resolution was approved through the University Governance system approved a resolution in the Spring of 2017 requesting that of one of the following statements be included on syllabi.

Option 1 – Includes Bias Response Team Information

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff and student body. We are committed to ensuring that all members of the campus community are welcome through our practice of valuing the various experiences and world views of those we serve. We promote a culture of respect and civil discourse as evident in our Beneficence Pledge. For Bias Incident Response service information, go to bsu.edu/multiculturalcenter/bias or e-mail mc2@bsu.edu.

Option 2 – Does not include Bias Response Team Information

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff, and student body. We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse as expressed in our Beneficence Pledge and through university resources found at cms.bsu.edu/campuslife/multiculturalcenter.

CLASS LISTS

The purpose of class lists is to verify enrollment information for both the instructor and the Office of the Registrar. As faculty, we really need to take attendance. The reasons for this include that details of student financial aid and determination of appropriate grades for students who stop attending depend on attendance data.

The following schedule is suggested. If you become concerned regarding an attendance issue, we encourage you to notify the Office of the Registrar, who will contact the student.

Downloading Class Lists

• To download a class list, go to the BSU Homepage at my.bsu.edu.
• You will enter your **BSU username** and **password**.

• **Click** on the following path of entries:
  - SSB – Self-Service Banner
  - Click on the tab Faculty Services
  - Click on the tab Faculty Menu
  - Term Selection (and pull down to correct term of inquiry); then **click** Submit
  - Again **click** on Faculty Menu
  - Two types of class list reviews are available: Summary Class List or Detail Class List
  - **Click** on the link of your choice (*Summary* or *Detail*)
  - And **select** the **Course Reference Number** that you wish to review.

**The First Week Class List**

It is recommended faculty download a class list on the first day of classes for use the first week of the semester. You may use this list to check attendance during the first few days, learn students’ names, and to question any students in attendance whose names are not on the list.

**The Second Week Class List**

A second week class list should be downloaded and reviewed after the drop/add period has finished. This marks the end of the change-of-course or course add/drop period and the late registration period. Note, students will have a 4 day add/drop period for 8 week courses; and a 3 day add/drop period for 5 week courses.

If a student is not attending at this time, you may notify records@bsu.edu with the student name, BSID number, and the specific course and section you are teaching. The Records area of the Office of the Registrar will look at the student’s official schedule and determine if the student should be notified of non-attendance. It is IMPORTANT that no student be permitted to remain in your class whose name is not on the class list. Students who are not on the lists should be sent to the Office of the Registrar in Lucina Hall.

**GRADE SUBMISSIONS**

**Reporting Mid-term Deficiencies**

At mid-term of the semester, you will be notified via email during the eighth week of the term to electronically report any student with a grade of "C-" or below in a course on the Blackboard Gradebook system. The only student grades that need to be submitted are those who have earned a C-, D+, D, D-, F, or NC by the eighth week of the semester. You will receive confirmation emails upon submission of mid-term grade reports.

This is not a final grade; you are merely notifying the student of poor performance at this time. The reverse is also true. Even though a student is doing "C" work, or better, at mid-term he or she could still potentially earn a final grade below "C" if the coursework deteriorates during the second half of the semester.

The key point regarding mid-term grades is the need for you need to plan your syllabus to have sufficient grades to make the mid-term assessment.

Midterm deficiencies are only for regular semester courses that run the full term, thus only for Fall and Spring (not summer). Deficiencies are not reported to the Office of the
Registrar for 5 or 8 week classes, although you are encouraged to remind students to review their course performance at any time in these classes.

**Final Grade Submissions**

Faculty are strongly encouraged to download a class list on the first part of the last week of the class. As a faculty member, you will receive an email regarding final grade submissions. The email will contain web links to submit grades electronically as well as contain the due date and time to submit final grades. You will also receive confirmation emails upon submission of final grade reports.

Please remember, submission of final grades in a timely manner is very important. Academic progress is based on the grade point average of each term. Students have financial aid disbursements waiting on the collective review of their academic progress for each term of enrollment. Failure to submit even one final grade report can have a negative impact on the academic action applied to the student record (regular, probation or disqualification). Failure to submit a final grade will also impact progress toward degree statistics, which capture data at the close of every term. You should make every effort to meet these deadlines.

**STUDENT WITHDRAWALS FROM COURSES**

Students are permitted to withdraw from courses under the policy which is explained on page 191 of the Faculty Handbook.

**Course Withdrawal Period**

During the Course Withdrawal Period, a student can withdraw from your course on my.bsu.edu with no penalty. The student does not need your signature. It extends approximately through the first two-thirds of the semester. The student should discuss the withdrawal with you, but it is not a requirement of course withdraw. The process must be completed by 11:59p.m. on the last day of the course withdrawal period. A grade of "W" will appear on this student's record for the course. A grade of "W" does not count on the student’s GPA. Please make sure that students have received adequate feedback on their work by this time so they can make an informed decision about withdrawing or staying in a course.

**Withdrawal After the Course Withdrawal Period**

If there are verifiable extenuating circumstances that justify a student’s withdrawal past the withdrawal period, the College Dean (or designate) may grant exception to the rules for withdrawal. However, you as the instructor determine the grade: W, F, FS, or NC. The student can get the late withdrawal form from your department office. Your signature and assignment of a grade are required before the student pleads his/her case to the Dean. Circle the grade on the form. Tell your student to make an appointment in the Dean’s Office, NQ 193. In our College, an Associate Dean usually meets with students on behalf of the Dean. Do not call the Provost’s Office for permission.

**Withdrawal from All Classes**

To withdraw from ALL classes after the semester or term begins, the student must get a withdrawal form from the Office of the Assistant to the Vice President of Student Affairs in AD 238. If the student is eligible for a refund, the amount will be determined by the date of withdrawal, which is the date the completed withdrawal form is submitted to the Assistant to the Vice President of Student Affairs.

Contact: contact Katie Slabaugh, Associate Dean of Students and Title XI Coordinator, 5-1545, kslabaugh@bsu.edu, for more information about the process for a student's withdrawal from all classes.

Upon occasion, you may receive a memo from Assoc. Dean Katie Slabaugh indicating that her office has approved a withdrawal from all classes for a student and that you may submit
a grade of "W" if you wish. We usually submit a "W" at such a time, honoring the fact that Katie’s research into the situation will have given her substantial insight. Submitting a "W" under these circumstances may occur after the close of the semester, and usually involves a grade change form.

**A Final Note on Withdrawals**

Please caution students to attend classes until they have turned in completed withdrawal forms. If they stop going to class before that time, they may receive an "F" in the course or courses from which they are withdrawing. This is perhaps more information than you will ever need. However, withdrawals done incorrectly cause more grief for all concerned than almost any other of the University’s specified procedures!

**Dates for Withdrawal for the 2017 & 2018 Academic Year**

- **Fall Semester:** August 21 - December 15, 2017
  - October 25, 2017, Wednesday, Course withdrawal period ends

- **Spring Semester:** January 8 - April 30, 2018
  - March 19, 2018, Monday, Course withdrawal period ends

- **Summer 10-week Semester:** May 14 - July 20, 2018
  - June 25, 2018, Monday, Course withdrawal period ends (10-week semester)

- **Summer 1 Semester:** May 14 - July 20, 2018
  - June 4, 2018, Monday, Course withdrawal period ends (5-week semester)

- **Summer 2 Semester:** May 14 - July 20, 2018
  - July 9, 2018, Monday, Course withdrawal period ends (5-week semester)

**GRADE OF INCOMPLETE "I"**

If a student has completed all course requirements except for one or two items, such as a final exam or a term paper, and the instructor feels that an extension is warranted, the student may be given a grade of "I" to signify that the work is incomplete. The student then has a year to complete the work, or a shorter amount of time if the faculty member specifies. When the work has been completed to the satisfaction of the professor, the professor signs a Change of Grade form, changing the "I" to a letter grade.

An — "I" is NOT appropriate for a student who has missed a significant amount of a course. If the faculty member and the Associate Dean agree that a student has missed much of a course due to extenuating circumstances, a grade of "W", signifying a withdrawal, may be recorded. Sometimes a faculty member, meaning well, will assign a grade of "I" and tell the student to —sit-in on the course again. The intention of the faculty member is that the student can repeat the course without paying. This is not an action supported by the university and can place the university in a situation of liability. While this may be suggested with good intention, it creates confusion and bypasses institutional policy regarding course repeat. A student who has missed a major portion of a course should repeat the course if he/she needs it for a major or minor.

Your department administrative coordinator will have a form to fill out to document the conditions for awarding an "I" grade. Upon completion of the course conditions, check with your department coordinator to obtain the Change of Grade form for submission to the Registrar's Office.

**OFFICE OF DISABILITY SERVICES**

**Students Seeking Accommodations for Disabilities**

Disability Services has been charged by the university to determine reasonable and appropriate accommodations for students with disabilities as outlined in Section 504 of the
Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In determining who is eligible for accommodations, Disability Services reviews relevant medical and psychometric documentation of the student’s disability. When deciding what accommodations would be reasonable for a student with a disability, Disability Services is careful not to offer an accommodation to a student which may violate the integrity of the course or fundamentally alter an essential component of the course. Disability Services strives to ensure the civil rights of our students with disabilities while at the same time protecting institutional standards.

**Contact:** Disability Services, 5-5293, dsd@bsu.edu, for more information.

**Office Location:** Student Center (SC) Room 116.

**Website:** www.bsu.edu/disabilityservices  Disability Services has an extensive website with good resources for students.

**Syllabus Statement About Accommodations**

Please include the following statement on each course syllabus and read it aloud during the first week of each term:

If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. My office location and hours are . . .

While it is always best for students to communicate early in the term, we may not put dates or deadlines on legal rights. Should a student request an accommodation, indicate that you will be able to discuss that when he/she has presented you with a letter from the Disabled Student Development Office.

**Accommodation Letters**

Faculty members generally wait to provide accommodations to a student until the student presents the faculty member with a letter of accommodation from the DSD office. Before determining what accommodations would be appropriate for a student, DSD meets with the student and reviews disability documentation that must be age-appropriate, comprehensive, and must clearly diagnose a disability. Accommodation letters will be on DSD letterhead and contain three elements:

1. Verification of the student’s disability.
2. List of appropriate accommodations.
3. Description of options for the administration of accommodated tests.

If accommodated testing (extended time, scribes, etc.) is listed in the accommodation letter, the faculty member and the student may work out appropriate arrangements that are fair to both parties. In many cases the testing can be accomplished through the use of a well-organized program at the Learning Center, 5-1006.

**FERPA**

FERPA is an acronym for the Family Educational Rights and Privacy Act, which is also referred to as the Buckley Amendment. It allows a student access to records held about them by a university, and it also restricts anyone who works at a university from sharing private information with third parties. For faculty members, there are several major implications:

- Class grades/scores cannot be posted using social security numbers, BSU ID numbers, or in any way that permits other students to recognize a student’s grade.
- Class rosters that are passed around for attendance cannot include ID numbers.
- Graded exams or other papers cannot be returned by leaving them in a pile for students to sort through.
You can't discuss a student's grade, performance, or attendance in a class with anyone except the student UNLESS THE STUDENT PROVIDES WRITTEN CONSENT. It is a violation of federal law to speak with a student's parents or other relatives about their grades, performance, or attendance without student permission. Often parents are offended when you tell them this, and you may feel awkward, but that is the law. A form which you can have the student sign is at the university FERPA website.

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

The Student Academic Ethics Policy can be found online and you may want to include references or excerpts from the policy in your syllabi.

Cheating/Plagiarism

The Faculty Handbook spells out definitions of academic dishonesty and plagiarism, as well as the procedures to follow in accusations. Some students are not aware that it is considered plagiarism to submit "as newly executed work, without faculty member's prior knowledge and consent, one's own work which has been previously presented for another class..." (p. 262). An explanation of what constitutes plagiarism would be a very worthwhile addition to any handout you give students on writing term papers or other projects. Many students DO NOT KNOW what constitutes plagiarism. We find that giving them specific examples of citations, or lack thereof that are plagiarizing, is a good idea. You may wish to include ethics-related material in your syllabus.

You, as the faculty member, have only five school days from the time you become aware of the misconduct to inform the student, either in person or in writing. Your mentor can advise you on how to approach the discussion with the student, but the faculty-student discussion should be a private conference within 5 days of notifying the student. If the student fails to respond, this will be considered an admission of responsibility for the violation. Hopefully, a resolution can be found during the private conference to which all parties agree. It is advisable to maintain notes on all conferences with students. If there is a disagreement on a resolution, the student can appeal any consequences set forth by the instructor. (see the most recent version of the Ball State Student Academic Ethics Policy, Section VII). For more information,

Contact: University College, 5-8107, for more information.
Location: NQ350
Website: Student Academic Ethics Policy

DISRUPTIVE STUDENTS

No one should have to deal with discipline problems at the college level, but occasionally it is necessary to do so. Disruption is usually a challenge to the authority you represent. If you can handle the problem yourself, that would be best. If a problem arises and you are at a loss, talk to your more experienced colleagues. The chances are good that they have had to confront a similar situation and can offer some sound advice. Try not to overreact.

Some types of undesirable behavior, such as chattering or reading the Ball State Daily News during class, are relatively mild. Usually a private chat with the student will solve these problems. Other kinds of behavior--belligerent challenges to your authority or refusal to follow class procedures and policies as outlined on your syllabus--may call for assistance from your Department Chairperson. It is important to document in writing any instance you deem disruptive. Be sure to include the date and description of the circumstances. If you should feel personally threatened, there is no question: TELL YOUR DEPARTMENT CHAIRPERSON IMMEDIATELY. Students can sometimes be removed from a class or switched to another section. Depending upon the nature of the disruption, your Department Chairperson may advise consultation with the Vice President of Student Affairs, the Director of Affirmative Action, or even the Department of Public Safety.
EVALUATION AND ASSESSMENTS

EVALUATION AND ASSESSMENT OF TEACHING

Student Ratings

All student evaluations of courses are done on-line. Students receive email from the University inviting them to complete the on-line forms for all of their courses. You will also receive email notifications to encourage students to complete the online evaluations. All courses with an enrollment of four (4) or more students are evaluated each term. Students may complete the evaluations during the last two weeks of the semester before final exams begin. There is a specific set of university core questions. You and your departments may also add questions that are specific to your discipline or course. You will receive evaluation data shortly after grades have been submitted via an email link. Faculty find evaluations helpful as they work to fine-tune their teaching. You may wish to discuss your results with your mentor. Student evaluations play a major role in the tenure and promotion process, and in merit pay considerations. Departments may use the data for evaluation of program majors, minors, and other aspects of the curriculum.

Peer Ratings

Peer review is an additional source of information for evaluation of your teaching. Peer review might include one or more of the following: a) classroom visitation, b) evaluation of syllabi, exams, and other classroom materials, and c) evaluation of student achievement. In some departments, you may choose who will evaluate your teaching, whereas in other departments individuals are assigned to do annual peer evaluations. Some departments have a special committee to perform all peer reviews. In other departments, the chairperson does the review. Please check with your department regarding the procedures for peer evaluation. Some form of yearly peer review is required for Promotion and Tenure evaluations, and may be used for Merit pay review in some departments.

EVALUATION AND ASSESSMENT OF STUDENT LEARNING

Evaluation – On-line Submission of Grades

All faculty submit final course grades on-line via Blackboard. Watch for email announcements about professional development in technology to learn how to do this.

Assessment of Learning Outcomes by Each Department

Be sure to ask your department chair if you are supposed to be collecting data on student learning which will be a part of the departmental annual report. Each department in the College of Sciences and Humanities typically has a designated assessment person who is in charge of collecting and analyzing data on student achievement of learning goals. The data they collect is used by the department to make curriculum revisions on an on-going basis. These data also are an important component of Ball State’s report for national accreditation by the Higher Learning Commission.

Other Assessments of Classroom Learning

The Office of Educational Excellence periodically offers workshops on classroom assessment techniques. These small-scale assessment techniques, which are not used for making personnel decisions, can provide immediate feedback to instructors about what students are learning in the classroom so that improvements or adjustments can be made during the term. For example, the "minute paper" asks students to indicate the most important thing they learned in a particular class session.

Contact: Gary Pavlechko, Director of OEE, 5-1763, oee@bsu.edu, for more information about these workshops.
TEACHING RESOURCES AT BALL STATE

While all faculty new to the College are expected to do high quality scholarship in their area of academic expertise, they also are expected to teach well. You will find that both senior and junior faculty at Ball State continue to refine their teaching and update their skills. Currently, there is much interest on campus in using technology to enhance teaching. There are many faculty who are exploring ways of using technology to broaden the types of experiences which we can give to our students. Faculty can take advantage of a variety of resources on campus to help expand their teaching repertoires.

TRADITIONS AND INNOVATIONS: Teaching at Ball State University

This very useful electronic manual on university teaching is available online at www.bsu.edu/gradschool/.

OFFICE OF EDUCATIONAL EXCELLENCE

The Office of Educational Excellence (OEE) provides the faculty of Ball State University with professional development opportunities for teaching, documentation of those activities, assistance in locating teaching resources on campus, consultation on teaching and course development, and a website providing resources for higher education teaching.

Faculty Development Workshops and Seminars

OEE offers a variety of seminars, workshops, and other programs that are designed to enhance student learning through effective teaching. Providing a mix of theory and practical application, these events are learner-centered and interactive, led by faculty facilitators. Topics vary by semester, but typically address issues like encouraging active learning, teaching large classes, dealing with problematic students, using instructional technology, developing a teaching portfolio, etc. Current topics can be found on the OEE website.

i>clicker

i>clicker is the university’s adopted student response system. During class, a faculty member using i>clicker technology, invites students to electronically select correct answers to multiple-choice questions and uses the display of their graphed responses to stimulate class discussion of the subject matter. Support for this technology includes workshops on its use, personal consultations with an experienced clicker-using faculty member, and loaner kits to let you try out i>clickers before you fully adopt the technology.

Interactive Learning Space (ILS) Classrooms

The Office of Education Excellence has multiple ILS classrooms available for semester and/or academic year instructional use. These rooms utilize state-of-the-art furnishings and technology capabilities to support student-engaged instructional pedagogies. If you are interested in using these spaces, you will need to develop a proposal using a clear plan of active learning pedagogies, which would utilize the space, and assess the impact on student learning. Applications may be submitted to the OEE office.

Integrated Learning Spaces Classroom use is arranged through the Office of Education Excellence.

Contact: Kathleen Jacobi-Karna, Assistant Director of Faculty Development, 5-1763, kjacobi@bsu.edu, for workshop information and room availability.

Awards and Grants

OEE coordinates the annual Outstanding Teaching Award, the student-nominated Excellence in Teaching Awards, and the Creative Teaching Grants.
If you have an idea to develop a new module for your course or to try a special new approach, you may qualify for a Creative Teaching Grant. Proposal deadlines and application procedures are available on the OEE website.

**Teaching Consultations**

Whether you are having problems with some aspect of your teaching or just want to brainstorm about a new teaching idea, the OEE staff is available for individual or group consultation. Individual consultations are confidential.

**Instructional Design Consultation**

Experienced staff members can help you design entire courses or create instructional modules for on-campus courses.

**Midterm Feedback**

OEE offers a midterm feedback service to faculty to collect timely and valuable information about the teaching of the course form students, mid-way through the fall and spring semesters.

**Resource Identification**

If you don’t know whom to contact on campus to help you with a teaching project, contact OEE, and they will bring the right people to the table for you.

**Human Contacts**

Contact any of these individuals through the OEE office at 5-1763 or oee@bsu.edu
Gary Pavlechko – Director, Teaching Technology, 5-3250,
Kathleen Jacobi-Karna – Assistant Director, Faculty Development, 5-4904,
Trenda Whiteman, Administrative Coordinator, 5-1763,

**e-CLASSROOMS**

If you are teaching a large section of a freshman-level course, you are likely to be teaching in a classroom with some e-classroom characteristics. e-Classrooms may include equipment such as desktop computer, VHS and DVD players, laptop connection, and satellite teleconference capability. A fiber optic media distribution network reaches over 225 e-classrooms that have full integration of computer and Internet capabilities. Another 100 rooms have various e-classroom characteristics that range from cable-TV to ceiling-mounted projectors for laptop connectivity. Almost all classrooms have been equipped with an Ethernet jack to allow infrastructure connectivity with a laptop.

The College encourages all faculty to use a laptop as their primary computer and to use their own laptop in e-Classrooms.

Instructional Classroom Support Services (ICSS) can give you information about the equipment or instructions on how to use any one of the e-classrooms. Simply call Tech Support at 5-3999. Your mentor or other faculty in your department may also serve as a source of information.

For any difficulties with equipment in e-classrooms, call 5-3999 from a campus phone or cell phone.

**(NON) e-CLASSROOMS**

If your classroom is not equipped as an e-Classroom, you can fulfill in-class needs for film, video, DVD, etc., the Equipment and Projection Services. The service will deliver, set-up and operate media equipment.
Alternatively, some departments in the College have one or more computer carts with a projection system and Power Point capability. Speak to the Administrative Coordinator in your department about reserving and operating the cart for use in rooms where overhead projection systems are unavailable.

**ILEARN - New Learning Technologies Resource Center**

Located in the Ball Communication Building, BC214C, the New Learning Technologies Resource Center provides professional development, support and consulting services for faculty who are developing or revising courses to be delivered online, face-to-face, or in blended formats using technology.

**Contact:** Joel Whitesel, Director of Integrated Learning Institute - iLearn, 5-7200, jawhitesel@bsu.edu

**LEARNING MANAGEMENT SYSTEM**

From the BSU website, Learning Management Systems (like Blackboard and Canvas) are being used in more campus and online courses than ever before. Please consider whether the material you add to your LMS site is accessible to all students. If you record lectures or have video content, check to see if captions are included. Please purchase captioned materials whenever possible. If you use a digital textbook, check with the vendor to make sure that it is screen reader compatible.

**BLACKBOARD - A Learning Management System (Primary)**

Blackboard is a convenient and easy-to-use electronic communication system that you can use for any and all of the courses you teach. It allows you to post files for students, to engage students in online discussions, and post exams. There is also a gradebook function within Blackboard, called the Grade Center. Blackboard may be accessed round the clock, and it is a secure system requiring a password.

Learning Technologies Consulting and Support Group located in Teachers College, Room 403, provides workshops and support on Blackboard. Please visit www.bsu.edu/events/techtraining to see the workshop schedule and to register.

**Contact:** Joel Whitesel, Director of Integrated Learning Institute - iLearn, 5-7200, jawhitesel@bsu.edu

**CANVAS - A Learning Management System (Pilot Stage)**

Ball State is piloting a new instructional interface and communication system known as Canvas as a possible replacement for Blackboard. The pilot has now been opened university-wide for faculty testing and feedback.

The new Learning system is used by a large number of universities across the nation, and has some advantages that faculty may prefer such as a simple folder approach to courses and materials for easy access moving from one course to the next, drag&drop uploading of files, development/test-version courses for each actual course, use of apps, easy access to shared Google Docs within the interface, and personal file area for each faculty and student, just to name a few.

1. **Student Notification:** The following link contains information to guide you through the process of notifying your students that you are using Canvas. You will need to post this information soon to give them plenty of notice before the term starts. bsu-innovates.org/2017/08/10/how-will-your-students-know-about-canvas/

2. **Workshops:** We have a series of repeat sessions beginning on Monday. There is still time, and space, to sign up for one or all of the sessions. bsu-
innovates.org/2017/06/30/mark-your-calendars-sign-up-for-our-workshop-training-series/

3. **Drop-in hours**: Tomorrow morning, the iLearn staff will be participating in a half day retreat. However, if you have questions about Canvas, feel free to stop by the iLearn office in the afternoon and an Instructional Designer can assist you.

If you have any questions or concerns, please do not hesitate to contact us.

**Access**: Canvas, [bsu.instructure.com](http://bsu.instructure.com), Faculty and students can access all their courses and, for security purposes, a log-on to the Ball State website is required.

**Contact**: Joel Whitesel, Director of Integrated Learning Institute - iLearn, 5-7200, jawhitesel@bsu.edu, or Angela Nickoli, Instructional Technology, 5-6582, amnickoli@bsu.edu

**inQsit**

The acronym for Integrated Network Quizzing, Surveying, and Interactive Testing system is pronounced "in-quis'-it." It allows you to create and administer tests, quizzes, and surveys for your classes via computer and to retrieve, record, and grade student responses. Many faculty, especially those with large classes, use this system that was developed at Ball State. Students individually schedule testing times in specific computer labs that are proctored. You typically would not be present when students take your exams.

To learn more about inQsit, go to [www-bsu.edu/inqsit/info/index.cgi](http://www-bsu.edu/inqsit/info/index.cgi).

**Contact**: HelpDesk, 5-1517, helpdesk@bsu.edu, to establish an account.

**Gradebook—Web-Based grade entry system**

Many faculty, especially those with large classes, take advantage of the Web-Based Gradebook on Blackboard or Canvas to store information related to student grades and to calculate grades. The Web-Based Gradebook permits individual students to examine their grades and chart their progress. Students like being able to access their grades online using Gradebook, and Unified Technology Support reports 80% of students use Gradebook in at least one class.

Mid-Term and Final Grade Submissions, all final grades must be submitted through the Blackboard System Gradebook. Academic Systems will send out email notifications for the submission of Mid-Term and Final Grades reports on the Blackboard System Gradebook with "How To" links.

**THE DIVERSITY ASSOCIATES PROGRAM**

“Sponsored by the Office of Institutional Diversity (OID) this program provides instructors and staff with the opportunity to execute a diversity-related curriculum development project of their own design. Projects focus on one or more of the following areas: race, ethnicity, economic status, national origin, disability, gender, sexual identity, age, and/or religious viewpoints.” Visit the website for additional information: [www-bsu.edu/diversity](http://www-bsu.edu/diversity). Each year, the Associates engage in a series of activities that allow them to explore ways to integrate diversity-related issues into the courses they teach and to share their new expertise with others.

By participating, faculty members from a variety of disciplines come together to create an active learning community that promotes diversity in the curriculum. At the end of the academic year, Associates are expected to produce and disseminate the products of their project to an external audience, thus extending the diversity-centered learning community to the larger Ball State University campus and beyond. To find out more,

**Contact**: Melinda Messineo, Associate Professor of Sociology, Interim Associate Provost for Diversity, 5-5316, mmessine@bsu.edu
REFERRAL TO COUNSELING CENTER

The Counseling Center, located in Lucina Hall Room 320, offers a wide range of free and confidential psychological services to students in an effort to help them reach their educational goals and improve the quality of their lives. Services offered include individual and group counseling related to personal/social concerns; career assessment and counseling; psychological testing; psychiatric consultation; and crisis/emergency services. If a faculty or staff member feels that a student is in need of services, he/she is encouraged to make a referral to the Counseling Center. It is recommended that the referring faculty or staff member share his/her concern with the student, suggest that the student talk with a therapist in the Center, and either let the student call to schedule an appointment at 5-1736, or help the student place the call. In case of emergency, there is always a senior staff psychologist on duty to talk with the faculty or staff member about the situation at 5-1736 from 8:00 a.m. to 5:00 p.m., and at 747-7330 after hours. Often, the contact made by a faculty member is the key factor in getting a student into services that are needed.

Part of the Counseling Center’s service mission includes a strong outreach/consultation component oriented towards prevention, student development, and wellness. Programs for classes, student organizations and residence halls are offered in the areas of diversity, eating disorders, sexual health, sexual assault prevention, stress management, health education, substance abuse prevention, self-esteem, career exploration and relationship issues. To schedule, please call 5-1736 between 8:00 a.m. and 5:00 p.m. Descriptions of offered presentations can be found on the Counseling Center’s website.

The Counseling Center’s Resource Room provides information on anxiety, career exploration, diversity, depression, trauma, self-esteem, test anxiety, and much more. Books, videotapes, audiotapes, and computer programs are available to use. Anyone may use the Resource Room which is located in Lucina Hall, Room 310-C, between 8:00 a.m. and 5:00 p.m., Monday through Friday.

For further information on available services go to the Counseling Center website:

For "Information for Dealing with Distressed Students," go to the Counseling Center website and click on the link Information for Faculty and Staff. Additional brochures for Helping Students in Distress can also be requested through Student Affairs' Office of the Dean of Students.

THE LEARNING CENTER

As a part of University College, the Learning Center (NQ350) offers a variety of academic support programs for both faculty and students. For students, these programs include free one-on-one peer tutoring for many Science and Humanities courses, Math and Business-related courses, Foreign Language and written assignments, and study skills. See the next page for a more complete listing. The Learning Center also offers Supplemental Instruction (SI). In courses selected for SI, trained advanced undergraduates serve as "model students" who attend class sessions, take notes, and hold voluntary small-group study sessions outside of class, using collaborative learning to develop study strategies, promote group discussion, and help students learn questioning and review techniques. In addition to peer tutoring and SI, the Learning Center also serves faculty members through outreach services: (1) programs of special benefit to your classes, such as workshops on study skills, time management, content-based writing assignments, and essay exam preparation; (2) a tutor who serves as a resource person in your classroom for help with a particular assignment; (3) arrangement for administering course exams to disabled students using accommodations in the Learning Center; and (4) a
staff member who can visit your classroom to give a brief explanation of how the Center can help your students become more effective learners.

**Syllabus Suggested Text**

"The Learning Center offers FREE TUTORING for many courses on campus, including science and humanities, modern languages, math and business, help with any writing task, and study strategies such as time management, test taking, note taking, and effective textbook reading.

The Learning Center opens for Fall 2017 tutoring on Monday, August 28th, at 9am. Hours are Monday-Thursday, 9am-8pm, and Friday, 9am-12pm.

Call 765-285-3780 or visit NQ 350 to make an appointment to meet with a tutor. Check us out online at [www.bsu.edu/learningcenter](http://www.bsu.edu/learningcenter). We can help!"

A Faculty handbook is also available at [bsu.edu/learningcenter](http://bsu.edu/learningcenter).

**Contact:** North Quad 350, (765) 285-1006

The Learning Center offers FREE tutorial services

Please inquire about the availability of tutoring in classes not listed and
Supplemental Instruction (SI) in various classes.

**Science & Humanities Desk, 5-3776**

Thursday: 9am - 8pm, Friday 9 AM - 12 Noon

Tutors are available to help with the following:

- ANAT 201
- ASTR 100, 120
- BIO 100, 102, 111, 112, 113, 210, 214, 215
- CHEM 100, 101, 111, 112, 225, 231, 232, 234, 360
- CJC 101, 102, 220, 221, 240
- EXSC 292, 293, 294
- GEOG 101, 150
- GEOL 101
- HIST 150, 151, 152, 201, 202
- MUHI 100
- MUST 101, 102, 111, 112, 201, 202, 211, 212
- NUR 228, 230, 231, 330, 340, 350
- PHYC 100, 110, 112, 120
- PHYS 205, 215
- PSYS 100, 241
- RELS 160

**Math & Business Desk, 5-3780**

Tutors are available to help with the following:

- ACC 201, 202
- ECON 116, 201, 202, 221
- ISOM 125, 135
- MATHS 108, 111, 112, 125, 132, 161, 162, 165, 166, 201, 202, 207
 Weeky review sessions are offered for some courses
- Computer-based Assignments – Web pages, Power Point, Blackboard

**Writing & Languages Desk, 5-3778**

Tutors are available to help with the following:

- ENG, COMM, JOUR, TCOM
- CC 101
- CH 101, 102, 201
FR 101, 102, 201, 202, 301, 302, 334, 335, 360  
GER 101, 102, 201, 202, 301, 302, 335  
GRK 101, 102, 201  
JAPA 101, 102, 201, 202, 301, 302, 304  
LAT 101, 102, 201, 202, 301, 302, 303, 304, 305, 401  
SP 101, 102, 201, 202, 301, 302, 303, 360  
-Paper review  
-Editing skills  
-MLA/APA format  
-Brainstorming and outlining  
-Library research skills  
-Speeches and presentations  
-Grammar and mechanics  
-Writing Competency Exam review  

**Success Strategies Desk, 5-3779**  
Tutors are available to help with the following:  
- Time Management  
- Note taking  
- Test taking  
- Reading comprehension strategies  
- Concentration/memory skills  
- CASA preparation  
- Classes related to the teacher education program  
- Test accommodations for students with disabilities  
- In-class workshops on reading and study skills
ADVISING MATTERS

Most departments in the College have newly hired professional advisers to help students keep track of the nitty-gritty of number of hours achieved and program requirements. The thinking is that faculty will then mentor and advise students with respect to broader educational and career goals. The information below will be useful to you. (Advising website: www.bsu.edu/advising/)

PROGRAM REQUIREMENTS

In order to graduate, an undergraduate graduating in December 2012 or beyond must complete at least 120 hours of coursework with a minimum GPA of 2.0. Most departments offer one or more majors and minors. Some majors have multiple “Options” or “Concentrations.” A good starting place to learn about the offerings of your department is the Ball State University Bulletin: Undergraduate Catalog 2017-2018. Another very useful booklet is the Advising Handbook 2017-2018, Ball State University. You can find this booklet online at: cms.bsu.edu/academics/advising. The mentors of new faculty will give copies of both of these to their mentees. Some departments have a variety of advising forms. All have a schedule showing in which semesters specific courses are usually offered. Get these from your department office.

Middle School and High School teaching majors earn degrees in the College of Sciences and Humanities in 13 departments. They complete departmental requirements, Teachers College requirements, and requirements such as portfolios, which are common to all teaching majors at Ball State University. If you are a new adviser to teaching majors, we suggest you speak with your department chair and other departmental teaching advisers to learn the system that is in place.

CATALOGS –GRADUATE AND UNDERGRADUATE

You may access the current Undergraduate Catalog and Graduate Catalog online, or through the website: www.bsu.edu/academicsystems.

Class offerings may also be found via your faculty access to MyBSU on the main Faculty & Staff webpage.

- To obtain catalogs, go to the BSU Homepage at my.bsu.edu.
- You will enter your BSU username and password.
- Click on the following path of entries:
  - SSB – Self-Service Banner
  - Click on the tab Faculty Services
  - Click on the tab Course Catalog & Class Offerings
  - Click on Search Available Class Offerings
  - Term Selection (and pull down to correct term of inquiry); then click Submit
  - Select the Subject and Course Number, then click Submit

DEGREEWORKS

Each student’s DegreeWorks lists every course required for the student’s declared major(s) and minor(s) and shows the courses and grades that have been completed or attempted. DegreeWorks profile is an advising necessity.
Students can, and should, obtain up-to-date DegreeWorks online or from their adviser. Faculty can obtain a DegreeWorks through BSU@Work for any student registered in a course. Obtain clearance to do this from University Computing Services. DegreeWorks are typically used by faculty advisers to determine the status of a student’s progress at the university and to determine any remaining coursework or requirements that must be fulfilled prior to graduation. The DegreeWorks also lists each student’s academic department and adviser.

**Tk20 PERFORMANCE ASSESSMENT SYSTEM**

Tk20 is the all new solution for creating digital portfolios and assessing student data for those students seeking a degree from Teachers College. With Tk20, students can easily submit artifacts and assignments to their instructors and receive quality feedback. Students can also keep track of their progress in completing their education degree, as well as reference any requirements that they might be missing.

Faculty with students pursuing teaching licensure in areas of the College should direct students to the Tk20 website as early as possible in their degree progress so that they can begin collecting artifacts for their portfolios. The web link to the homepage for Tk20 is given here.

**GRADUATION REQUIREMENTS**

Please refer to your specific departmental and program requirements for graduation. These requirements may include an Exit Exam or other assessment instrument. In addition, all students are required to have passed the BSU Writing Competency Exam, which will be noted on their DegreeWorks. Applications for graduation must be filed by the student the semester prior to the actual semester of graduation.
JUNIOR FACULTY ASPiRE INTERNAL GRANT PROGRAM

Ball State University's ASPiRE Internal Grant Program provides funding to support projects in the areas of research, scholarly studies, and creative endeavors.

Several grant programs are available to new faculty members who are engaged in early stages of research or creative arts projects through the ASPiRE Program offered by the Sponsored Programs Office (SPA) found at www.bsu.edu/SPA/. Among these are the Junior Faculty Research and Junior Faculty Creative Arts grants. These awards are available to faculty members who are in their first five years of service to the University. The Reprint/Publication Support grant program helps offset costs for reprints of journal articles accepted for publication. Other ASPiRE Programs for Faculty include: Ad Hoc and travel support for international presentations and external funding opportunities.

New Faculty Start-up

Tenure-track faculty in their first year of employment (who have not received research or creative arts funds from their department or college) can apply for supplies, research-related items, and travel to conferences or workshops with a one-time $3,000 grant to assist with launching their research/creative agenda.

Award Amount: $3,000
Deadline: September 20, 2017

Hollis Fund

The Joseph W. and Marcella S. Hollis Fund supports research in psychology. Proposals from any department are eligible, as long as the project is psychology based.

Award Amount: $500
Deadlines: October 1 (Fall Round)
April 1 (Spring Round)

ASPiRE Junior Faculty Research & Creative Arts Program

ASPiRE Junior Faculty Awards further the goal of ultimately seeking sponsorship from external funding agencies. Requested support can be in the form of summer stipend ($6,000 max), supplemental assigned time ($2,500), summer graduate research assistantship, and/or supplies, expenses, equipment, and travel.

Research:

In general, projects submitted to the research competition involve a systematic process of investigation or study that will produce facts or theories, apply such knowledge to problem-solving within the discipline or in society, or pursue a specific avenue of inquiry.

Award Amount: $15,000
Deadlines:
Junior Faculty Research Pre-submission: December 15, 2017
Junior Faculty Research Full-submission: January 8, 2018

Creative Arts:

The goal of the creative arts program is to provide support to those projects that propose the creation and/or presentation of works of creative art.

Award Amount: $15,000
Deadlines:
ADDITIONAL ASPIRE FACULTY PROGRAMS

Reprint/Publication Support

Provides support for expenses associated with publication, reprints, and page charges. Work must have been accepted for publication or published in a refereed or other scholarly journal. **Deadline: 15th of the month; $300 per publication; $500 per FY**

Travel Support for External Funding Opportunities

Provides assistance in securing external funding for research or sponsored projects. Travel is primarily for face-to-face meetings with program officers of funding agencies or foundations. **Deadline: 15th of the month**

International Travel

Program funds are awarded to tenured and tenure-track faculty members to facilitate international academic or creative activity in form of scholarly presentations or artistic performances. **$400 per FY; Multiple deadlines, see the ASPIRE website for details.**

For More Information

See the Sponsored Programs website for detailed guidelines and application forms at Advance Proposal Development.

**Contact:** ASPIRE Program Manager, 5-5083 aspire@bsu.edu, with any questions regarding the Aspire Internal Grant Program.

SUBMISSION PORTAL

Sponsored Projects Administration and the ASPIRE internal grants program is pleased to announce a new submission portal available for all applications with the September 2017 competition deadlines. All applications will be available on and must be submitted through sponsoredprojectsadministration.submittable.com. This will provide an easier interface for loading required documents, allows for starting and pausing applications prior to submission and applicants can see their history of submissions.

Competition deadlines, eligibility requirements, guidelines and other required documents will still be available on the ASPIRE website.

GRANTSMAINSHP WORKSHOP

The Sponsored Programs Office offers topical information sessions via workshops and seminars at various times throughout the year. These sessions enable grant seekers to gain a better understanding of the grantsmanship process and provide helpful information regarding how to craft competitive proposals for external funding.

In addition to these formal sessions, faculty members are invited to request workshops that address areas of specific interest. Customized sessions can be scheduled at the convenience of faculty, and can be for groups as small as two or three people.

For More Information

See the Sponsored Programs website for detailed guidelines and application forms at Advance Proposal Development.

**Contact:** ASPIRE Program Manager, 5-5083 aspire@bsu.edu, with any questions regarding the Aspire Internal Grant Program.
STUDENT GRANT PROGRAMS

Graduate Student Grant Proposal Due Dates

Research: October 7, 2017
Creative Arts: October 14, 2017

Undergraduate Student Grant Proposal Due Dates

Research: November 4, 2017 & February 3, 2018
Creative Arts: November 11, 2017 & February 10, 2018

Student Travel Grants: 15th of the month prior to travel date (for presentations of papers and/or posters, etc., at meetings or conferences)

CREATIVE TEACHING GRANTS

These grants are also available through Innovation in Teaching, Assessment, and Scholarship (ITAS), located on TC402. This grant program focuses on the development of innovative teaching approaches as related to a specific course or instructional program.

Contact: ITAS at 5-1763 or itas@bus.edu for more information.

EXTERNAL GRANTS

All proposals for external grant programs are submitted to agencies through the Sponsored Programs Administration at Ball State. You can find information on external grant funding opportunities on the SPA Research Newsletter Blog, via the BSU Communications Center, through electronic databases, and by consulting the SPA staff.

All aspects of proposal development—funding opportunity searches, narrative review, budget formulation, University clearance guidance, and application submission—are coordinated by the SPA expert staff who are ready to assist you. This is a very faculty-friendly office! The staff is extremely knowledgeable and helpful.

Throughout the process, SPA has a staff of Proposal Managers assigned to each department. In addition, SPA has created a Proposal Development Timetable to assist you in preparing to develop and submit a proposal for extramural funding. The timeline is available in the proposal preparation section of the SPA website. Be sure to check it out!

Ball State is a subscriber to the Community of Science (COS), a service featuring informational databases for researchers, including funding opportunities (for all disciplines, not just the sciences). SPA can assist you to register to receive automatic email notification of new and updated grant programs (through COS) and of impending grant deadlines (through the Grants Resource Center and Ball State’s Eureka! database system).

Please visit the SPA website to identify the Proposal Manager assigned to your area, or telephone 5-1600 for information.

Contact: SPO, 5-1600, www.bsu.edu/spa.
OFFICE OF RESEARCH INTEGRITY:

INSTITUTIONAL REVIEW BOARD (IRB)

Getting Started in Research

All new faculty members should familiarize themselves with the Research Compliance expectations of the institution. The areas of compliance include: Human Subject Participation (IRB), Animal Subject Care and Use (IACUC), Use of Recombinant DNA or Infectious Agents (Biosafety), Radiation Safety (NRC), Research Misconduct, Conflict of Commitment, Conflict of Interest, and Financial Conflict of Interest. Individuals whose research involves animals and human subjects will need to complete the appropriate modules through the online Collaborative Institutional Training Initiative (CITI) in order to apply for Institutional Review Board approval.

Contact: John Mulcahy, Associate Director of Research Integrity, 5-5106, jmulcahy@bsu.edu, for more information regarding Ball State University’s Policy and Procedures for the Protection of Human Subjects in Research, or see the Faculty Handbook.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR FACULTY

Ball State offers a wide variety of professional development programs for faculty. Opportunities are coordinated through the Office of the Associate Provost, but are provided by many offices on campus.

Contact: Office of the Associate Provost, 5-1876 and ask them to send you a copy of this information electronically. This handout describes a variety of programs under the headings of Teaching Support, Research and Scholarship Support, Program Development, Travel Support, Leaves, Administrative Opportunities, Exchanges, and External Funding Support.
TECHNOLOGY RESOURCES AT BALL STATE

ORGANIZATION OF INFORMATION TECHNOLOGY AT BALL STATE

The Office of Information Technology provides and supports technologies for education, communication, collaboration, recorded knowledge and information, and institutional operations for the entire university. All of the organized areas within Information Technology were established to maintain, service, and support the university’s technical needs while providing opportunities for the Ball State community to enhance their technical skills.

Some of the areas within Information Technology provide direct support services to faculty, students, and staff in their pursuit of excellence in academics, research, and institutional efficiencies. They are as follows:

COMPUTER ACCOUNT – EMAIL

Getting your BSU email account is a two-step process that must be done in person. First, go to the Registrar's Office on the ground level of Lucina Hall and obtain a BSU picture ID. Second, go to the Bracken Library, Room 101, with your BSU ID. You will receive your username and password. Note, this account is for university business, rather than for personal matters.

You can access your faculty email account through Outlook 2016 from a Windows computer, or through Outlook for Mac 2017. For more information on managing your email account, go to www.bsu.edu/webmail. Outlook Web Access permits access from the Internet. From the Internet, you can access your account from www.bsu.edu/webmail.

COMMUNICATIONS CENTER

The Ball State Communications Center has been developed as the “one-stop” source for all on-campus news and information. The Communications Center lets you receive targeted email in any, or all, of the following categories:

- Communications Center
- Academics
- Academic Colleges
- Arts, Culture, Entertainment
- Athletics
- Campus Bulletin Board
- Career Development
- Employee News & Events
- Family Activities
- Fitness & Health
- Housing & Dining
- Immersive Learning
- International
- Parking & Facilities
- Recreation Services
- Student Services
- Technology
- Training & Workshops
- University Governance

You can opt out of any of the categories by going to Communications Center and following the link for “Manage my subscription.” To sign up for text message Notifications of Emergencies on campus, go to the Communications Center homepage, and follow the link “Manage emergency notifications.”
You can post information to the Communications Center in one of two ways. For **Kudos**, i.e., notices of your accomplishments, go to the Communications Center web page, click on “Publish content,” and follow the step-by-step posting directions. When you have achievements such as publications, presentations, major grants, creative endeavors, and/or service, don’t be modest. It is to your advantage to post them. Kudos are compiled and published on a semi-monthly basis.

To advertise events and news in other categories, ask your department office staff who the official department publisher of events is. Then ask the “publisher” to post your information.

**COMPUTERS**

**Unified Technology Support**

(UTS)—will help you overcome technical hurdles and empower you with the knowledge you need to stay ahead of the technical curve. Beginning fall 2011, all UTS services will be located in Bracken Library, BL101, our new phone number is 765-285-8324 (TECH). For more details about our services go to [www.bsu.edu/uts](http://www.bsu.edu/uts) and select Faculty and Staff: Services and Information and UTS Services from the navigation menu.

**HelpDesk – Obtaining Help for Desktop or Laptop**

If you are having a problem with a computer program, or if your computer equipment is in need of repair, the HelpDesk, the first line of communication for Unified Technology Support (UTS), is available to answer your questions. You may contact the HelpDesk by sending e-mail to helpdesk@bsu.edu, or by calling 5-1517. Please note that each building has a designated LSP (Local Service Person). If you have computer problems, the HelpDesk will log a call request with the individual assigned to your building. This individual will then contact you to arrange a time to meet. The HelpDesk evaluates all incoming problems as they are received, then provides solutions or routes the problem, using an internal problem management system to track the request and solution. Often when a request is phoned in, the HelpDesk can "walk" through the problem and can view the user's screen via a remote assistance program. When needed, the Help Desk staff may also establish a conference call with a product specialist to answer the user's question.

**Contact:** The HelpDesk number is 765-285-1517 or toll-free 1-866-771-3276.

Technology HelpDesk, Information Technology, academic year phone support hours.

- Monday -- Thursday, 7:30 a.m. - 10 p.m.
- Friday, 7:30 a.m. - 8 p.m.
- Saturday, 10 a.m. - 5 p.m.
- Sunday, 11 a.m. - 9 p.m.

If you have questions regarding the new site, emails, or academic year phone support hours, please contact the Technology Help Desk at bsu.edu/helpdesk to submit a service request, or call 765-285-1517 to speak with a Technology HelpDesk representative.

After hours, you might refer to a collection of how-to videos, TechClips at [www.bsu.edu/techclips](http://www.bsu.edu/techclips).

**Computer Labs**

There are labs throughout campus where you or your students can work. For individuals with disabilities, an Adaptive Computer Laboratory is available in the Robert Bell Building, Room 134G; phone: 5-8275. For information on labs, call 5-5234 or [www.bsu.edu/labs](http://www.bsu.edu/labs).
Computer-Based Testing Labs for inQsit

Three full-time testing labs are available in Cooper Nursing 313, Robert Bell 134D and Student Center 119. For more information, go to www.bsu.edu/labs and click on Computer-Based Testing.

Computers--Laptop Loaners

Laptop computers are available for limited loan through Equipment Projection Services in Bracken Library. Computer Classes and —How-to Use-It!l Resources

Non-credit, non-fee classes are available for faculty, staff, and graduate students on the use of learning technologies such as Blackboard, inQsit, Web Gradebook and rGrade. Watch your e-mail for announcements.

TechClips, available at www.bsu.edu/helpdesk, provide assistance on topics such as academic tools for classes, antivirus software, collaboration tools, digital images and photos, mobile devices, etc.

The Helpdesk is also available at helpdesk@bsu.edu.

iWEB

iWeb is the hosting platform for individual web services at Ball State University. Faculty, staff, and students with BSU Computer Usernames may create their own website to publish academic or personal information. Each site, by default, may contain up to 2 gigabytes of information. You may publish via FTP or turn on the optional FrontPage Server Extension to make full use of the FrontPage publishing client. ASP scripts are also supported.

For more information, see: www.bsu.edu/iweb.

EMERGING TECHNOLOGIES

Emerging Technologies explores disruptive innovations to find practical applications for academics, research, and business. We do this in collaboration with our student employees, the Digital Corps, so they graduate with professional readiness and a deep, but relevant understanding of technology. Together, we solve problems using apps, movies, websites, and other custom physical and virtual creations.

Emerging Technologies provides support for creative media endeavors, training opportunities to keep you up-to-date on the latest technologies and specialized software instruction. For more information about the area, or to access online training tutorials for a variety of software applications, visit www.bsu.edu/emergingtechnologies.

UNIVERSITY TELEPLEX

The Teleplex provides quality video production and professional broadcast services to faculty, staff, and departments. The Teleplex also provides classroom media delivery, satellite-based conferencing, media archival services, media support for distance education, and media equipment for checkout. For more information about production services, visit www.bsu.edu/teleplex.

LEGAL ISSUES

Software and Issues of Legality

Make sure all the software on your office computer is legal. It should be owned by you or the Department, or its use controlled by a site license held by the University. The University is committed to the principle that those whose intellectual efforts create a product should be
compensated. Adequate funds have been made available to insure we all have the software we need to do our jobs. If you are unsure, ask your office staff.

**Copyright Compliance**

Help in deciding whether or not a given use of specific copyrighted materials is permissible is available from the Ball State University Copyright and Intellectual Property Manager.

**Contact:** Copyright Compliance Officer, 5-5330, copyright@bsu.edu, with questions.
FACULTY BENEFITS

HEALTH CARE PLANS/ OPTIONS

The university has a low deductible and a high deductible wellness PPO health plan as well as a high deductible Health Savings (HSA) plan option. Benefit eligible employees can participate in the Flexible Spending Accounts for Medical and Dependent Care expenses. For additional information on all the benefits available to eligible employees including the health care benefits, select the Benefits section on the Payroll and Employee Benefits website at www.bsu.edu/payroll/.

Smoke-Free Campus

Ball State University is committed to the health and wellness of its students, faculty, staff, and visitors. To support that pledge, Ball State is a tobacco-free campus. Additionally, the health insurance plans offered by the university have a Tobacco-Free Discount.

Anyone who fails to comply with the policy may be fined $100 per occurrence.

HEALTH CARE—QUICK CLINIC

The Ball State Employee Quick Clinic is located in the lower level of the Amelia Wood Health Center. It is on campus at 1700 Neely Ave., east of the Student Recreation and Wellness Center and west of Kinghorn Hall. The Quick Clinic provides care by certified nurse practitioners for common illnesses, and minor injuries to Ball State employees, spouses, their dependents older than 2, and retirees younger than age 65. Typically, the clinic has a supply of flu shots.

No deductible or co-insurance is required for employees, their families or retirees under the age of 65 who use the BSU Quick Clinic and are enrolled in the Low Deductible PPO Plan or High Deductible Wellness PPO Plan as their primary coverage. Individuals that are enrolled in the HSA Qualified Health Plan as their primary coverage are also encouraged to visit the clinic. Other insurance companies will be billed for the Quick Clinic services but deductibles or co-pays will be applied according to the insurance plan provisions. No payment is required at the time of service.

FREE parking is available at the rear of the building in the spaces designated for Quick Clinic visitors. When you arrive, be sure to get a parking hang tag at the check in desk, and put it in your car before you are seen by the nurse. Otherwise, you may get a ticket. Prescriptions can also be filled at the on-site pharmacy located on the first floor of the Health Center.

Starting Monday August 14th, 2017, the Ball State Employee Quick Clinic is open Monday, Thursday, Friday 8 a.m. - 5 p.m., and Tuesday, Wednesday 9 a.m. - 6 p.m.

The BSU Quick Clinic is a great resource located on campus in the basement of the Health Center! Please be reminded of the following items when you look to the Quick Clinic for treatment:

Be sure to always bring your photo ID and current insurance card. The Quick Clinic sees patients by appointment.

Contact: Quick Clinic, (765) 285-1106, to schedule an appointment or with questions.

LEAVES OF ABSENCE

A variety of Leaves are possible; for example: Medical Leave, Family Leave, and Sabbatical (Special Assigned Leave with Pay). For additional information please check the Leaves of Absence website: www.bsu.edu/hrs and talk with your department chairperson.
DISABILITY ACCOMMODATIONS FOR FACULTY

Disabilities may be apparent to other people or not. If you need help with a disability, there are two important resources to consider: your department chairperson and the Office of University Compliance (Administration Bldg, AD335; 5-5162). Your chairperson, in conjunction with staff in the Compliance office, can initiate action such as trying to schedule your classes close to your office, scheduling your classes at accommodating times, providing a lab assistant or grad assistant, or ordering a special piece of office or lab furniture or computer.

Each parking lot and garage has spaces reserved for those who need to be closer to buildings. Parking Services, on the lower level of the Student Center, can help. They will issue both short and long-term parking permits when you present medical documentation.

Another helpful contact may be the office of Disability Services (Student Center, SC116; 5-5293). This office handles primarily student disability issues, however the staff there can provide resources that may be helpful for you. Additionally, there is a special shuttle which will transport a person from building to building on campus. The Disability Services office makes arrangements for this service.

LIFEWORKS PROGRAMS

Child Care and Other Work Life Concerns

LifeWorks Programs is a resource and referral service that provides information to university employees 24/7 through the LifeWorks Programs website on such things as: wellness and programs to reach your health goals.

LifeWorks Programs also administers the Employee Assistance Program (EAP). This service is offered to all university employees to assist with personal difficulties. The university's EAP works closely with the Counseling Center to offer the confidential support and direction employees need.

Contact: contact Marta Stephens, Human Resources Programs Coordinator, 5-1187, mailto:mstephens@bsu.edu, for additional information.

Child Study Center

For preschool, full-time or part-time child care, contact the Child Study Center (CSC). The CSC is a lab school under the auspices of the Department of Family and Consumer Sciences, www.bsu.edu/fcs/csc. The infant/toddler program, for ages 6 weeks to 3 years, is open 7:45 a.m.-5:15 p.m. during the academic year. Preschool, for ages 3 years to pre-K, is open 7:45 a.m.-5:15 p.m. during the academic year with a summer preschool program also offered. View program times on the website. Call CSC at 5-1987 for information.

RETIREMENT PLANS

Information about retirement options, including Tax Deferred Annuity, Deferred Compensation, and IN State Teachers’ Retirement Fund Deductions (TRF) can be obtained from the Payroll and Employee Benefits Office (Administration Building G29). If you need assistance with understanding the benefit options available to you, call 5-8461 to talk with a member of the Benefits Staff. For additional information please look for Saving for Retirement under the Benefits section of the Payroll and Employee Benefits webpage, www.bsu.edu/payroll/.

WORKING WELL PROGRAM—WELLNESS

Being well and fit makes it easier for us to do our work. Working Well at Ball State University is a health enhancement program designed especially for Ball State employees. It is designed to help us improve or maintain a healthy lifestyle and to optimize health-care
resources. Information on health assessment, coaching, nutritional counseling, Weight Watchers and more can be found at the Working Well website: www.bsu.edu/workingwell/ or call: 5-9355.

RECREATION SERVICES

Many faculty take advantage of the convenient and well-maintained recreation facilities to work out on their own or in organized classes. Ball Gym includes a fitness room, walking track, pool, and multipurpose fitness studio, which are available to faculty and staff without charge. Check the website below for the hours. You will need to take your BSU ID.

For a modest fee you can take Fitness classes, such as Pilates, Zumba, AquaFit, and Step, taught by BSU student instructors. The classes are very good and lots of fun.

The Student Recreation and Wellness Center/Health and Physical Activities Building includes a fitness center, five court gymnasium, two court auxiliary gymnasium, climbing center, six multipurpose fitness studios, lounge space, game room, pool with diving tower, racquetball courts, field-sports building, and the Office of Recreation Services. There is a charge to use the SRWC. For more information, including hours and applicable fees for some usage, see www.bsu.edu/recreation.

RELOCATION SERVICES & COMMUNITY INFORMATION

The university offers a wide range of services to prospective candidates and employees. These services include: apartments, movers, school systems, things to do, and utilities and other community services.

Website: Relocation, for additional information.

Finding a job for a significant other

While finding suitable employment in any new setting poses challenges and usually requires a concerted effort, we have some specific suggestions of places to look in East Central Indiana and some strategies. We think that the outlook is very optimistic.

- Tell everyone you meet that your significant person is looking for a job and what type of job. Your department chair and mentor may be able to help with networking.
- If a faculty position at Ball State is the goal, your spouse/partner/friend needs to set an appointment to introduce themselves IN PERSON to the department chair of the appropriate department at Ball State. Sometimes the chair knows that a contract position or tenure-track position will become open before it is advertised. Also, a chairperson who is well-connected in the state and community may know of opportunities elsewhere. Sometimes a contract position becomes available quite suddenly, days or months after your discussion, and a chairperson has to fill the position quickly. If the chair knows that your partner is a strong candidate, your partner may catapult to the top of the chair’s short list. Being hired as a contract faculty member is a good thing. While a tenure-track position may be the ultimate goal, a contract position can be a great stepping stone toward a tenure-track hire. It gives a person a chance to know the department faculty, students, and curriculum. And, when a tenure-track position opens up, one often is in a good position to compete for it.
- On the BSU website, the University Human Resources Services lists open faculty and staff positions at www.bsu.edu/hrs/jobpostings.
• If a faculty position is the goal, and there are no appropriate openings at Ball State, there are other colleges and universities within reasonable commuting distances. A look at their websites will help you identify potential departments.

   Other institutions include: Taylor University in Upland; Taylor University in Fort Wayne; Indiana Wesleyan College in Marion; Huntington University in Huntington; Anderson University in Anderson; University of St. Francis in Fort Wayne; Indiana University-Purdue University Fort Wayne (IPFW); Earlham College in Richmond; Indiana University East in Richmond; Indiana University Kokomo. And, in Indianapolis, you will find: Butler University; Indiana University-Purdue University Indianapolis (IUPUI); The University of Indianapolis; and Marian College.

   Additionally, there are more specialized institutions, such as the Art Institute of Indianapolis, the Writer’s Center of Indiana in Indianapolis, the Indiana Business College, with facilities in Anderson, Fort Wayne, Indianapolis, Marion, Muncie, and the Indiana Institute of Technology in Fort Wayne.

   IVY Tech, the growing Indiana community college system, has nearby campuses in Muncie, Anderson, Kokomo, Indianapolis, Fort Wayne, Richmond, and in Marion. With a doctorate, a person might find administrative, as well as teaching opportunities, at IVY Tech.

• If a teaching position in a K-12 school is desired, you can find a list of school districts in Delaware County by going to Other School Systems. The list includes other school corporations within a reasonable commuting distance and includes the surrounding counties of Madison, Grant, Blackford, Jay, Randolph, Henry, Hamilton, and Hancock.

   The Indiana Department of Education website lists schools in each of these county at Indiana K-12 School Websites. Click on “Search for a School." Indianapolis Public Schools in Marion County may also be a possibility. The larger school districts, such as Indianapolis and Anderson, often have openings very late in the summer and still are hiring as the school year begins.

   For questions about teacher licensing in Indiana, contact the BSU Office of Teacher Education Services at 5-1168.

• If a position in the health-related professions is a goal, there are many opportunities in Muncie, as the city has become quite a regional health center for East Central Indiana. IU/Ball Memorial Hospital, just southwest of the BSU campus on University Avenue, is a modern, multifaceted facility, with satellite centers such as a Cancer Center, Wound Center, Imaging Center, and Pain Clinic. The Cardinal Heath System provides access to a wide range of physician services from Family Practice to Specialty Care. The American Health Network on Morrison Road is a large Family Medicine practice, with its own laboratory and surgical facilities. Other hospitals in the area include Blackford Community Hospital in Hartford City, Community Hospital of Anderson, AMG Specialty Hospital (a long-term acute care) in Muncie, and Saint John’s Health System in Anderson. Retirement communities and nursing homes in the area also employ large numbers of skilled health professionals.

• Ball State hires more and more people into positions that are categorized as “Professional,” “Staff,” and “Service.” Some require very specialized knowledge and skills, such as computer programmers and media design experts hired by the Center for Media Design. Other positions require the skills of a college graduate with a good liberal arts background, or polished secretarial skills.
Check out these listings at [www.bsu.edu/hrs](http://www.bsu.edu/hrs) by clicking on “Employment Opportunities.” One may also register with Human Resources to be called for temporary office support staff jobs to replace staff members on vacation or sick leave.

- If there is an interest in employment in Social Services, you may wish to explore websites such as that of the Indiana Family and Social Services Administration at [www.in.gov/fssa/](http://www.in.gov/fssa/). Delaware County agencies concerned with social services include the Community Action Agency, Life Stream Services (formerly called the Area Agency on Aging), Meridian Services (formerly called Community Mental Health), Youth Opportunity Center, and Planned Parenthood. The United Way will have a listing of all agencies which receive United Way funds. And, your partner may wish to make an appointment with a member of the BSU Department of Social Work, even if you have no interest in university teaching.

- Exploring the “not-for-profit” organizations will be facilitated by studying an extensive list of Student/Parents supplied on the Muncie Community Schools website. A web search of Not-For-Profit Organizations may results in a wide variety of potential leads.

- Sometimes partners will decide to live on the northeastern corner of Indianapolis so that one can take advantage of professional opportunities in the larger metropolitan area. Law, banking, research science (e.g., Roche, Lilly, Dow Agro Sciences, Indiana University Medical Center), sports (e.g., Colts, Pacers, motor speedway, NCAA Hall of Champions), retail (e.g., Circle Center Mall, Keystone at the Crossing, etc.), museums (e.g., Indianapolis Museum of Art, Indiana State Museum, Eiteljorg Museum of American Indian and Western Art, Children’s Museum, Indianapolis Zoo and Botanical Gardens), artistic venues (e.g., Indianapolis Civic Theatre, Indianapolis Chamber Orchestra, Indianapolis Symphony Orchestra, Indiana Repertory Theatre, Madame Walker Theatre Center, Arts Council of Indianapolis), restaurants of many varieties, and much more are all areas of opportunity in the big city.

Additional items of possible interest in the Indianapolis job search include:

- Indy-at-Work, [www.indyatwork.com/jobseeker-central/networking-groups/young-professional-groups/](http://www.indyatwork.com/jobseeker-central/networking-groups/young-professional-groups/)
- Indiana Historical Society; Indiana Humanities Council

- If your partner would like to add to his/her educational credentials, both Ball State and IVY Tech in Muncie offer a myriad of opportunities. At Ball State there is a tuition remission for undergraduate course work for spouses of faculty, and graduate students can apply for assistantships that carry tuition remission as well as stipend.

- Be creative. Be patient. Many spouses/partners of BSU faculty have found terrific jobs in Muncie and the environs. You can, too!

- For a pep-talk and/or help in brainstorming, call the College Dean’s Office at 5-1042, and ask for contact information for a member of the Task Force on the Status of Women.
FACULTY INTERACTIONS

DEPARTMENTAL CULTURE AND unspoken RULES OF ETIQUETTE

Every department has unspoken rules of etiquette. Our advice is that you try to learn them quickly. For example, there is an Administrative Coordinator in each departmental office, and many departments have additional office staff members. They are extremely important people, and can make your life easier.

Professional Staff

Find out from your mentor what the department professional staff are responsible for with respect to assisting faculty. Never assume that you can take a pen, pencil, paperclip, stapler, etc., especially from their desk to use for even a moment. If you need to turn in a form, or other document to them when they are away from their desk, be sure to find out where they would like you to leave it. Desk areas of professional staff are their personal space. Never violate it. And, if you stop to chat, remember that you may have some free time, but they may not be free at that moment.

Learn quickly about basic supplies like pens, paper, CDs, and ink cartridges for your printer. Where are they kept? Can you help yourself to them based on your instructional needs, or are supplies kept under lock and key? Similarly, what are the rules governing use of the copy machine and FAX machine?

- If you want to speak briefly with the department chairperson, can you just drop in, or do you need an appointment?
- If there is a department conference room, is it used only for “officially” scheduled departmental events, or can faculty and their students use it informally?
- Who can post items on department bulletin boards?

Faculty Office Areas

Your office is your territory, but remember to be considerate of those in neighboring offices. Loud music, loud telephone calls, or loud office hour conversations with students can prevent colleagues from accomplishing their work.

Professional Email Interactions

Gossip spreads through departmental grapevines. Handle it with caution! Be very careful about what you write in an email. A single key stroke -- intended or unintended, by you or by someone else -- can send a message to many inboxes. And, there is no body language to tone down very direct or sarcastic written remarks.

FACULTY CULTURE & COMMUNICATIONS

Relationships with Colleagues

Getting along well with others is very important in faculty work. Faculty who can’t establish good working relationships with others can impede the work of their department and may be less successful in their own work. Sometimes new faculty must learn the skills of collaboration, consensus, and listening. It is a good assumption that all faculty in a department are talented and accomplished, and that on any given issue there may be differences of opinion. Making one’s self heard without offending others sometimes takes great skill.

Occasionally faculty members experience professional or interpersonal problems with colleagues, including within one’s own department. Always try to work out the problems together in private conferences, never in front of students or other colleagues. If the working or personal relationship does not improve, you may wish to talk to your mentor, requesting that the conversation be kept confidential. If things still do not improve, you may go to your Department
Chairperson with your concern. He or she may have some helpful insight, may see a need to meet with both parties, (particularly if the problem is professional in nature), or may refer you to another source of assistance. Sometimes two parties must simply agree to disagree without rancor. Temper tantrums, gossip mongering, and letter-writing campaigns are considered extremely poor form. Pressing the SEND button on an acrimonious email can lead to regrets later on.

A relevant program at Ball State is the University Mediation/Conciliation Service in the Center for Peace and Conflict Studies. Senior administration members, as well as the University Senate, have encouraged members of the university community to investigate this resource as a means of resolving problems, particularly those involving interpersonal relationships. In cases where formal mediation may be an appropriate avenue for resolution, any Ball State employee may take a grievance or problem to the Center; however, both parties must agree to participate in mediation in order for the Center's specially trained mediators to become involved. Everything about the mediation is confidential.

Contact: Larry Gerstein, Center Director, 5-8059 or lgerstein@bsu.edu, for information.

Relationship with Mentor

Having a mentor can be an enormous advantage. Use him/her well and often! Mentors typically are faculty who have been at Ball State long enough to be experienced at navigating through the challenges of the system, and they agreed to be your mentor because they want you to become a successful colleague. The mentor/new faculty relationship is new to both of you, and it may require some special effort on your part to make it work well. We have a couple of suggestions. Your mentor has been asked to meet regularly with you to give you information and assistance, some of which you may not even realize you need. So, when your mentor offers help or wants to talk, make time for interaction. If your mentor doesn’t approach you very frequently, then you should take the initiative.

Your faculty mentor has an informal role in giving advice and helping you with questions about your teaching or research. Sometimes the mentor/new faculty relationship blossoms into a long-lasting collaborative relationship. However, if the two of you don’t hit it off well, you can turn to another member of your department, or to the department chairperson for help. We generally do not recommend that the chairperson be the “official” mentor for a new faculty person, because of the evaluative nature of the chair position. In some departments, you may be assigned two mentors, and sometimes the three of you will meet. There are no procedures for officially changing your faculty mentor.

Relationship with Department Chair

Chairpersons make many decisions that will impact you in major ways. First of all, your Chairperson selected your Faculty Mentor. Hopefully this was a good choice. Second, your Chairperson decides what classes you will teach. Your life will be more manageable if you teach a set group of classes on a regular basis. Third, your Department Chair can assign time for you to do research rather than teach a class. Chairpersons may assign up to one class per semester for research to tenure-line faculty who seem likely to use the time productively. They generally do not assign time for research to full-time contract faculty.

Department Chairpersons are often responsible for assigning research space and allocating funds for travel. Some departments have a committee to assist with these decisions. The Department Chairperson is usually involved in the merit pay process and also in requesting Dean's Discretionary Funds, an additional source of salary money. Finally, the Department Chairperson is a nonvoting member of the department promotion and tenure committee.

Department Chairpersons normally try to be as helpful as possible to new faculty. Helping new faculty is generally one of the most satisfying parts of the department chairperson
position. When new faculty do well with their teaching and research, it reflects positively on both the Chairperson and the Department.

If a disagreement or problem with the Chairperson should arise, we suggest you discuss the situation with him or her. Try to clarify your position and obtain clarification of your Chairperson’s position. Our advice is to listen carefully and ask for interpretation from your mentor. Your faculty mentor or other faculty in the department may be helpful in clarifying what sorts of requests are reasonable for you to make in the context of the department or university culture and in providing perspective.

If you cannot resolve a particular issue with the Department Chairperson, your faculty mentor or other faculty may be able to advise you on possible actions. For example, for issues involving promotion and tenure, decisions made at the Department, College, or University levels can be appealed. The appeal procedures are outlined in the Faculty Handbook.

If a major disagreement with your Chairperson cannot be resolved, or if you feel you are being harassed, we suggest that you talk to the Dean.

Contact: John Bowers, Director of Institutional Equity and Internal Investigations, AD216, 5-5163, jwbowers@bsu.edu, if you feel that sexual harassment is involved

SEXUAL HARASSMENT

The College of Sciences and Humanities supports the University policy that states the University will not tolerate sexual harassment of students or employees. Members of the University community who believe they have been sexually harassed are encouraged to contact the Institutional Equity and Internal Investigations.

What is Sexual Harassment?

The following statement is taken from the Ball State Faculty Handbook:

The University has adapted the Equal Employment Opportunity Commission (EEOC) definition of sexual harassment for our academic community: Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, whether committed on or off campus, when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or participation in a University-sponsored education program or activity;

2. Submission to or rejection of such conduct by an individual is used as the basis or threatened to be used as the basis for employment decisions or academic decisions or assessments affecting an individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or educational environment. Such conduct will typically be directed against a particular individual or individuals and will either be abusive or severely humiliating or will persist despite the objection of the person targeted by the speech or conduct.

Sexual harassment includes but is not limited to situations where one person has authority over another. In such situations, sexual harassment is particularly serious because it may unfairly exploit the power inherent in a faculty member’s or supervisor’s position.

For examples of conduct constituting sexual harassment and for information on procedures to be followed in a case of sexual harassment, see the Faculty Handbook, pp. 69.

Contact: John Bowers, Director of Institutional Equity and Internal Investigations, AD216, 5-5163, jwbowers@bsu.edu, for more information.
SOCIAL NETWORK

We know that making friends and establishing significant relationships is an important part of maintaining a high quality of life. The BSU Affinity Groups is one place to meet people.

Contact: Melinda Messineo, mmessine@bsu.edu, for more information
TRAVEL INFORMATION AS OF 2017-2018

Clearly, most faculty travel to professional meetings, research, or have other university business which causes them to leave campus, and potentially miss classes from time to time.

Completing all forms PRIOR to your travel is required for university insurance coverage.

You will not receive reimbursement for travel unless you submit forms prior to your travel!

Also, it is up to you to find a substitute for your classes. Another faculty member or a graduate assistant might teach the class or proctor an examination for you. Your students need to remain involved in an academically productive manner while you are away.

If you plan to travel, you must:

• Complete a “Travel Template” (available in Banner Tutorials), (which may be found on the Banner Link on the Ball State homepage) and
• Submit it to your department’s travel coordinator.
• Obtain your department chairperson and the Dean’s Office approvals before you travel.

EGENCIA

Egencia is now the preferred travel vendor for the University. After an approved travel authorization is on file for you, go into the Egencia website to book your airfare, hotel, car (non-University) or rail.

• To access the Egencia website, go to the BSU Homepage, my.bsu.edu.
• You will enter your BSU username and password.
• Click on the following path of entries:
  o Scroll down to Additional Tools
  o Click on Egencia
  o Enter information for trip
• Here is the link to pertinent Egencia travel information on the Accounting website: cms.bsu.edu/about/administrativeoffices/accounting/travelinfo/egencia-considerations
• Here is the link to the Egencia Mobile app for iPhone or Android phones ‘Getting Started Guide’.

Important Information

a. If purchases are made outside of Egencia the University will deny reimbursement to you.

b. If there are extenuating circumstances and Egencia can’t be used, prior approval should be received by the Accounting Office/Travel for purchases to be made by other means to ensure that you will be reimbursed for your expenses. These requests can be emailed to travel@bsu.edu.

c. Reservations in Egencia will be reviewed by Travel and checked against the travel authorization expenses before items are booked and paid. If items requested in Egencia exceed the budgeted amount listed on the travel authorization the booking will be denied.
**PER DIEM**

Same day per diem is allowed if your travel is more than 7.5 hours. These are the per diem breakouts that are in effect as of 8/1/17.

- Depart Before 12:00PM: $26.00 In-State; $32.00 Out-of-State
- Depart 12:00PM-4:30PM: $13.00 In-State; $16.00 Out-of-State
- Depart After 4:30PM: None
- Return 7:30AM-12:00PM: $13.00 In-State; $16.00 Out-of-State
- Return After 12:00PM: $26.00 In-State; $32.00 Out-of-State

**IN-STATE LODGING**

In-state lodging rates that are in effect as of 8/1/17 are:

- Indianapolis/Carmel: $107.00
- Bloomington: $104.00
- Fort Wayne: $92.00
- Hammond/Munster/Merrillville: $99.00
- (West) Lafayette: $97.00

**DRIVING UNIVERSITY VEHICLES**

As a university faculty member, you are able to drive university vehicles on university business. This type of travel includes things such as travel to and from airports, to local and regional conferences, to off-campus research sites, and other university business.

In order to obtain a university vehicle, you be at least 18 years of age, have a valid Indiana or out-of-state driver's license, and consent to a Motor Vehicle Record (MVR) check. Ball State students (undergraduate or graduate) working in a paid position on campus are able to drive university vehicles.

In the event of an incident with a university vehicle, immediately report all problems involving a university vehicle, regardless of the extent of damage, to the police and to Transportation Services.

**Motor Pool**

If you use a car from the motor pool, you must park your own car in the space of the BSU car you are using. The car you park must have a BSU permit, or you will get a ticket.

**FOR MORE TRAVEL INFORMATION**

The full travel policy is available at the following link:

[cms.bsu.edu/about/administrativeoffices/accounting/travelinfo](http://cms.bsu.edu/about/administrativeoffices/accounting/travelinfo)
PARKING AND TRANSPORTATION SERVICES

PARKING PERMITS

During the academic year, parking permits are required during the enforcement hours of 7:00 a.m. to 7:00 p.m., Monday through Friday, unless otherwise posted. For summer parking restrictions, watch for Communications Center emails, or contact Parking Services. Faculty qualify for a General Faculty/Staff Permit (yellow) or a Restricted Permit (red). You may only purchase one permit, but can register additional vehicles. You must display the window decal on the vehicle which is parked on campus. Information on Faculty/Staff Permits can be obtained from the BSU Parking Services website at www.bsu.edu/parking/.

If you are an Indiana resident and receive your new license plates after you have applied for a parking permit, be sure to contact Parking Services and update your vehicle information on file. You must report changes in address, vehicle license number, or ownership to Parking Services within five business days. You can report changes in person at the Parking Service Office (see address below under Paying for Parking Permits), or via email at: parking@bsu.edu. You can get a $95 ticket if you don’t report the changes.

Parking Hotline: For the latest information from Parking Services about hours, vehicle registration information, or ticket response, consult the parking website www.bsu.edu/parking/ or call Ball State Parking Services at 5-1208.

Permit Types

With a General Faculty/Staff Permit, you may park in any of the yellow lots from 7:00 a.m. to 5:00 p.m., Monday through Friday, and in the Restricted lots after 7:00 p.m. unless otherwise posted.

With a Restricted Permit, you are limited to one assigned restricted (red) lot. The assigned lot number is indicated on the window decal. If your restricted lot is full, then you are permitted to park in any General Faculty (yellow) lot or Commuter (green) lot. Restricted lots are reserved from 7:00 a.m. to 7:00 p.m., Monday through Friday, and are categorized as—surface lots or—garage lots.

In the 2017-2018 school year a variety of construction projects may result in changes in parking policy. Call the Ball State Parking Hotline at 5-1208 for more information or consult the parking website at www.bsu.edu/parking/.

Handicap Parking

Do not parking in spaces marked Handicap unless you have a Handicapped sticker added to your permit. This is parking for those with disabilities. Tickets are $150 and your vehicle will be towed at your expense! If you use a car from the motor pool, you must park your own car in the space of the BSU car you are using. The car you park must have a BSU permit, or you will get a ticket.

Permit 97

Do not parking in spaces marked Permit 97 unless you have a Special 97 handicapped permit. This is parking for those with severe disabilities. Tickets are $150 and your vehicle will be towed at your expense!

PAYING FOR PARKING PERMITS

Parking fees can be paid all at once by check or cash, Master Card or Visa, or over time by payroll deduction. There are no additional fees for electing payroll deduction, but you must fill out the appropriate form which is available from Parking Services. Parking Services is located on the lower level of the L.A. Pittenger Student Center, Room L-1. (Corner of University Ave. and McKinley Ave.)
PARKING AT METERED SPACES

All parking facilities, except metered spaces, require a parking permit during enforcement hours. Regular metered spaces are for 45 minutes. Even if you have a parking permit, you may park anytime at meters, but the meter fee must be paid. There is metered space in the three parking garages. It is on the top level of the Emens parking structure, and on the first level of the garage behind the Pittenger Student Center, and the McKinley Avenue garage behind the Music Building. Currently, it costs $5 per day or $1 per hour to park in any of the three parking structures.

PARKING TICKETS

Tickets are taken seriously and must be paid or appealed by the date noted on the ticket. You have 10 business days to take care of this or a late fee will be assessed. Unpaid parking tickets will result in the withholding of any future salary increase. A violation received under extenuating circumstances may be petitioned to the Review and Appeal Committee. Appeal forms are available from Parking Services or on-line on the Parking Service website under appeals and must be filed within 10 business days after issuance or the right to appeal is forfeited. Notification of the committee’s decision will be sent by mail and is final and binding.

Vehicle Immobilization Boots and Towing of Vehicles

If you park in a tow-in zone or park overnight in a lot where this is not permitted, you will be towed. All faculty/staff and commuter surface lots, and parking structures are posted for no overnight parking Monday through Friday. If your car is towed, you will have to retrieve it from Nye’s Wrecker Service located at 801 S. Liberty St. The phone number is 282-5092. The towing charge must be paid in cash. Towing fees cannot be appealed. A ticket for improper parking will be written before the vehicle is towed. Vehicle immobilization boots and towing are currently used by Parking Services if five (5) or more outstanding citations have accumulated. All in all, people who have been through this report that it is a most unpleasant event. We recommend that you avoid it!

OTHER FORMS OF TRANSPORTATION

Campus Shuttle

The Campus Shuttle Bus Service provides free transportation for faculty, staff, students, and visitors along McKinley Avenue during the fall and spring semesters. The stops are marked. All you have to do is hop on! It is available every 6 to 10 minutes from 7:15 a.m. to 11:00 p.m., Monday through Thursday, 7:15 a.m. to 8:00 p.m. on Friday, and 5:00 p.m. to 11:00 p.m. on Sunday. BSU often provides shuttle service for activities which overtax the University’s parking facilities, such as events at Emens Auditorium, sporting events, etc.

Late Night Transportation: Charlie’s Charter

If you are working late at night, you may want to call Charlie’s Charter to take you to your car. Co-sponsored by the Department of Public Safety and the Student Government Association, Charlie’s Charter provides free and safe transportation for students, staff and faculty after the Campus Shuttle has stopped running for the evening. The Charlie’s Charter service runs Sunday through Thursday from 6:00 p.m. to 3:30 a.m. The phone number is 760-RIDE or 5-5005. The service does not run during the summer

MITS Buses

MITS stands for Muncie Indiana Transit System, and it is our city bus system. MITS can take you to many destinations around Muncie, including Ball State, the Muncie Mall, Walmart,
and downtown. Ball State faculty and other employees and students can ride the buses for free by presenting their Ball State ID to the bus driver. Call MITS for schedule and route information (289-6487) or visit the website at www.mitsbus.org.
UNIVERSITY LIBRARIES

The University Libraries provide thousands of digital resources like: videos, DVDs, photographs, books, and audio recordings for research and classroom use. In addition to Card Cat and World Cat use, you will have access to a variety of in-print and digital collections, articles, databases, and subscription only Web sites. With in-house media equipment and technology resources, you can design creative projects for your classes, scan images, create short videos, develop multimedia presentations, burn DVDs, maintain blogs, gather geospatial datasets, and produce podcasts—all with technology specialists ready to help you. To satisfy equipment needs, you can also check out laptops, video and digital cameras, and Webcams for use outside of the library. For more details, go to www.bsu.edu/library.

HOURS AND CALENDAR OF SERVICE

Bracken’s hours and those of the branch collections vary during the year, depending on the academic calendar. During the academic year, Bracken is open 120.5 hours per week, until 3:00 a.m. on Sunday through Thursday with earlier closures on Friday and Saturday. It is always a good idea to check the hours for holidays and breaks variations.

MAIN LIBRARY, BRANCH LIBRARIES, IMPORTANT COLLECTIONS

A. Alexander M. Bracken Library - the name of the main library (5-1101)

- The University Libraries seek to create a comfortable environment of facilities and technology for integrating library services and technology and to meet the changing learning, teaching, and research needs of students, faculty, and staff.

- Librarians and paraprofessionals help students, faculty, and staff with research needs, including assistance with locating and evaluating information and assistance with library technology. Additionally, librarians partner with faculty to provide information literacy instruction tailored to meet specific academic needs using electronic classrooms in the Libraries.

- The Libraries provide a full range of digital library resources, access to print collections, and productivity software to support teaching, learning, and research. There are private study carrels, group study rooms, and tabletop space for collaborative and individual study. Wireless connectivity is available throughout the Libraries.

B. The Architecture Library - located in the Architecture Building (5-5857)

The Architecture Library provides books, journals, reference materials, videos, online and print course reserves, online images and information resources, computers and software, scanners, a color copier and other resources. The Building Materials Collection, adjacent to the Architecture Library, provides hands-on access to samples of innovative or sustainable materials. The Drawings and Documents Archive contains thousands of original documents and materials on the history of Indiana sites and structures.

Contact: Amy Trendler, Architecture Librarian, for CAP-related library instruction, research assistance, collection suggestions, course reserves, or other information needs. The Architecture Library and BMC are located in AB 116-117, and the DDA in AB120, all on the ground floor of the Architecture Building.
C. The Science-Health Science Library - in Cooper Science Building (5-5079)

The Science-Health Science Library (SHSL) provides books, journals, reference materials, videos, online and print course reserves, anatomical models, and online information resources for the science and health science departments located in the Cooper Science and West Quad buildings.

Contact: Kevin Brooks, Science Librarian, for related library instruction, research assistance, collection suggestions, course reserves, or other information needs. The SHSL is located on the lower level of the Cooper Science Complex, CN 16.

D. Archives & Special Collections - located on second floor Bracken (5-5078)

This collection offers access to primary source materials including photographs, oral history interviews, video and film footage, rare books and manuscripts and a variety of archival material including the Middletown Studies Collection. The area also houses Ball State University Board of Trustees agendas and minutes, Presidents' papers, Provosts' papers, Faculty Senate records, Faculty papers and publications, and related university documents. Many materials are available digitally via the Digital Media Repository.

Contact: John Straw for access to primary sources for instruction and research, hands-on experience for students to learn research skills in the Archives, digital resources for study and scholarly publication, class visits to the Archives for presentations on resources for assignments and projects, help with developing related research topics for papers/theses/dissertations/articles, and access to digital resources in the Archives.

E. The Educational Resources Collections - located on lower level Bracken (5-5340)

Educational Resources provides media materials, including DVDs and audio books, which support instruction across the entire University curriculum, and print materials supporting the study of K-12 curriculum. These include youth books, textbooks and realia. Reference, instruction classes, booking of films and videos for use in classrooms, circulation, and in-house viewing are provided for access to the collections. A generous array of equipment, from laptops to video cameras and more, are available for 6-hour circulation periods (renewable online). Dedicated computers (Mac and PC) are available in the area for intensive computing needs including video editing and manipulating large data sets. E-classrooms and viewing booths are available for instruction when using ERC resources.

Contact: Diane Hill, Media Librarian, for additional information.

F. The GIS Research & Map Collection - located on second floor Bracken (5-1097)

The collection contains over 145,000 paper maps, atlases, and GIS datasets. High-level workstations and a variety of GIS software are also available. Expert mapping assistance and cartographic reference services are available including customized instruction sessions, a large GIS research area and a growing collection of digital resources. Bracken Library is a depository for the U.S. Geological Survey, U.S. Defense Mapping Agency, U.S. National Ocean Service, and Indiana Geological Survey. Large-format color printing and laminating are available for a nominal fee.

Contact: Melissa Gentry, Map Collections Assistant, for more information.

G. The Music Collection - located on lower level Bracken (5-8188)

The collection contains music scores, books, and over 20,000 music CDs in a variety of genres and provides online access to thousands more. Music periodicals are shelved with the general periodicals collection in other locations. The area also serves as a listening laboratory for courses in music history, appreciation, and theory. Audio streaming is also available for course-related listening.
Contact: Amy Edmonds, Music Librarian, for music reference questions, related course instruction, and related research assistance.

H. The Reference Collection - located on first floor Bracken (5-1101)

The Reference Collection contains standard reference works including dictionaries, encyclopedias, directories, almanacs, atlases, statistical sources, and biographical sources. Librarians provide online and in-person assistance to students, faculty, staff and others in finding information on a topic and developing a search strategy for research papers, theses, or dissertations, and using the library's catalogs and academic databases. They help in locating facts and statistical data, answering questions about library policies, services, and facilities, and searching for information on the Internet.

Faculty may also want to bookmark Gale Virtual Reference Library and Oxford Reference Online as two extensive online reference sites in the Libraries’ online collections.

REFERENCE AND RESEARCH ASSISTANCE (5-1101)

Professional librarians are available to help students and faculty with their research needs. There are many ways to ask a question, including live chat, texting, email, phone, in-person at the Reference desk (Bracken 1 West), and extended one-on-one research sessions by appointment.

Visit Ask A Librarian for more details.

ONLINE SEARCHING

The University Libraries' Webpage is a valuable resource for you and your students to do library research. Thousands of resources are available via the —Research Tools— section of the homepage including:

- CardCat, catalog of the University Libraries’ holdings
- OneSearch, a single search point for articles, books, music, DVDs, and more held locally and elsewhere
- WorldCat, catalog for libraries worldwide
- Articles & Databases, citations and full-text journal, newspaper, magazine, and reference articles both, scholarly and popular

Many other resources, including the HathiTrust Digital Library, Cardinal Scholar, Media Finders, BSU Theses and Dissertations, are accessible at this site. The Libraries also has an easy to use mobile site at www.bsu.edu/libraries/mobile

DIGITAL MEDIA REPOSITORY

The Digital Media Repository brings together the digital collections and activities of the University Libraries as well as providing access to external digital resources to support the teaching, learning, and resource needs of students and faculty. The Digital Media Repository stimulates research and learning in a variety of areas and includes WWII documentary films, Civil War era letters and photographs, WIPB documentary videos, the Middletown Digital Archives, local historical newspapers, anatomical models, architecture images, fire insurance maps, and many other diverse collections.

RESOURCES FOR USERS WITH DISABILITIES

The University Libraries are wheelchair accessible and have a range of equipment, services and materials to assist users as needed.
LIBRARY INSTRUCTION FOR STUDENTS AND FACULTY (5-8017)

The University Libraries’ Instructional Services provides excellent research training opportunities for your students and you. Instruction sessions are conducted in e-classrooms at the main library and offers hands-on experience with research resources. These sessions, conducted by librarians, are designed to meet specific course assignment objectives. Subject-specific research tools and techniques are introduced and explained within this context. Workshops designed specifically for faculty are offered, too. A faculty member may also schedule librarian instruction tailored to cover a specific research interest.

Librarians are also available to assist faculty with designing effective library research assignments and create related tutorials and subject guides to assist with independent research.

Contact: Instructional Services (5-8017) to arrange Library Instruction or to consult with a librarian, or visit the Instructional Services web page listed above. It is a good idea to call early in the semester to help ensure your session is scheduled on the date of first choice.

RECOMMENDING BOOKS FOR PURCHASE (5-8033)

A. Department Library Representative

If the University Libraries do not have a needed resource, contact your Departmental Library Representative. Each academic department has a library budget and the representative may be able to request the material for you. The Libraries strive to purchase faculty-recommended material (although we cannot purchase all items), including books, CDs, DVDs, and other resources. Purchasing a new journal title is sometimes difficult since a new title represents a continuing expense and cost increase each year. Please discuss your suggestion for a new journal subscription with your department representative.

B. Direct Request to the Library to Buy an Item

You can also submit a Library Materials Request and the Libraries may have funds to purchase the item. You may also contact the Head of Collections Development (5-8033).

INTERLIBRARY LOAN SERVICES

If you need a resource not held by University Libraries, an item declared lost, or on-order but not yet arrived, try Interlibrary Loan Services (5-1323) located on the First Floor East in Bracken. Allow at least one week for a journal article and two weeks for books and media materials. When possible, journal articles will be delivered by email, often within a few days. Books and media may be picked up at the main circulation desk once you receive email notification of their arrival.

Online Request Forms are the standard method for borrowing items. For rush requests, please call Interlibrary Loan Services directly. The Libraries subsidize copyright royalty fees for journal articles up to $100 per calendar year for each faculty member.

BORROWING PRIVILEGES AND LENDING POLICIES (5-5143)

Faculty borrowing privileges enable faculty to check-out non-reserve books for one calendar year upon presentation of a valid BSU ID. If the resource you need has already been checked-out, it can be recalled or requested through interlibrary loan. Current journals (i.e., most recent five years) circulate for one day. Journals published more than five years ago circulate for seven days. Media materials such as DVDs and CDs have shorter loan periods ranging from 4 days to two weeks. Each service point can provide specific information. If you want your students to review films, videos, or other media at Bracken, be sure to reserve them.
Faculty may request holds for library items. If an item is on the shelf, it will be pulled and held for you to pick up at your convenience. If it is in use, a recall will be issued and you will be notified when the item has been returned. An alternative is to request a copy via Interlibrary Loan Services. Material is subject to recall any time after two weeks, and you have one week to return it. Please return materials in a timely fashion in order to avoid possible fines.

A personal list of items currently charged-out to you, with due dates, is available upon request at all circulation service counters or by logging in to CardCat using the link to My Library Account. E-mail reminders of upcoming due dates are automatically generated and include instructions for online renewals. When returning items, you may also request a receipt.

If you wish to allow a student assistant or graduate assistant to check out library materials or pick up Interlibrary Loan items on your behalf, you may do so by submitting a Faculty Proxy Authorization form available in the Essential Links for Faculty page of the website.

**EQUIPMENT- INSTRUCTIONAL AND MEDIA**

The Educational Resources Collections ([http://cms.bsu.edu/Academics/Libraries.aspx](http://cms.bsu.edu/Academics/Libraries.aspx)) have extensive media holdings including educational DVDs, videos, PBS documentaries, and feature films. Materials may be viewed in Educational Resources or checked out to faculty and students for four days.

The collection may be searched via the Libraries’ on-line catalog, CardCat. You may request to have new titles purchased through your departmental library representative. Some titles may be available for preview prior to purchasing. The library representative can make arrangements for previewing with the University Libraries’ Acquisitions Department (5-8030). Titles may also be requested by faculty via off-air taping.

It might be possible to rent titles which will be shown on a one-time-only basis or not often enough to justify the purchase cost. Your library representative can contact the University Libraries’ Acquisitions Department (5-8030) for information on renting programs. All titles taped off-air or on preview are listed in the weekly Preview List available under Resources for Faculty and Staff on the University Libraries’ Home Page. All faculty are encouraged to preview any title on the list and submit an evaluation and recommendation for purchase. New acquisitions, including media materials, are in the Newly Acquired Materials list also available through the Resources for Faculty and Staff page.

Educational Resources also has other media in a variety of formats including: images, music, audiobooks, and a large collection of realia and 3D items including educational games, toys, and science and math manipulatives. Search CardCat to locate materials or contact Diane Hill, Media Librarian, (5-5333), for assistance. Titles may be recommended for purchase through departmental library representatives. For more information on purchasing, go to: [http://cms.bsu.edu/Academics/Libraries.aspx](http://cms.bsu.edu/Academics/Libraries.aspx/)

Educational Resources circulates digital equipment to BSU faculty, staff, and students for 6 hours with up to two renewals. The equipment collection includes laptop computers, iBooks, Macbooks, digital projectors, digital still and video cameras, plus assorted items such as microphones and cable connectors.

**Contact:** Teleplex, 5-3782, to arrange for a program to be recorded during broadcast. These titles are routed to Educational Resources for preview purposes.

**Contact:** Diane Hill, Media Librarian, 5-5333, dhill@bsu.edu, for media assistance.

**Contact:** University Libraries, for additional information.

**Overhead Projectors**

These are the province of each department. Some classrooms have permanently assigned overhead projectors. If you teach in a room governed by a different department, let its
staff know of your needs. The bulbs become very hot, so turn the projector off when you don’t need it.

**Poster Presentation Services**

At times a poster is a powerful and a preferred medium for communicating information. A walk through any campus building offers abundant evidence to this fact. As a faculty member, you may want to know how to get a poster produced? First, you need consider allowing enough time for this kind of work. Next, you should decide on the number of posters needed.

There are multiple services on campus to help you, depending on the number of copies. If you want a single, large poster for a class or a professional presentation, contact the Library Instructional Services. For multiple copies, you need to visit Printing Services, which is located in the small building diagonally across from the College of Architecture & Planning at the corner of McKinley & Petty. They work can provide a heavy poster paper, and use a photo-offset process. You just need to provide a disc, hard copy, and a B-23 (payment requisition) to their office. Lead time is typically two to three weeks.

**COURSE RESERVES - PRINT AND ONLINE (5-5146)**

Faculty can place materials (books, journal articles, CDs, VHS and DVDs, and other resources) on reserve for student use at a variety of convenient sites:

- Circulation/Reserves Counter, First Floor East (5-5146)
- Educational Resources, Lower Level (5-5340)
- The Music Collection, Lower Level (5-8188)
- The Architecture Library, AB 116 (5-5857)
- The Science-Health Science Library, CN 16 (5-5079)

Faculty members are encouraged to make materials available to student 24/7 by using electronic reserves. You may use the Course Reserves Request System to submit requests or drop off materials at the appropriate reserve location. Electronic reserves are generally limited to articles, book chapters, and other materials that are traditionally photocopied for course reserves. Availability of electronic reserves depends on copyright clearance guidelines. Library staff pursue copyright permissions as part of the service.

**Contact:** Jan Vance, 5-5146, jvance@bsu.edu, or visit at Bracken Library, First Floor East for additional information.

**PRINTING, SCANNING, PHOTOCOPYING AND COPY CARDS**

Faculty may print up to 500 B&W, single-sided sheets via library printers free of charge each semester. Any prints made over the limit is $.05/page assessed through the Bursar’s Office at the end of each semester. At any time, you may check your print balance via the Laptop Printing link on the homepage. Scanners are available free of charge throughout the library system.

Photocopiers are available in Bracken, the Architecture Library, and the Science-Health Science Library. Charges for photocopying are ten cents per page if you use cash, or six cents per page if you prepay and use a Copy Card. Color photocopiers are available on Bracken 1E, 1W and in the Architecture Library as standalone copiers or to print from computer workstations in the library. The cost is twenty-five cents per page. You can purchase a Copy Card at the machine near the main circulation desk at Bracken or from the branch libraries for $1.00. The card is pre-programmed with a $.60 credit. Your department may also purchase cards that you can borrow for research and teaching-related photocopying.
UNIVERSITY COPYRIGHT AND INTELLECTUAL PROPERTY OFFICE (5-5330)

The University Copyright and Intellectual Property Office assists faculty and students in the legal and appropriate uses of intellectual property for many facets of teaching and learning. Services include face-to-face teaching, Internet and satellite distance education courses, PowerPoint presentations, online papers, dissertations and theses, multimedia projects, copyright compliance at Ball State, Fair Use, royalty free material, Copyright FAQs and copyright tutorials, the T.E.A.C.H. Act, intellectual property issues, and this unit publishes the University Libraries’ Copyright Forum. The University Copyright Center’s Web page contains valuable information on intellectual property.

Contact: Copyright Compliance Officer, 5-5330, copyright@bsu.edu, with questions. In addition, the Copyright Compliance Officer is typically available to provide classroom presentations customized for faculty concerning today’s copyright issues on topics such as P2P file sharing, the use of Internet graphics and text, plagiarism/academic integrity, creating an electronic portfolio using the CONFU Multimedia Guidelines, and Fair Use for students.

FRIENDS OF THE ALEXANDER M. BRACKEN LIBRARY (5-8149)

The Friends is an association of persons now over 2,600 strong who are interested in strengthening the university library system, enhancing its collections, and promoting its usefulness. Members support the University Libraries through contributions of library material or financial donations. The Friends sponsor programs (lectures, special presentations, the prestigious annual Kirkham Lecture) beneficial to Ball State University and Muncie area communities.

DONATING BOOKS OR OTHER MATERIALS TO THE UNIVERSITY LIBRARIES (5-8033 or 5-8149)

The University Libraries accept unrestricted gifts of books, journals, audiovisuals, children’s books, CDs, DVDs, VHSs, diaries, manuscripts, music scores, and similar other material. However, the University Libraries may or may not add all donations to its collections. Some material may be given to other libraries or sold with the proceeds going to acquire additional collections. Individuals considering donating material should contact the Head of Collection Development (5-8033), or the Executive Secretary of the Friends of the Alexander M. Bracken Library, John Straw (5-5078).

FINES FOR DAMAGED, LOST, OR LATE RETURNS OF MATERIAL (5-5143)

Pay your fines! Regardless of how you feel about the fee schedule, failure to pay a fine will result in more trouble than it is worth. Fees compound, and the University will enforce their payment according to the University’s policy on employee delinquent accounts. Appeals can be filed but must be initiated within 90 calendar days from the date the borrowed material was due. When returning material, you can ask for a receipt to avoid any confusion about what was or was not returned.

UNIFIED TECHNOLOGY SUPPORT

UTS services are located in Bracken Library, (5-8324) The Technology Store is also located on Bracken 1W (5-4104). For more detail, go to www.bsu.edu/uts.

BOOKMARK CAFÉ

For a coffee break, quick snack, or lunch, this eatery on the main floor of Bracken Library is very handy. Vending machines are located on the Lower Level for late-night snacks.
SOCIAL MEDIA

Follow the University Libraries on Facebook and Twitter (BallStateLibs) for the latest developments and general buzz.

QUESTIONS, SUGGESTIONS, PROBLEMS

Feel free to call the Dean of University Libraries, Dr. Arthur Hafner, 5-5277, AHafner@bsu.edu. He is faculty-friendly and very customer-service oriented.
OTHER SUPPORT SERVICES

EMERGENCY RESPONSE SYSTEM

Dial 911 or 5-1111, for emergency help while on campus,

The university has instituted a campus-wide emergency warning system. Details regarding this system are given at: EmergencyResponse.

TELEPHONE SERVICES

Making Calls on Campus

Faculty, staff, and campus offices have seven-digit numbers which begin with 285-.

Students in residence halls have seven-digit numbers which begin with 214-.

To call a campus number from another campus number, you dial only the last five digits. So, for example, to reach 289-1042 from another campus phone, you dial 5-1042. To obtain the number for a student or faculty member, look online or call information at 285-1241.

Long-Distance Calling

- For long distance calls (either inside or outside area code 765):
- Dial 9 + 1.
- Dial area code plus seven-digit number.
- If you need help, dial 0 for the BSU operator.

Voice Mail

Voice mail is part of the BSU phone service.

GETTING THE NEWS, PUBLICIZING EVENTS AND FACULTY ACHIEVEMENTS

Media Relations/Publicity

Contact: Amanda Kavars, 285-3362, amkavars@bsu.edu, if you are organizing or sponsoring a university event, and would like to get publicity for it, on campus or beyond campus. She is our College communications staff person.

Advertising Events

Contact: Judy Wolf, 5-1560, jawolf@bsu.edu, if you need help with the design of fliers, brochures, or posters, to advertise an event. She works for University Communications and is assigned to our College. Allow six to 10 weeks for design time.
TAKING CARE OF BASIC NEEDS

ATM MACHINES

For quick cash, machines are located in the Student Center on the first floor and in the Arts and Journalism Building down the hallway to the west from the Ball State Bookstore. Other locations around campus include: Bracken Library, Worthen Arena, Pittenger Student Center, Arts and Journalism Building, and on McKinley Avenue, across from Lewellen Pool.

BOOKSTORE

The Ball State Bookstore is located in the Arts & Journalism building, first floor, at the north end of the Atrium. Barnes & Noble has been contracted to operate the bookstore for Ball State. Textbooks can be ordered online at shopballstate.com or at the textbook desk each semester. Faculty textbook orders for summer and fall are due March 15th and Spring orders are due by October 15th. An early reminder will be sent to each department via email regarding textbook order renewals/changes for the upcoming semester.

Contact: For all textbook communications please send to tm334@bncollege.com.

EQUIPMENT OR FURNITURE

University Purchasing Services provides a diverse array of services to the university including storage and removal of excess equipment and furniture. If what you need is available, complete an Excess and Inventory Control Form, called a B4-50. You can get the form from your Departmental office. Do so AS SOON AS POSSIBLE and consider delivering the request in person after consultation with your Administrative Coordinator. And, do not throw any equipment or furniture away without consulting your Administrative Coordinator.

Contact: Angie Boyle, Purchasing Systems Coordinator, 5-2841, arboyle@bsu.edu, if you need furniture or equipment for your office or lab.

FACULTY IDENTIFICATION CARD

All faculty and staff are given a BSU photo ID card. All students, staff, and faculty will be assigned an identification number other than their social security number. This practice is used in order to increase security and protect the identity of users.

Your BSU ID serves as your library card, MITS bus pass, and admission to campus recreation facilities once you have made arrangements with Recreation Services. Discounts are available at the BSU Bookstore, Emens Auditorium, Ball State Theatre, and sporting events. Discounts may also be granted at other bookstores and campus area locations. The discount percentage or amount varies at each location and each performance/event, so make sure to ask about discounts when making purchases.

You can obtain your picture ID card, or replacement card, at the Registrar's Office. You need to bring another type of picture ID (e.g., driver's license, charge card with picture, etc.) to prove your identity. If you forget your BSU ID number, you can obtain the number by the following online secure access:

- To access your Faculty ID Number, go to the BSU Homepage at my.bsu.edu.
- You will enter your BSU username and password.
- Click on the following path of entries:
  - SSB – Self-Service Banner
  - Click on the tab Personal Information
Click on the tab **Social Security Number Change Information and BSU ID Number**

If you forget your BSU ID number, you can obtain the number online by going to the BSU main webpage, [http://cms.bsu.edu/Gateways/FacultyandStaff.aspx](http://cms.bsu.edu/Gateways/FacultyandStaff.aspx) and clicking on “Get Your BSU ID” in the Employee Toolbox area.

**FAX SERVICES**

Some departments have their own FAX machines; others share with another office. Please check with your departmental secretary for the particulars regarding location of machines and any required authorization codes.

**MUSIC, THEATER, AND OTHER ARTS EVENTS**

We have wonderful cultural events on campus. Some are free and some require paid admission. The offerings include the Muncie Symphony Orchestra, Theatre and Dance, School of Music Events, and the David Owsley Museum of Art. The Emens Auditorium, Pruis Hall, and Sursa Hall schedules also includes a wide range of music, dance, Broadway, holiday and variety performances. See [www.bsu.edu/emens](http://www.bsu.edu/emens).
FOOD SERVICE – ON CAMPUS DINING

All Ball State Dining locations are open to faculty and staff. Most are located in student residence halls. BSU Dining offers a nice variety, and the quality of the food is good. While students may have meal cards, faculty generally pay with cash, Visa, or MasterCard. The complete listing of campus dining locations and menus can be found at http://bsu.edu/dining/locations.

You can also place orders for some dining locations online from any computer at www.bsu.edu/dining. Customize your order just like you would in person, set the time you’d like your food ready, and then pick it up at that time. It’s easy to use and saves time standing in the ordering line! Please be aware that times may change without notice.

Special items being offered for 2017-2018:

- **Custom pizzas** in Courtside (LaFollette Square), Tom John Food Shop (Kinghorn Hall), and Noyer Centre Food Mall
- **Baked pastas and fresh salad bar** in Courtside
- **Custom paninis** at Market Deli (Noyer Food Mall)
- **Expanded pasta choices** in the Noyer Centre Food Mall
- **Baked potatoes** in Bookmark Café
- **Custom breakfast sandwiches** during breakfast hours in Tom John Food Shop
- **Frappuccinos** at Patisserrie (Woodworth Commons)
- **Nescafe mochas, cappuccinos, and lattes** in The Atrium

The Atrium – Arts and Journalism Building

Located: On McKinley, north of Teachers College

Papa John’s
- 10:30am-10:00pm M-Th
- 10:30am-7:30pm F
- 10:30am-3:30pm Sat
- 10:30am-7:30pm Sun

Boar's Head - Sandwiches
- 10:30am-10:00pm M-Th
- 10:30am-7:30pm F
- 10:30am-3:30pm Sat
- 10:30am-7:30pm Sun

Chick-Fil-A Express
- 10:30am-10:00pm M-Th
- 10:30am-7:30pm F
- 10:30am-3:30pm Sat
- CLOSED Sun

¡Vivimos! Fresh Mexican Grill
- 10:30am-7:30pm M-F
- CLOSED Sat-Sun

The McKinley Grille
- 7:30am-10:30am M-F Breakfast
- 10:30am-9:30pm M-Th
- 10:30am-7:30pm F
10:30am-3:30pm Sat
10:30am-7:30pm Sun

Jamba Juice
8:00am-7:00pm M-F

**Student Center Tally Food Court**

Starbucks
6:45 a.m.-11:00pm M-F

Food Court
6:45 am.-10:29am Breakfast
10:30am-4:20pm Lunch
4:30-midnight Dinner

Taco Bell
10:30am-8:30pm Daily

Emporium/Grab-n-Go/Grocery
7:30am-8:30pm M-F
10:30am-8:30pm Sat-Sun

Homestyle/Custom/Grill/Deli Sandwiches
7:30am-10:00am M-F Breakfast (Homestyle Buffet/Waffles/Omelets)
10:30am-4:30pm M-F Lunch
4:30pm-7:30pm M-F Dinner

Chef Station
11:00am-1:30pm M-F

Salad/Soup Station
7:30am-10:30am M-F Breakfast (Fresh Fruit Only)
10:30am-4:30pm M-F Lunch
4:30pm-7:30pm M-F Dinner

Limited Salad Bar
10:30am-7:30pm Sat-Sun

**Bookmark Café – Bracken Library**

Located: Southeast Corner – First Floor
7:30am-9:30pm M-Th
7:30am-3:00pm F
CLOSED Sat-Sun

**Elliott Hall Dining – On Talley Street**

Located: Across from Student Center, behind Wagoner and Elliott halls

Main Dining Service
7:15am-9:30am M-F Breakfast
10:30am-1:30pm M-F Lunch

Pasta/Stir-fry
11:00am-1:15pm M-F Lunch
5:00pm-8:00pm M-Th Dinner

**Kinghorn Hall**

Tom John Food Shop
8:30am-9:30pm M-F
LaFollette Square Dining – LaFollette Hall

Located: On McKinley, across from Arena
America’s Buffet
7:00am-10:30am    M-F    Breakfast
5:00pm-7:30pm    Sun-Th    Dinner

Courtside
11:00am-7:30pm    M-F
Noon-7:30pm    Sat-Sun

Out of Bounds Market and Grocery Area
8:30am-Midnight    M-Th
8:30am-8:30pm    F
7:30am-8:30pm    Sat
7:30am-9:30pm    Sun

Out of Bounds Grille Area
11:00am-8:30pm    M-F
7:30am-8:30pm    Sat-Sun

Noyer Centre Food Mall – Noyer Hall

Located: East of the College of Business
Retreat: À la carte faculty/staff dining (students allowed only as guests)
11:30am-1:30pm    M-F

All-you-care-to-eat, open to all
5:00pm-8:00pm    M-F

Crispy Greens
10:30am-7:30pm    Daily

Fruit to Nuts
10:30am-7:30pm    Daily

Burgers-n-Spuds
7:30am-1:30pm    Daily    Breakfast
7:00am-7:30pm    M-F
7:30am-7:30pm    Sat-Sun

Pasta, Stir Fry, and Panini
10:30am-7:30pm    Daily

Mom’s
7:30am-10:00am    M-F
10:30am-2:30pm    Daily
4:30pm-7:30pm    Daily

Market Deli
10:30am-9:00 pm    Daily

Yummies
7:00am-7:30pm    M-F
10:30am-7:30pm    Sat-Sun

Marketplace
7:00am-Midnight    M-Th
7:00am-9:30pm    F-Sun
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<tr>
<th>Location</th>
<th>Hours</th>
<th>Days</th>
<th>Description</th>
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<tr>
<td><strong>Recreation and Wellness Facility</strong></td>
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<td>Quiznos</td>
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<td><strong>Studebaker West Complex</strong></td>
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<td>Located: East of the College of Business and</td>
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<td>Micro Café</td>
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<td>Noyer Centre</td>
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<td><strong>Woodworth Commons – Woodworth Hall</strong></td>
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<td>Located: On Riverside, east of Scramble Light</td>
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<td>10:30am-7:30pm</td>
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<td>Della Casa</td>
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<td>Deli World</td>
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<td>Woody's Grille</td>
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<td>Comfort Zone</td>
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<td>Breakfast</td>
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<td>8:30am-10:30am</td>
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<td>Lunch</td>
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<td>5:00pm-7:30pm</td>
<td>M-F</td>
<td>Dinner</td>
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<td>Patisserie</td>
<td>7:00am-7:30pm</td>
<td>Daily</td>
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<td>Riverside Emporium</td>
<td>7:00am-Midnight</td>
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GLOSSARY OF UNIVERSITY JARGON

Artifact – A student project which often can be included in the digital portfolio of a teaching major and which demonstrates the student's ability to use knowledge gained in a course. In all departments in the College, except Computer Science, Criminal Justice and Criminology, Philosophy and Religious Studies, and Social Work, there are teaching majors who are required to compile artifacts.

Arts Terrace – The grand stone staircase and lawn outside of the south entrance to the Ball State University Museum of Arts in the Arts Building. It also serves as the setting for Ball State’s May commencement.

Atrium, The – One of the main dining facilities on campus. In the Arts and Journalism Building, the openness of the three-story space, the light from large windows, and the living trees create an inviting atmosphere. In the warm weather, you can sit outdoors by the fountain. At the northeast corner is the Atrium Studio Room which can be reserved for lunches or meetings.

Contact: Rodney Brooks, General Manager, 5-1709, rbrooks@bsu.edu, to reserve it.

Location: University Food Court (AJ)

“B” Book – Ball State’s Directory of faculty, staff, and student names, phone numbers, addresses, office locations, etc. You will receive a current edition shortly after school starts.

Bed Race – A unique tradition during Homecoming. Student teams race down the street, each pushing a souped-up bed on wheels on which a teammate hangs on for dear life!

Bennie – The lovely winged statue of Beneficence, which honors the five Ball Brothers and is a symbol of Ball State and the powerful resources which the university offers her students. It is located on University Avenue, between the Administration Building and Lucina Hall.

Bracken – The main library on campus. The architecture is said to model a set of books standing upright.

Charlie Cardinal – Charlie is the mascot of our athletic programs. You will see his image used most frequently for athletic events and advertising, while Beneficence is more frequently used for letterhead and non-athletic insignia.

Chirp Chirp - At athletic games fans will chant “chirp chirp” and move their hands in a beaklike manner in unison. The intent is to mimic the call (as quipped by alumnus David Letterman) of the world’s “fiercest robin-sized bird.”

Christy Woods – A beautiful tract of land on the far western side of campus. For a relaxing treat, walk through the woods on the way to class, visit the orchid greenhouse, or watch birds in the prairie land at noon time.

Cow Path – A long sidewalk that extends from Riverside Avenue north to Petty Road along the western edge of the campus. At one time, it was a dirt foot path.

DN – The Ball State student-run paper. The Daily News is often referred to by its acronym.

Duck Pond – A picturesque setting for a picnic toward the northern edge of campus. Ducks live there all year round.

Frog Baby – The delightful statue in the fountain just north of Bracken Library. She is reputed to bring good luck.

FTE – Full-time equivalent. One faculty FTE consists of a 12-hour load assignment each semester. The 12-hour load of a full-time faculty member may consist of 12 hours of teaching or a combination of teaching and research which totals 12 hours.
**Geothermal Project** – In the spring of 2012, water heated by the Earth began to flow through Ball State’s new district heating and cooling system. This is the largest ground source, closed loop district geothermal heating and cooling system in the United States.

**LaFollette Field** – Across McKinley Avenue from the LaFollette Residence Hall Complex, this large grassy area in front of Worthen Arena is a popular place for informal student athletics. Outdoor events are sometimes held here.

**Late Nite** – A party every Saturday night for students on campus. It is designed to be fun and safe and is without alcohol.

**Naked Lady** – The lovely bronze statue in the main lobby of the Bracken Library. She is a favorite meeting place for students.

**Nest, The** – The BSU student-only cheering sections at athletic events are affectionately referred to as “The Nest.”

**Outlook 365** – The cloud-based email system at Ball State University.

**Pride of Mid-America, The** – Nickname of the Ball State marching band. They are very good and fun to watch at football games.

**Quad, The** – The beautiful, shady area south of Riverside Avenue, west of McKinley Avenue, and north of University Avenue. It is an older part of campus, bordered by some of the original buildings.

**Scramble Light** – The intersection of McKinley Avenue and Riverside Avenue where all vehicular traffic stops on the “walk” signal and pedestrians cross in many directions.

**SCH** – Student credit hours. This is the total of credit hours given per student per class. For example, if you have 15 students taking a three-credit hour class, there are 45 SCHs generated from that class. A class generally must have either 10 undergraduate or 6 graduate students in order to be taught. Classes with fewer students usually are dropped from the schedule by the Department Chair during the academic year, but are sometimes taught on a contract basis during the summer, with faculty paid on a per student basis.

**SCH/FTE** – Student credit hours per full-time faculty equivalent. Often the University gathers and uses data on this ratio. Your Department Chair has information on how many student credit hours per faculty member are being generated in your department.

**University Green** – The large green space between Bracken Library and the Architecture Building, just east of Shafer Tower.

**Village, The** – A good place to have morning coffee or lunch in one of the informal restaurants. It is the couple of blocks along University Avenue on the southeast edge of campus.

**Virginia Ball Center for Creative Inquiry** – A center in which two groups of 15 students each with a faculty member conduct an in-depth, interdisciplinary study of a topic. Students typically register for 15 hours of course credit, all of which is earned through participation in the study. Leading one of these workshops constitutes a full-time assignment for a faculty member during either fall or spring semester. Students and faculty work with an off-campus sponsor and collaborate to produce a product. Teams work in the stately Kitselman mansion which is on University Avenue west of the University. This is the ultimate model of immersive learning at Ball State. For examples of projects, go to [www.bsu.edu/vbc/](http://www.bsu.edu/vbc/).
Other State Institutions of Higher Learning – Nicknames/Abbreviations

ICHE (pronounced “itchy”) – The Indiana Commission for Higher Education, a state organization which has broad regulatory powers over all public institutions of higher learning in Indiana with regard to matters such as curriculum and budget.

IUPUI (pronounced “oo ee poo ee” or by its five individual letters) – One of several branch campuses of Indiana University and Purdue University. IUPUI (Indiana University, Purdue University at Indianapolis) is a large commuter campus on the western edge of downtown Indianapolis.

IVY TECH – Ivy Tech Community College of Indiana. An emerging community college system developing from Indiana’s two-year vocational and technical schools. Ball State has agreements to accept transfer credits for a variety of Core Curriculum courses.

Valpo – Valparaiso University, a small private institution in the northern town of Valparaiso, Indiana, which offers professional degrees in law and engineering.
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