WELCOME TO IUP!

A Guide for Temporary Faculty

As a valued member of the IUP academic community, we welcome you. We appreciate the service you provide in teaching classes and other roles you might be asked to play in your department.

Best wishes for a successful teaching appointment!
Please do not hesitate to contact us or join us at Temporary Faculty Committee meetings throughout the academic year.

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A Note to IUP Temporary Faculty 2016-2017

We hope this guide will be helpful to you as a new or continuing temporary faculty member. Please contact us and let us know what kind of additional information you would find useful or of interest that should be included in the next version of this guide.

A list of the 2015-2016 members of the IUP APSCUF Temporary Faculty Committee and their contact information appears on the last page of this guide.

Information revised, edited, augmented, and reorganized by the
IUP APSCUF Temporary Faculty Committee (Summer 2016)

APSCUF Link for Temporary Faculty

APSCUF maintains a special link that references the articles of the Collective Bargaining Agreement (CBA) which expressly deal with temporary faculty matters.

This information can be found at: http://www.iupapscuf.org/committees/committees_tempfac.htm.

APSCUF Membership and the Temporary Faculty Committee

The IUP APSCUF campus office is currently located in 311 Pratt Hall.

IUP APSCUF office manager Bonnie Jo Young can be reached at 724-357-3021 or at: bjmarlin@iup.edu.

IUP APSCUF information is available at: http://www.iupapscuf.org/.

APSCUF (*Association of Pennsylvania State College and University Faculties*) is the union that represents faculty within the Pennsylvania State System of Higher Education (PASSHE). All faculty, including those with temporary status, are encouraged to become active members. Membership can be obtained by completing a membership card distributed during the employment process or by contacting the IUP APSCUF campus office.

The IUP APSCUF Temporary Faculty Committee strives to serve and address academic needs and other concerns of temporary faculty. It consists of permanent and temporary faculty members who meet throughout the academic year. All temporary faculty members are welcome to attend these meetings to bring issues to the attention of the committee and to network with colleagues from across campus.

Please make sure you are a full APSCUF member!

APSCUF full members pay union dues equal to 1.15% of their salary. Fair share contributors are required to pay 90% of this 1.15%. However, on paycheck stubs, the fee is simply listed as "APSCUF DUE" for APSCUF and fair share contributors alike. The bottom line: just because it says "APSCUF DUE" on your paycheck, it does not mean that you are a union member. Contact Bonnie Jo Young at 724-537-3021 or via email at bjmarlin@iup.edu to ensure that you are a union member.

Background Checks and Required Clearances

All IUP employees, staff, students, faculty, managers, and contractors must obtain a number of clearances. Information on required clearances related to PA Act 135 and IUP's background investigation checking policy can be found at: http://www.iup.edu/humanresources/policies/background-investigation-policy/required-clearance-information/.

Book Orders

Information on how to order textbooks is available at: http://www.iupstore.com/verba-collect-online-textbook-adoption

Book orders are to be placed prior to each semester. An e-mail will be sent to the instructor of record of a specific class by the Co-op Store requesting that book orders be submitted by a specific deadline. Information on how to place book orders will be provided in this e-mail.

If this is your first term, books and/or other materials may have already been ordered for the section(s) you will be teaching. Please contact your department to determine the status of book orders. If no orders were submitted, check to see if a common textbook is required by your department or program before making final selections.

The following people at the Co-op Store can assist you with your textbook orders:

Sarah Ellenberger, Textbook Director   sara.ellenberger@iup.edu   724-357-3138
Carol Guba, Assistant Supervisor   c.guba@iup.edu   724-357-3139
Cara Houser, School Supply Buyer   chouser@iup.edu   724-357-3140.

Campus Map and Directions

An IUP campus map and directions can be found at: http://www.iup.edu/mapanddirections/

The current construction may make it difficult to navigate the main campus. The link above will give you the option of opening a regular campus map, another one that indicates current work areas and road closures to facilitate navigation, and a third option that identifies designated parking areas for faculty, staff, commuters, visitors, paid parking, etc.

Center for Teaching Excellence (CTE)

Information regarding the Center for Teaching Excellence (CTE) can be found at:
www.iup.edu/teachingexcellence

The university is home to the Center for Teaching Excellence (CTE) and the Reflective Practice (RP) Project which consists of faculty members from across disciplines who are committed to learning from and helping each other throughout the academic year with regard to enhancing and improving their teaching methods and classroom management skills. The Reflective Practice Project organizes departmental and cross-disciplinary teaching circles, large group meetings, and Saturday workshops. Attending CTE and RP events is an easy way to get to know colleagues from your own as well as other disciplines, and to build an academic support network.

Child Care at IUP

Child care is available on the IUP campus and at other Indiana locations. For more information, please contact:

Indiana County Child Daycare, Inc.   IndiKids: http://www.indikids.org/
IUP, Davis Hall, G Floor
570 S. 11th Street
Indiana, PA 15705
724-349-1821

Class Cancellation Policy

If you have to cancel class for any reason, official forms must be filled out. Forms for professional leave, such as attending an academic conference, require information regarding who will be covering the class and/or the alternative assignment the students will be doing in place of the class meeting. Professional leave forms can be obtained from departmental administrative assistants, all other leave requests (medical, bereavement, military, civil leave, etc.) need to be made through the Employee Self Service (ESS).

There are two ways to access ESS:

1. Go to: www.passhe.edu
   - Under the "Employees" tab, click on "Employee Self Service (ESS)" and enter your username (40USERNAME@passhe.lcl) and password and click on "Enter the Portal"
   - When the Self Service Portal appears, click on the "Employee Self Service" tab
   - Next, select "Leave & Time," and then "Employee Leave Request" which will allow you to choose the type of leave you need

2. Go to: http://www.iup.edu/myiup
   - Sign in to MyIUP
   - Click on the "Personal Info" tab
   - Then find and click on "Employee Self Service (ESS)" and enter your username (40USERNAME@passhe.lcl) and password and click on "Enter the Portal"
   - When the Self Service Portal appears, click on the "Employee Self Service" tab
   - Next, select "Leave & Time," and then "Employee Leave Request" which will allow you to choose the type of leave you need

After you have entered and submitted the required information, you should receive a granted or denied e-mail message from your college administrator within a day or two.

Class Length

SCHEDULED CLASS TIMES FOR IUP MAIN CAMPUS

MWF (50 class min & 15 min break)	TR (75 class min & 15 min break)	2-Hr Lab/Studio MTWR or F (115 class min & 15 min break)	3-Hr Lab/Studio MW or F (165 class min & 15 min break)
8:00am-8:50am	8:00am-9:15am	8:00am-9:55am	8:00-10:45 am
9:05am-9:55am	9:30am-10:45am	10:10am-12:05pm	11:15 am-2:00 pm
10:10am-11:00am	11:00am-12:15pm	12:20pm-2:15pm	2:30-5:15 pm
11:15am-12:05pm	12:30pm-1:45pm	2:30pm-4:25pm	5:45-8:30 pm
12:20pm-1:10pm	2:00pm-3:15pm	4:40pm-6:35pm	
1:25pm-2:15pm	3:30pm-4:45pm	6:50pm-8:45pm	
2:30pm-3:20pm	5:05pm-6:20pm		**3-Hr Lab/Studio T or R (165 class min)**
3:35pm-4:25pm	6:35pm-7:50pm		
4:40pm-5:30pm	8:05 pm-9:20 pm		8:00am-10:45am
			11:00am-1:45pm
MW, or WF, or MF (75 class min & 15 min breaks)	**MTWR or F (150 class min & 10 min break)**		2:00pm-4:45pm
			5:00pm-7:45pm
3:35pm-4:50pm	5:05pm-7:45 pm		
5:05pm-6:20pm	7:55pm-10:35pm		

6:35pm-7:50pm	6:35pm-9:15pm		
8:05pm-9:20pm			

Notes:
(1) Classes on MWF can be 50 minutes or 75 minutes in length after 3:20 PM
(2) A 3-hour Lab/Studio must start at appointed time on M W or F and must end 15 minutes prior to the following class period
(3) Evening classes may begin at 5:05 PM and run for 2.5 hours plus break one night per week.
(4) Graduate evening/weekend courses may use a flexible schedule

Collective Bargaining Agreement (CBA)

The electronic version of the 2011-2015 Collective Bargaining Agreement (CBA) can be found at: http://www.apscuf.org/members/contract/2011-2015-faculty-cba. This is the latest CBA available at this point, since no new contract has been negotiated yet.

Upon obtaining a position with IUP, all faculty members should receive a copy of the CBA, the document detailing the rights, privileges, duties, and responsibilities pertaining to a teaching appointment at IUP and its sister institutions. The current CBA is also available online at the above address. If you have not received a copy of the CBA and would like one, please contact IUP APSCUF office manager Bonnie Jo Young at 724-357-3021 or at: bjmarlin@iup.edu.

Counseling Center

The Counseling Center provides assistance to students who may have difficulties managing college life or life in general. You should recommend that students seek help at the counseling Center. Do not feel pressured to be both an instructor and a counselor. If you have questions about how you might best help a student (i.e., a student shares with you that s/he is depressed), call the Counseling Center for a consultation concerning your best course of action. Please note that student counseling services are not provided over the summer.

Counseling Center
Suites on Maple East, G31
901 Maple Street
Indiana, PA 15705
724-357-2621

For more information, go to: http://www.iup.edu/counselingcenter/default.aspx

Desire2Learn (D2L)

D2L is the course management system currently used at IUP. The IT Support Center offers workshops and trainings in D2L. More information on D2L can be found at: https://d2l.iup.edu/

Email and Technology

Email may be accessed on and off campus at: http://imail.iup.edu/ or www.iup.edu/email

Information about email, network drives, computer security, software, and obtaining a VPN is available at the following website: http://www.iup.edu/itsupportcenter/

This site offers new faculty startup and computing guides. Be sure to get your email address and password information as soon as possible. Be aware that passwords for network login, email, and D2L are all different, but can be reset as you log in to each venue. Check with the IT Support Center regarding software that may be available for free to you while you are employed at IUP.

IT Support Center
Delaney Hall, Suite G35
950 Grant Street
Indiana, PA 15705
Phone: 724-357-4000
it-support-center@iup.edu

Employee Self Service (ESS)

The Employee Self Service (ESS) is a web-based service that provides employees with information related to their employment with the Pennsylvania State System of Higher Education (PASSHE). You can directly view your human resource and payroll data, e.g., benefits, leaves, pay check information, etc., and make sure that the information is correct and up to date.

You can get to the ESS page in two different ways:

1. Go to: www.passhe.edu
   - Under the "Employees" tab, click on "Employee Self Service (ESS)" and enter your username (40USERNAME@passhe.lcl) and password and click on "Enter the Portal"
   - When the Self Service Portal appears, click on the "Employee Self Service" tab
   - Next, select your topic of interest and click on it

2. Go to: http://www.iup.edu/myiup
- Sign in to MyIUP
- Click on the "Personal Info" tab
- Then find and click on "Employee Self Service (ESS)" and enter your username (40USERNAME@passhe.lcl) and password and click on "Enter the Portal"
- When the Self Service Portal appears, click on the "Employee Self Service" tab
- Next, select your topic of interest and click on it

Evaluations of Faculty

All temporary faculty members must be observed by permanent faculty and chairs in the same manner that regular probationary faculty are observed. A department member should contact those to be observed about requirements and deadlines. The Collective Bargaining Agreement (CBA) determines how many evaluations an instructor will need based on their status as either a full-time or part-time temporary faculty member. After receiving an evaluation report, all faculty have the right to note corrections that need to made and/or clarify information contained in the evaluation before it is submitted. The document should then be signed, copied for personal use, and the original submitted to the department. The Dean of the college later reviews the submitted materials and will provide his or her evaluation as well.

In addition to these reviews by peers and chairs, students will also evaluate each course section a temporary faculty member teaches. Packets with the Student Evaluation Instrument (SEI) forms will be distributed by departments. Instructors are not allowed to administer student evaluations in their own courses. A department may arrange a schedule indicating which faculty member will administer the student evaluations in which colleague's class, or one may need to find an evaluation proctor on one's own. Students must use No. 2 pencils on the SEI forms, and it is advisable to have a few extra pencils at hand for those students who do not have one. Only temporary and permanent faculty members may administer student evaluations; teaching associates, graduate assistants, or staff may not assist in this procedure. After the semester's end, faculty will receive an electronic version as well as a hard copy printout compiling the outcomes from these evaluations. One copy should be submitted to the department and the rest kept in a safe place. The students' comment sheets will also be in the packets. Students enrolled in distance education courses will evaluate the instructor via the online evaluation process.

Article 12 of the 2011-2015 Collective Bargaining Agreement (CBA) provides specific information on *Performance Review and Evaluation of Faculty*. That information can be found on p. 24-31 of the hard copy of the current CBA or in electronic form at http://www.apscuf.org/members/contract/2011-2015-faculty-cba

Eye Care and Dental Coverage

Please see: *PA Faculty Health and Welfare Fund* on p. 18 in this Guide for more information or go to: www.pafac.com for the electronic version of the benefits handbook.

Final Examination Policies

IUP's Final Examination Policies can be found at p. 38 of the 2016-2017 Undergraduate Catalog. IUP's Final Examination Policies are available electronically in the online Undergraduate Catalog edition at: http://www.iup.edu/registrar/catalog/default.aspx

The main points are summarized here:

Final exam week is the last week of the semester. Faculty are required to hold some kind of terminating activity at the scheduled time. Go to the Registrar's webpage to find academic calendars and final exam schedules at: http://www.iup.edu/calendar.aspx?id=17273

The final examination week is part of the regular academic program and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only legitimate type of terminating activity, and therefore, the instructor may choose another appropriate activity that conforms to course objectives.

The terminating activity shall take place only at the time and location assigned by the Registrar's Office. Unless granted an excused absence, the faculty member responsible for the course must be present for the full examination period to direct the terminating activity. Faculty members may require student attendance at the terminating activity.

Faculty members who do not schedule or do not attend the terminating activity for a course may be subject to disciplinary action commensurate with unexcused absences. Block finals must be held as scheduled. Once the final examination has been set by the Registrar's Office, changes and absences must be approved by the instructor's dean.

During the examination period, the following general rules apply where scheduling conflicts exist:

1. The higher-numbered course takes precedence. Thus, a student enrolled in GEOG 102 and ECON 325 would take the ECON 325 exam at the assigned time and the make-up in GEOG 102.

2. If courses in conflict are the same level and number, an alphabetical determination by full name of the department will be made. For example, a student enrolled in ACCT 421 and CNSV 421 would take the ACCT 421 exam at the assigned time and a make-up in CNSV 421.

Free Software

The IT Support Center has software available for faculty at no cost (Office 365, Endnote, etc.).

Here is a link that lists what can be obtained for free:
http://www.iup.edu/itsupportcenter/get-support/software/

Grades

IUP only allows you to give full grades with no options for adding + or -. Faculty must enter midterm and final grades in MyIUP for each course. At midterm, only D and F grades are required to be entered, but all students appreciate knowing how they are doing at that point.

To enter grades, log in to MyIUP, go to the "Academics" tab, then under "Course Tools" find the appropriate grade category and select student grades from the pull down menu.

Grade options:

A	Excellent	AUD	Audited Course	OL	Other Location
B	Good	EXM	Examination	Q	Total Semester Withdrawal (Used before 2002)
C	Average	FOL	Portfolio Assessment		
D	Passing	I	Incomplete	R	Research in progress (graduate thesis/dissertation only)
F	Failing	L	Late Grade/Continuing Course		
P	Passing			TR	Transfer
S	Satisfactory			XMT	Exemption
U	Unsatisfactory			W	Withdrawal
				*	Grade not reported by instructor

This information was taken from p. 29 of the 2016-2017 Undergraduate Catalog. For more information on grade options, consult a hard copy of the Undergraduate Catalog or the electronic version at: http://www.iup.edu/registrar/catalog/default.aspx

Grants and Awards

Here are links to sites that provide information on grants and awards available through IUP:

Center for Teaching Excellence (CTE) Faculty Recognition Awards:
http://www.iup.edu/teachingexcellence/awards-and-grants/faculty-recognition-awards/

Faculty Professional Development Council (FPDC) Grants:
http://www.iup.edu/research/resources/funding-research/internal-funding-opportunities/faculty-professional-development-grants/

University Senate Awards: http://www.iup.edu/research/senateresearchgrants/

Health Care Benefits

Full-time temporary faculty members are eligible for health care benefits. You may choose from several plans. Information on the various options will be provided during New Faculty Orientation. If you do not receive this information, please contact the Human Resources Office.

Human Resources Office
Sutton Hall, G-8
1011 South Drive
Indiana, PA 15705
724-357-2431

The website of the Human Resources Office at: http://www.iup.edu/humanresources/default.aspx offers several links with valuable benefit information under the *Employee Services* tab.

Here is another link with benefit highlights for APSCUF members:
http://www.passhe.edu/inside/hr/syshr/benefit_highlights/apscuf_highlights.pdf

The Human Resources Office is open Monday-Friday, 8:00 a.m.–4:30 p.m.

For specific health care benefit questions, you may want to talk to IUP's Benefits Manager:

Lindsey McNickle
Assistant Director Human Resources
Sutton Hall, G-8
724-357-2508
724-357-2685 (fax)
Lindsey.McNickle@iup.edu

I-Card

Information on I-Cards can be found at: http://www.iup.edu/icard

I-Cards are your IUP ID and are necessary for library services (checking out books and audio-visual materials and equipment). You can also load money onto your I-Card which you can then use at IUP dining halls, food courts, and cafes. You can also use it to make copies at the library and other places on campus.

To obtain an I-Card, go to the I-Card office in Room 232 of the HUB (Hadley Union Building), 319 Pratt Drive. For questions about the I-Card, you may call 724-357-1314 or visit the website listed above.

Automatic I-Card benefits:

- Many merchants and restaurants in Indiana offer discounts on purchases and meals to I-Card holders. Stores signify their participation in this program by posting a sign stating "Students Welcome" and showing the IUP brick archway.

I-Card benefits after paying the optional Faculty Activity Fee:

- If you choose to pay the Faculty Activity Fee (the paperwork will be mailed to you), then your I-Card can be used to get into campus sporting and cultural events for free or at reduced prices. Information about cultural events and ticket prices can be found at: http://www.iuptickets.com/

- IUP has an arrangement with the local IndiGo bus line to provide free bus service with an I-Card for which the Faculty Activity Fee has been paid. The bus schedule is available at: http://www.indigobus.com/index.asp

Adding money to your I-Card:

- Money (called "Flex Dollars") may be added to your card, allowing it to be used at the dining halls and other food services on campus. Deposits may be made to your I-Card at https://iup.managemyid.com/reference.dca?cdx=login or by visiting the Office of Housing and Residence Life in Clark Hall B-31 to have money added by bringing a check for the desired amount.

Replacing a lost I-Card:

- Lost I-Cards can be replaced at the I-Card office (Room 232 in the HUB). A small fee will be charged. Additional information can be found at http://www.iup.edu/page.aspx?id=176869.

Ihelp

The IT Support Center provides *Ihelp*, a service for reporting technology problems in the classroom or the office, as well as requesting technology support for courses you are teaching or research projects. You can access *Ihelp* and fill out a ticket for assistance at: http://www.iup.edu/itsupportcenter/howto.aspx?id=114044.
You will need your IUP username and password to log in.

If you need immediate assistance, you may call the IT Support Center at 724-357-4000 or go directly to Delaney Hall, Suite 35.

Incomplete Grade Option

The designation of "I" is used to record work, which so far as covered, is of passing grade but is incomplete because of personal illness or other unavoidable reason. Changes of grade to convert designations of "I" must be received in the Office of the Registrar no later than the final day of classes in the next regular semester after the designation was assigned. If the faculty does not change the "I" designation using a Change of Grade Form, it will be converted to an F.

A faculty member assigning the "I" designation must complete an Incomplete Grade Form with the dean's office indicating the work to be completed, deadlines for completion, and guidelines to establish a final grade. Copies of the completed form need to be sent to the department chairperson, the dean of the college in which the course was taught, and the student receiving the "I" designation.

This information was taken from p. 30 of the 2016-2017 Undergraduate Catalog. For more information on the "I" grade option, consult a hard copy of the Undergraduate Catalog or the electronic version at: http://www.iup.edu/registrar/catalog/default.aspx.

Independent Study/Individualized Instruction

An Independent Study is an option when a student wishes to study a particular topic that is not an approved course. Only six credits of Independent Study may be taken towards degree requirements.

An Individualized Instruction is an option when a student needs to take an approved course that is not offered during a particular semester or at a manageable time. The course number for an Individualized Instruction is the same as for an Independent Study.

Both Independent Study and Individualized Instruction courses require special permission and special forms. Contact your dean's office for more information on these two special options.

IT (Instructional Technology) Support Center

Information on all matters related to instructional technology can be found at: http://www.iup.edu/itsupportcenter/

The IT Support Center is a university-wide institute established to support faculty, staff, teaching associates, and graduate assistants with training and consultation regarding instructional matters that pertain to the use of technology for teaching and research. The IT Support Center offers assistance with and training in the effective use of institutional instructional technology; the creation of web-based course materials and D2L support; digital media services; technology enhanced general classrooms; open access computer labs; and technology training for research

projects and curriculum development to enhance the learning experience for students of IUP. The IT Support Center website maintains a list of dates and times of workshops that are offered.

The IT Support Center also provides *Ihelp*, a service for reporting technology problems in the classroom or the office, as well as requesting technology support for courses you are teaching or research projects. For more information, go to the *Ihelp* listing on p. 12 in this guide

The IT Support Center has software available for faculty at no cost. Here is a link that lists what can be obtained for free: http://www.iup.edu/itsupportcenter/get-support/software/

IT Support Center
Delaney Hall, Suite G35
950 Grant Street
Indiana, PA 15705
Phone: 724-357-4000
it-support-center@iup.edu

Libraries

Stapleton and Stabley libraries offer a multitude of resources and services in addition to housing books and articles, e.g., instruction can be scheduled with library faculty for library orientation and other topics. Various workshops for classes are also available. If the instructor cannot be present during the workshop, another faculty member, not a GA, must accompany the class in his/her place.

Both regular reserve and e-reserve is available to make items accessible to students. Forms for regular hard copy reserve and e-reserve can be found at the main circulation desk in Stapleton Library. The following site offers instructions, forms, and answers to questions regarding putting a variety of items on reserve or e-reserve: http://www.iup.edu/library/reserves/

To check out what resources and services the libraries have to offer, go to the homepage at: http://www.iup.edu/library/default.aspx

Lively Arts

Lively Arts offers the campus and community nearly 200 events annually, encompassing all performing and visual arts events presented by the College of Fine Arts and its departments, including Art, Music, and Theater and Dance. Events for the University Museum and Kipp Gallery, and a performing artist series, *Ovations!* are included as well.

Information regarding *Lively Arts* events is available at: http://www.iup.edu/livelyarts/default.aspx

Mentoring

Temporary faculty members may request a mentor within their department. Not all departments will offer mentoring, so you may need to take the initiative and find a colleague who would be willing to fulfill this role. It is also possible to find a mentor outside one's department.

There is also the BLEND (*Belonging, Learning, and Exploring New Directions*) program for new faculty. Its mission is to "provide a personal and professional safe and supportive environment where women and faculty of color can receive guidance, support, and constructive feedback that honors their differences and builds on their strengths. This group is open to all, regardless of race and ethnicity."

For more information, please contact: BLEND chair Dr. Crystal Machado at cmachado@iup.edu.

MyIUP

MyIUP provides information on registration, record management, academic calendars, and final exam schedules, as well as personal information like computer passwords, Employee Self Service (ESS), etc. This is your "Go To" site. Faculty can access class lists, enrollment information, student transcripts, etc. In addition, midterm and final grades must be submitted here. It will be your most useful resource at IUP! You will need your IUP computing username and password to log in.

MyIUP can be accessed at: http://www.iup.edu/MYIUP.

Office Hours and Departmental Service

Article 23 A. 1. C of the 2011-2015 Collective Bargaining Agreement (CBA) states:

Full Time teaching FACULTY MEMBERS shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times as will accommodate the needs of the students. The schedule of office hours for each FACULTY MEMBER shall be posted in such manner so as to be easily observed by the students.

If you are teaching less than full-time, check with APSCUF for required amount of office hours.

Adjunct faculty may be asked to provide service to their departments such as advising students, attending department meetings, serving on committees, assisting with assessment, etc. Check with the department chair about service requirements. You may direct any questions or concerns related to Adjunct faculty workload to the Adjunct Faculty Committee.

For complete information on Article 23 (Workload and Workload Equivalents), see p. 74-82 of the current CBA either by consulting a hard copy or going to:
http://www.apscuf.org/members/contract/2011-2015-faculty-cba

PA Faculty Health and Welfare Fund

Full-time temporary faculty who are union members qualify for eye care and dental coverage not included in their health care plans. You will need to pay the provider yourself, then submit eye care and/or dental care claim forms to the PA Health and Welfare Fund for reimbursement. These forms are available in the IUP APSCUF office or online. Some medical practitioners will process these forms for you. There are limits to the reimbursement amount, and some procedures need to be pre-approved in order to be reimbursed. The following link includes the electronic version of the benefits handbook as well as links to forms needed to file claims: www.pafac.com.

If you have questions regarding eye care and dental care coverage, contact the IUP APSCUF office manager Bonnie Jo Young in 311 Pratt Hall at 724-357-3021 or at: bjmarlin@iup.edu.

Parking

Information on matters related to parking can be found at: http://www.iup.edu/parking/default.aspx

To apply for a faculty parking permit, go to MyIUP, log in, and click on the "Campus Services" tab. Under the Parking and Transportation section you will find an IUP parking account link and you fill in required automobile information. You will be able to print a temporary parking permit after you submitted your request, and the regular parking tag will then be sent to you.

Carefully follow designated signage specifying parking lot times and restrictions. Campus police are vigilant about parking violations and spaces may be difficult to find after 8:00 a.m. Meters are not free for faculty. In some lots, white-lined spaces may be leased or require a special permit —these may have posted signs. Yellow-lined spaces indicate paid parking and require all users to purchase time at that lot's vending machine(s). Alternatively, reserved spaces are available for a fee in the university's parking garage.

An app called "Passport Parking" is available for download. It allows you to pay for or extend your parking time for a small fee of $0.25 for each use. The app will alert you when time is expiring and allows you to extend your parking time in order to prevent getting ticketed.

To pay for tickets or if you have parking-related questions, you may go to:

Parking Services and Visitor Center
University Towers
850 Maple Street
Indiana, PA 15705
724-357-8748
parking-services@iup.edu

Pay Period Options

Only tenured and tenure track faculty have the option of choosing between 20 or 26 pay periods. Temporary faculty will be paid on a 20 pay period schedule.

Personal Leave Days

Faculty members on nine month contracts are eligible for two personal days per calendar year, one for each semester of teaching. At least thirty days service in compensable pay status must be completed in each half calendar to be entitled for the personal day. Requests must be made via and management must respond within seven days to the request. Evidence that the faculty member's classes will be covered by a qualified colleague during the personal day must be submitted with the request.

For complete information on Article 21 (Fringe Benefits; F. Personal leave Days), see p. 64-65 of the current CBA either by consulting a hard copy or going to: http://www.apscuf.org/members/contract/2011-2015-faculty-cba

Photocopying

Photocopying and other services are available on or close to campus at:

Copies Plus:	724-465-2679	copiespluspa@gmail.com
1052 Oakland Avenue	http://copiesplususa.com	
Pro-Packet Copies:	724-357-8402	pro-packet@comcast.net
1176 Grant Street	www.pro-packet.com	
The HUB Copy Center:	724-357-3831	hub-copy@iup.edu
inside the Co-op Store	http://www.coop.iup.edu/Co-op_copycenter.htm	

Administrative assistants will have information on department-specific photocopying procedures. Many departments provide faculty with password-protected access to a copy machine while others do not allow faculty to make their own copies but have them fill out copy request forms. There may be page limits that need to be observed. Copying is also possible through printing center requests and at the places listed above. They offer special rates for creating course packets and will check on copyrights for you.
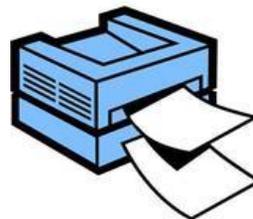
Police

The Office of Public Safety oversees the University Police and Campus Safety offices. The Public Safety Office is responsible for protecting public safety, enforcing student behavior and parking regulations, and investigating crimes that occur on the IUP campus. It also provides information on parking and serves as a place to check for items lost and found on campus.

If you need to report a crime, you can go to the IUP University Police Office or call it in:

IUP University Police
University Towers
850 Maple Street
Indiana, PA 15705
724-357-2141

If you wish to report a crime anonymously, the crime tip hotline number is 724-357-2255.

For more information go to: http://www.iup.edu/police/default.aspx

Professional Responsibilities

Article 4 on p. 5 of the of the 2011-2015 Collective Bargaining Agreement (CBA) delineates the general duties and responsibilities of faculty members which include, but are not limited to teaching, keeping office hours, advising students, keeping current in their academic disciplines through scholarly activities, and engaging in service activities.

Specific professional responsibilities will depend on the nature of the appointment at IUP and department or program needs.

For complete information on Article 4 (Duties and Responsibilities of Faculty Members), see p. 5 of the current CBA either by consulting a hard copy or going to: http://www.apscuf.org/members/contract/2011-2015-faculty-cba

This is the latest CBA available at this point, since no new contract has been negotiated yet.
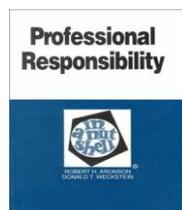
Research Support

If you are engaged in scholarly research, IUP offers variety of opportunities to support your work. Check whether your department and/or your college dean may be able to provide financial support, but also consider contacting the School of Graduate Studies and Research. For information about the funding process, internal and external funding opportunities, and funding for student research go to: http://www.iup.edu/research/resources/funding-research/ or contact

School of Graduate Studies and Research
113 Stright Hall
210 South Tenth Street
Indiana, PA 15705-1081
724-357-7730
grad-research@iup.edu

Other research resources:

Applied Research Lab   http://www.iup.edu/arl/

Grants and Special Fund Accounting http://www.iup.edu/page.aspx?id=15155

IUP Research Institute   http://www.iup.edu/researchinstitute/

Research at IUP   http://www.iup.edu/research/

Safe Zone Program

The *Safe Zone Program* is a campus-wide organization offering support to IUP's LGBT community. Training for those wishing to become members occurs at least once per semester. Members are identified by signs on office doors depicting a pink triangle on a rainbow field.

Information about *Safe Zone Program* can be found at: http://www.iup.edu/safezone/default.aspx
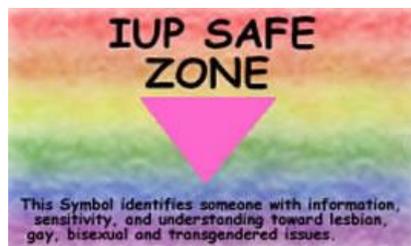
Service Opportunities

Service expectations will be different from department to department. Some may require temporary faculty to be engaged in departmental and other activities beyond teaching while others have no such requirements. However, if you are interested in serving IUP in some capacity, there are many opportunities. You may, e.g., volunteer to serve on departmental committees, advise a student club or organization, or become an at-large senator. IUP APSCUF also welcomes your service as a member of the Representative Council, the Temporary Faculty Committee, as well as the Gender Issues and Social Justice Committee, the Public Relations Committee, and the Student/Faculty Liaison Committee.

Snyder Report

Faculty must complete a Snyder Reporting form each semester. This may be done by logging in to MyIUP by using your IUP username and password, clicking on the "Academic" tab, and then clicking on the "Forms" section under the Snyder reporting form link.

The Snyder Report records your hours spent in contact with graduate and/or undergraduate students, working on class preparation, evaluating student work, doing research/scholarly activities, providing student support, and engaging in various kinds of service.

Here is the link to MyIUP: http://www.iup.edu/MYIUP

Standardized Smart Desks

Most classrooms at IUP will be equipped with Standardized Smart Desks. They allow you to project computer, VCR, DVD, and Document Camera images. Directions for operation are usually posted on each desk or may be requested through the department, college, or the technicians servicing the Standardized Smart Desks. Cabinets granting access to the computer and other equipment may be locked; in that case, keys for the Smart Desks or the room itself may be obtained from departmental administrative assistants.

Student Services

There are numerous services and opportunities available for IUP students. They range from meal plan options to parking and transportation, and health services to campus activities and jobs that may be viewed by logging in to MyIUP and choosing the "Campus Life" and/or "Campus Services" tab.

The link to MyIUP can be found at: http://www.iup.edu/myiup

Students with Disabilities

Throughout the semester, faculty may receive confidential paperwork regarding students enrolled in their classes. These letters are provided by the Disability Support Services and identify students with a documented disability. They will list accommodations a student is entitled to, so that he or she may succeed at IUP. A student may not need all indicated items, but one should make the necessary classroom and/or coursework adjustments if asked by the student to do so. Usually, students will approach the instructor if accommodations are needed, but you may take the initiative and ask them how you can assist them to ensure a successful educational experience. Disability accommodation is a federal matter, so if assistance is needed to meet certain criteria, or if you have any questions or concerns, contact the Disability Support Services in the Advising and Testing Center.

Advising and Testing Center
216 Pratt Hall
201 Pratt Drive
Indiana, PA 15705
724-357-4067

For more information, go to: http://www.iup.edu/advisingtesting/default.aspx

Learning Knows No Bounds

Syllabi Requirements

Specific requirements may vary by department, so always ask for the Syllabus of Record for each course assigned to you or a sample syllabus from a colleague, if no Syllabus of Record is available. Some departments and programs may require that specific texts and materials be used in a course, while others will allow more flexibility on class materials, resources, and assignments.

Be aware that your syllabus is a quasi-legal document and a copy thereof must be submitted to the department and be kept on file. Additionally, each student must be provided with a free copy of the syllabus within one week of the first meeting of the class. The syllabus may be distributed as a hard copy or electronically. If students request a hard copy, they must be provided with one.

The Undergraduate Catalog recommends that each syllabus include:

a. the faculty member's name, office location, office telephone number, e-mail address, and office hours

b. an outline of the course content, objectives, and prerequisites, as appropriate

c. information about required textbook(s) with title, author, and edition, and any other required materials

d. information on the determination of grades, including the weight [provide percentages], types, and scheduling of evaluations, other requirements, academic integrity, and expectations for class participation and attendance

e. a statement of policies and/or penalties for make-up exams and late submission of assignments

f. a statement addressing accommodations for students with disabilities

Also, the following Title IX statement needs to be included in each syllabus:

Indiana University of Pennsylvania and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project.

Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the Department of Human Services (1-800-932-0313) and University Police (724-357-2141).

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: http://www.iup.edu/socialequity/policies/title-ix/

In addition, explicit statements regarding policies on participation, attendance, and plagiarism should be considered. If faced with a grade appeal, having all policies clearly stated in the syllabus is extremely helpful.

The University Policy on Semester Course Syllabi can be found on p. 29 of the 2016-2017 Undergraduate Catalog. For more information, go to: http://www.iup.edu/registrar/catalog/default.aspx

Travel Funding

Some departments are able to offer travel funds for temporary faculty to present at professional conferences. However, those funds may not be sufficient to cover all expenses. Temporary faculty are eligible to apply for the University Senate Research Committee's (USRC) small grants funding opportunities.

Information on USRC small grants funding opportunities can be found at: http://www.iup.edu/page.aspx?id=5579

University Contact Information

Commonly sought university and departmental-specific office contact information can be found via this link: http://www.iup.edu/contact/default.aspx

The A-Z link on the IUP homepage is also a good way to find information on a multitude of subjects: http://www.iup.edu/az/

University Policies

The Undergraduate Catalog is an excellent resource for information on IUP policies ranging from Academic Integrity to Withdrawal Policies and everything in between. You should receive a hard copy at the beginning of each fall semester. An electronic copy is available at: http://www.iup.edu/registrar/catalog/default.aspx

University Vehicles and Faculty Travel Options

For information on anything related to traveling while on IUP business (forms, policies, faculty-led travel, vehicle options, and more), go to: http://www.iup.edu/travel/default.aspx and http://www.iup.edu/page.aspx?id=143951

Faculty travel options and forms are also available by logging in to MyIUP, going to the "Campus Services" tab, then finding the "Employee Travel" tab which provides various travel related links: http://www.iup.edu/myiup

Writing Center

The IUP Writing Center provides a variety of free services and resources to faculty and helps students develop and improve their writing skills. Writing resources, workshops, and tutoring support are available to them. The IUP Writing Center's mission is to help students become better and more self-sufficient writers. To accomplish this goal, trained tutors offer one-on-one tutoring as well as group workshops. The Writing Center also provides consultations with faculty members and online resources.

Kathleen Jones White Writing Center
218 Eicher Hall
860 Grant Street
Indiana, PA 15705
724-357-3029
w-center@iup.edu

For more information, go to: http://www.iup.edu/writingcenter/default.aspx

IUP APSCUF Temporary Faculty Committee 2015-2016

Chair: Heide Witthöft, Department of Foreign Languages
heide@iup.edu

Members: Nicole Goulet, Department of Religious Studies
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Barnett Knorr, Center for Career and Technical Personnel Preparation
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