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**AFFIRMATIVE ACTION**

The Affirmative Action Plan reflects the commitment of Southern Illinois University Edwardsville to establish more adequate procedures for ensuring equal access to all and informs each member of the University community of the individual responsibilities that must be taken to realize fulfillment of the goal to eliminate discrimination. This plan is available at <http://www.siu.edu/provost/fhb/9-1.shtml>.

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## **Office of the Provost Faculty Handbook**

### **ACCEPTANCE OF GIFTS BY EMPLOYEES, UNIVERSITY PERSONNEL MANUAL, I 32**

"The University prohibits employees from accepting gifts or gratuities from individuals and companies with whom the University contracts under the following circumstances: (1) in cases in which the employee knows of the contractual relationship or prospective contractual relationship; and (2) in which the employee holds an employment position in which the employee is able to influence the award or administration of a contract; and, (3) in which the value of all gifts and gratuities from the individual or company exceeds \$25.00 in any fiscal year.

Violation of this policy may result in discipline including involuntary termination of employment."

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## **Policies Policies & Procedures Research**

### **Policy on Biohazardous Material Use - 1M3**

#### **I. Applicability:**

Southern Illinois University Edwardsville (SIUE) recognizes the need to protect faculty, staff, students, and the community from hazards involving the use of biohazardous material (hazardous biological material) at the University. SIUE, therefore, will comply with the most recent versions of the National Institutes of Health, "Guidelines for Research Involving Recombinant DNA Molecules," the U.S. Department of Health and Human Services, "Biosafety in Microbiological and Biomedical Laboratories," and other appropriate state and federal regulations/guidelines.

This policy applies to all University employees and students conducting research and/or educational activities with known or suspected biohazardous material. Responsibility for assuring compliance with the standards for use of biohazardous material shall rest with the Institutional Biosafety Committee (IBC). The Associate Provost for Research and Graduate Dean is responsible for monitoring changes in applicable laws or regulations, for advising the IBC and the faculty of such changes and for recommending modifications to University policy concerning use of biohazardous material.

#### **II. Definitions:**

- A. Biohazardous material: Any biological material or organism which is covered by NIH Guidelines, or is deemed by the IBC as a biohazardous material. The IBC will publish and make updates to its definition of the term as needed.
- B. Project Director: The person directly responsible for the conduct of any educational or research activity involving biohazardous material. In the case of a student conducting such activity, the project director is the faculty or staff member under whose supervision the activity is conducted.

#### **III. Institutional Biosafety Committee:**

##### **A. Membership**

- 1. The IBC shall be comprised of no fewer than five members. At least two members shall not be affiliated with the University and shall represent the interest of the surrounding community with respect to health and protection of the environment.
- 2. The IBC shall include members who are capable of assessing the safety of the activity and any potential risk to the public health or the environment.
- 3. Members of the IBC shall be appointed by the Associate Provost for Research and Graduate Dean.
- 4. The Associate Provost for Research and Graduate Dean shall appoint an ex-officio member of the IBC.

##### **B. Responsibilities of the Institutional Biosafety Committee:**

- 1. The IBC shall review for compliance with federal and other appropriate regulations/guidelines governing Use of Biohazardous Material and Recombinant DNA activities conducted at or sponsored by SIUE and shall approve those activities that it finds in compliance. This review shall include:
  - a. an independent assessment of the containment level required by the federal regulations;
  - b. an assessment of the facilities, procedures, and practice and training of the personnel involved in the activity.
- 2. The IBC shall notify the project director of the results of its review.
- 3. The IBC shall determine the containment level as specified by the federal and other appropriate regulations/guidelines.
- 4. The IBC shall periodically review all activities to assure compliance with federal and other appropriate regulations/guidelines.
- 5. The IBC shall appropriately notify officials of any spill of, or contamination from, biohazardous material.

6. The IBC shall report to NIH and to other appropriate officials any significant problems, violations of the NIH Guidelines, or any significant research-related accidents and illnesses.
7. The IBC may not authorize the initiation of any experiments involving Recombinant DNA not explicitly covered by federal and other appropriate regulations/guidelines.
8. The IBC shall, via the Associate Provost for Research and Graduate Dean, order the suspension or termination of any activity in violation of federal and other appropriate regulations/guidelines.
9. The IBC reports to the Associate Provost for Research and Graduate Dean whom is responsible for advising appropriate University and external agency officials of relevant actions.

#### IV. Responsibilities of Project Director:

- A. The Project Director of any activity is responsible for fully complying with all applicable federal, state, local, and University regulations.
- B. The Project Director shall not initiate any use of biohazardous material without the approval of the IBC.
- C. The Project Director shall not modify an activity covered by an IBC approved protocol without prior approval of the IBC.
- D. The Project Director shall immediately report any of the following to the Chair of the IBC, or in their absence, the ex-officio member of the IBC appointed by the Associate Provost for Research and Graduate Dean:
  1. Biohazardous spills - Any significant spill involving Safety Level 2 or higher biohazardous material that occurs outside a biological safety cabinet or containment area.
  2. Exposure to biohazardous material - Exposure by inhalation, inoculation, ingestion, or skin contact (including cuts and wounds) to a Safety Level 2 or higher biohazardous material.
  3. Anything subject to the NIH Reporting Requirements Involving Recombinant DNA - significant problems with, or violations of, the recombinant DNA Guidelines, and accidents involving recombinant DNA.
- E. The Project Director, in conjunction with the Chair of the IBC and other appropriate University officials, shall be responsible for directing cleanup procedures in the event of a reportable spill or contamination.
  1. The Project Director shall provide and document training and be responsible for all personnel engaged in the activity.

#### V. Limitation

Possession or use of biohazardous material with a Safety Level or Risk Group of Three (3) or above will require advance appointment of a qualified and authorized Biosafety Officer according to NIH Guidelines.

Approved by Chancellor effective 2/14/11

*This policy was issued on May 5, 2011, replacing the April 29, 2011 version.*

*Document Reference: 1M3*

*Origin: OP 10/27/89; OC 2/14/11*

**Policies**  
**Policies & Procedures**  
**Buildings and Facilities**  
**Clean Air Policy - 6A2**

1. All buildings on Southern Illinois University Edwardsville campuses shall be declared smoke-free.
2. 410 ILCS 80/7 provides that a person who smokes in a public place established as a non-smoking area is guilty of a petty offense. Under 410 ILCS 80/8, a local board of health, or any individual personally affected by repeated violations may institute, in a circuit court, an action to enjoin violations of this act.
  - a. As to enforcement, it is the responsibility of all members of the University community to see that smoke-free policies are followed.
  - b. The Vice Chancellor for Administration, through the Office of Human Resources, shall circulate information regarding smoking areas, to educate the University community, and encourage compliance with the regulations.

*Approved by Chancellor effective 7/1/95*

*This policy was issued on February 8, 2000, replacing the February 1, 1996 version.*

*Document Reference: 6A2*

*Origin: OP 1/14/82; OP 5/31/91; OP 4/21/95*

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## **Policies Policies & Procedures**

### **Miscellaneous**

#### **Communicable Disease Policy - 3G3**

##### General Policy

Communicable diseases are diseases which are capable of being transmitted to other individuals in various ways. The Illinois Department of Public Health (IDPH) has specified diseases which are contagious, infectious, communicable, and dangerous to the public health in Section 690.100 of the Rules and Regulations for the Control of Communicable Diseases. The purpose of this policy is to insure University compliance with those and other existing state and federal rules, regulations, and laws.

##### Policy Foundations

1. University decisions will be guided by sound medical advice and practice together with current and well-informed medical information.
2. University actions will recognize and consider the interests of individual members of the University community together with the interests of the University community at large and in accordance with existing laws and sound medical advice and practice.

##### Non-Discrimination

The University shall not unlawfully discriminate in enrollment or employment against any individual infected with a communicable disease.

##### Confidentiality

1. The University shall comply with all pertinent statutes and regulations which protect the privacy and welfare of members of the University community who suffer from a communicable disease as well as the welfare of others within the University community.
2. The University will maintain procedural safeguards throughout the University with the objective of protecting the privacy of persons living with a communicable disease.
3. All confidential medical information about an individual will be handled in compliance with legal requirements and professional ethical standards.
4. The University will not disclose the identity of any employee or student who has a communicable disease, except as authorized by law, when necessary for the administration of this policy, or pursuant to guidelines following the general standards included in the American College Health Association's Recommended Standards and Practices for a College Health Program, fourth edition:

In general, it is recommended that no specified or detailed information concerning complaints or diagnosis be provided to faculty, administrators, parents or relative, without the expressed written consent of the patient in each case.

##### University Responsibilities

1. The University shall develop and maintain an educational program about communicable diseases.
2. The University shall identify sources of competent and confidential testing for communicable diseases as well as counseling services upon request.
3. The University shall identify sources of qualified medical care and encourage those with communicable diseases to utilize such sources.
4. University units shall adopt and implement appropriate safety guidelines consistent with those proposed by the Centers for Disease Control and the Illinois Department of Public Health for handling and disposing of potentially infectious materials.
5. Decisions in all situations involving students or employees with health problems are to be made on a case by case basis, based on the medical facts in each case and with concern for the confidentiality and best interest of all parties involved.
6. This policy is subject to applicable University personnel policies, collective bargaining agreements, and Civil Service regulations. The Vice Chancellor for Student Affairs will administer this policy.

*Approved by Chancellor effective 7/3/90*

*This policy was issued on February 1, 1996, replacing the December 10, 1990 version.*

*Document Reference: 3G3*

*Origin: WC 2-89/90; OP 11/5/90*

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### **COMPUTER CRIME PREVENTION LAW, SIUE, SOUTHERN ILLINOIS UNIVERSITY GUIDELINES ON COMPUTER SAFETY, FA14-6/30/89**

All individuals using computing facilities are notified that the Illinois Computer Crime Prevention Law (Illinois Revised Statutes, Chapter 38, Article 16D) makes unauthorized computer use a criminal offense.

There are three offense categories defined by the law.

1. **Computer Tampering.** An individual may be prosecuted for this offense when access is gained to a computer, a program, or data, without permission from the owner. Unauthorized access, by itself, is a misdemeanor. Obtaining data or services is a misdemeanor for the first offense and a felony for subsequent offenses. Altering, damaging, destroying, or removing a computer, a program, or data, always is a felony. (These latter offenses include the use or attempted use of what commonly is referred to as a "computer virus.")
2. **Aggravated Computer Tampering.** This offense occurs when Computer Tampering has the intended effect of: (a) disruption of or interference with vital services or operations of State or local government or a public utility, or (b) creating a strong probability of death or great bodily harm to other individuals. These offenses are punishable as felonies.
3. **Computer Fraud.** This offense occurs when access to or use of a computer, program or data is gained as part of a scheme to deceive or defraud. This includes the use of a computer to gain control over money, services or property. In addition to its ordinary meaning, "property" in this context includes: electronic impulses, electronically produced data, confidential or copyrighted material, billing information, and software in any form. These offenses are punishable as felonies.

A copy of the complete text of the Computer Crime Prevention Law is available for examination in the Data Processing and Computer Center or in the Office of the General Counsel.

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**Policies  
Policies & Procedures  
Miscellaneous Fees and Fee Policies  
Recreation User's Fee Policy - 4C1**

Faculty, staff and non-enrolled students, their immediate family members, and guests using the Cougar Village Recreation Area or other outdoor recreation facilities are required to pay a recreation user fee established by the University. The opportunity to use University recreation facilities is also extended to non-members of the University community subject to the payment of applicable fees. Revenues are used to help defray the costs of managing, operating, and maintaining the facilities. The recreation user fee is non-refundable and must be paid in the Office of Campus Recreation. An Identification card will be issued by a member of the recreation staff. Payment of the user fee permits the use of the facilities from the date of issue until the end of the summer season. Payment of the user fee does not permit unrestricted use of recreation facilities. Information regarding the use of recreation facilities and the user fee may be obtained by contacting Campus Recreation.

GUEST POLICY

Students, faculty, staff, and alumni who have paid the proper student fee or user fee are permitted to invite guests to use the recreational facilities subject to payment of applicable guest fees and the following provisions:

1. Hosts are limited to two guests per day. Guest fees are payable at the respective facility.
2. Guests are not permitted to check out rental equipment.
3. Hosts are expected to accompany their guest(s) throughout their stay at the recreational facility.
4. Guests must present a paid receipt when requested to do so by recreation personnel.
5. The guest fee must be paid before guests are permitted use of the facility.

ALUMNI POLICY

The use of the Cougar Village Recreation Area facilities shall be available to SIUE alumni, their spouses, children, and guests subject to the payment of applicable fees. Members of the SIUE Alumni Association qualify for reduced fees. Alumni fees are payable at the Campus Recreation Office. Proper identification shall be required of alumni users of recreation facilities.

*Approved by Chancellor effective 6/4/90*

*This policy was issued on February 1, 1996, replacing the July 2, 1990 version.*

*Document Reference: 4C1*

*Origin: OP 7/19/79; OP 12/14/81; OP 6/4/90*

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**Office of the Provost  
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**HOLIDAY POLICY, PERSONNEL POLICIES, SIUE, I 1**

1. Southern Illinois University at Edwardsville will be closed and all employees will be excused, except in emergencies and for necessary operations, on the following holidays: New Year's Day, Memorial Day (as determined by the law of the State of Illinois), Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and five holidays to be designated by the Chancellor before July 1 of each year.
2. When a holiday falls on the sixth day of the administrative work week, the day preceding it will be recognized as a holiday. When a holiday falls on the seventh day of the administrative work week, the day following it will be recognized as a holiday.
3. The personnel policies applicable to specific groups of employees may prescribe additional provisions concerning matters such as rates of compensation and compensatory time off for those employees who are required to work on designated holidays.

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## **Policies Policies & Procedures Miscellaneous**

### **Operating Policy in the Event of Inclement Weather and Other Special Conditions - 2C1**

#### General Statement

The general policy of the University is to remain open for programs and operations as scheduled. Thus, the official calendar as established for the University will be followed except as emergency conditions require otherwise. Unless specific announcements to the contrary have been made, all faculty and staff employees will continue the ongoing operation of the institution. In the event of emergency closure due to weather or other special conditions, arrangements for pay or time off will be determined in accordance with respective employment contracts and policies.

So far as weather is concerned, the mission of the University requires continuing operation during all except extreme conditions; however, employee and student safety will remain a primary consideration. Since safe transportation to and from the campus depends on many factors, such as distance, specific road conditions in home areas, etc., individuals are urged to exercise discretion and sound judgment with regard to travel.

#### Closing of the University

When extreme conditions are judged to exist, all or parts of the campuses of the University may be closed for a specified period of time. The decision to close the University will be made by the Vice Chancellor for Administration.

#### Inclement Weather

In the event of inclement weather, regional road and highway conditions will be determined by consultation with the Illinois State Police post in Collinsville. General weather conditions will be reviewed with the National Weather Service. This information, together with the condition of campus roads and parking lots as determined by the University Police, will be the facts used in a decision on University closing for day and/or evening classes. An evening class is defined as any class with a start time of 4:30 p.m. or later. The Dean of the Dental School, or designee, has the authority to cancel dental clinic appointments as necessary.

In the event of such closure, the administrative head of each principal functional area will be responsible for designation of those operations in his/her area that must continue regardless of closure. He/she will also be responsible for development of a plan to communicate with employees whose services cannot be suspended or interrupted and who, therefore, are required to report for work.

Employees who are scheduled and required to work when the University is closed will subsequently receive time off with pay equal to the number of hours worked--such time to be scheduled in a manner similar to vacation time. *NOTE: There are certain categories of employees who are required by labor agreements or prevailing area practice to report for work during inclement weather. The provisions of this paragraph do not apply to those employees.*

Employees who are scheduled to work but are not required to report when the University is closed will report the time as "authorized time off with pay." Administrative heads of principal functional areas will identify those employees whose presence on campus during periods of closure is absolutely necessary. Only these employees will be required to report for work during periods in which the institution is closed. In the case of student workers who are scheduled to work, but are not required to report when the University is closed, supervisors are requested to rearrange work schedules when possible so that such student workers may make up the work time lost. Student workers who are scheduled and required to work when the University is closed will be paid at the usual rate for the number of hours worked. Resumption of normal duties will occur with the beginning of the shift or scheduled work period following the expiration of the closing period.

#### Emergency Notification/Emergency Closure

In the event of a temporary emergency, such as a power outage, acts of violence or pandemic, information related to the seriousness of the emergency, affect on individual units or campuses and estimated length of time of the emergency, together with the condition of the campus, will be the facts used in a decision on closing all or parts of the University. The Dean of the Dental School or designee has the authority to cancel dental clinic appointments as necessary.

In the event of such closure, the respective vice chancellor will be responsible for designation of those operations in his/her area that must continue regardless of closure. He/she will also be responsible for communicating with employees 1) whose services are not affected by the temporary emergency and who, therefore, are required to work and 2) employees whose services cannot be suspended or interrupted and who, therefore, are required to report for work. Employees who are required to work will receive their regular pay for time worked. Employees who are scheduled to work but who are unable to work due to the temporary emergency will report the time as "authorized time off with pay."

In the case of student workers who are scheduled to work but are unable to work due to the temporary emergency, supervisors are requested to rearrange work schedules when possible so that such student workers may make up the work time lost. Student workers who are scheduled to work in an area unaffected by the temporary emergency will be paid at the usual rate for the number of hours worked. Resumption of normal duties will occur with the beginning of the shift or scheduled work period following the expiration of the closing period.

## Emergency Announcements

As soon as a decision to close the University has been made, the Chancellor and administrative heads of principal functional areas will be informed by the Vice Chancellor for Administration. These officials will be responsible for relaying the information to their organizational units. The Vice Chancellor for Administration will also immediately notify the Executive Director of Marketing and Communications who will inform radio and television stations in the area. The listing of stations and other media informed will be included in a bulletin to the University community to be issued each fall and spring.

*Approved by Chancellor effective 10/20/10*

*This policy was issued on November 3, 2010, replacing the November 14, 2008 version.*

*Document Reference: 2C1*

*Origin: OC 4/7/89; OC 11/21/02; OC 10/20/04; OC 10/27/04; OC 11/5/08; OC 10/20/10*

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**Office of the Provost  
Faculty Handbook****NEPOTISM POLICY, PERSONNEL POLICIES, SIUE, I-4**

No employee of Southern Illinois University at Edwardsville shall make a final personnel determination on any matter related to employment concerning another University employee who is their spouse or is related within the third degree of consanguinity. For the purposes of this policy, such relatives include: parents, grandparents, children, grandchildren, aunts, uncles, brothers, sisters, nieces, nephews, or any relative by marriage comparable to the above-listed relationships.

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**Policies**  
**Policies & Procedures**  
**Hosting and Hospitality**

**Guidelines Concerning On-Campus Meal Purchases with University Funds - 5E1**

The following guidelines establish the requirements for, and govern the use of, University funds (whether appropriated or non-appropriated) for the purchase of meals at on-campus food service facilities or through the Morris University Center catering service. The guidelines apply whether the purchase is effected by using a meal pass issued by the Morris University Center or is billed directly to a University account.

I. Guidelines

- A. The conduct of official University business is essential to establish a legitimate use of University funds for the purchase of meals.
- B. University employees may not use University funds to purchase a meal for him/herself alone.
- C. The use of University funds to purchase meals for a group consisting solely of University personnel and conducting University business is not legitimate, unless the conduct of such University business could not be satisfactorily accomplished in any other way.
- D. The use of University funds to purchase meals when a University employee is hosting a guest of the University may be justified. Justification for the use of University funds in such instances rest upon the conduct of official University business.

II. Administrative Responsibility

Each functional area head shall be responsible for ensuring that charges for meal purchases by persons within their functional area are proper and legitimate within the context of these guidelines and for monitoring expenditure for such charges.

*Approved by Chancellor effective 11/11/81*

*This policy was issued on November 12, 2002, replacing the February 1, 1996 version.*

*Document Reference: 5E1*

*Origin: OP 11/11/81*

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**Policies**  
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**Pets in University Buildings - 6F1**

For sanitary and safety reasons, all students, staff, and faculty members are requested to refrain from bringing pets into SIUE buildings. Animals running loose in the buildings will be impounded. Seeing eye dogs are permitted in University buildings when used to assist handicapped people.

*Approved by Chancellor effective 9/29/69*

*This policy was issued on February 1, 1996, replacing the April 30, 1984 version.*

*Document Reference: 6F1*

*Origin: EB 2-3*

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## **Policies Policies & Procedures Miscellaneous**

### **Sexual Harassment Complaint Procedures - 2C5 & 3C4**

Each member of the University community shares a common responsibility to maintain an environment free from sexual harassment. Individuals who have concerns about sexual harassment should seek assistance or advice. Individuals are not required to reveal their identity in seeking advice. It may be necessary to reveal your identity for investigation. Members of the University community who have knowledge of such incidents should encourage victims of sexual harassment to consult with sexual harassment information advisors.

Southern Illinois University Edwardsville has adopted the following procedures to ensure compliance with the University Policy on Sexual Harassment.

#### **I. Definition of Sexual Harassment**

Definitions and examples of prohibited sexually harassing behaviors are found at 7. D. 1-4 of the Policies of the Board, the University Policy on Sexual Harassment

#### **II. Consensual Relationships**

Consensual amorous or sexual relationships between faculty and students or between a supervisor and an employee may result in claims of sexual harassment, even when both parties appear to have consented to the relationship. The power differential inherent in such relationships may compromise the subordinate's free choice. When those in authority abuse or appear to abuse their power in a relationship, trust and respect in the University community are diminished. Moreover, others who believe they are treated/evaluated unfairly because of such a relationship may make claims of harassment.

Therefore, it is a violation of this policy if faculty members become involved in amorous or sexual relationships with students who are enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. No faculty, staff, or graduate assistant shall become involved in an amorous relationship, consensual or otherwise, with a student for whom that person currently has any teaching responsibility, including counseling and advising, coaching, supervision of independent studies, research, theses, and dissertations. In all cases in which an amorous or sexual relationship exists or develops, it is the obligation of the faculty member, staff member, or graduate assistant whose University position carries the presumption of greater power to disclose the relationship immediately to the appropriate supervisor who will contact the Office of the Provost for assistance in avoiding an appearance of impropriety and a potential conflict of interest.

Additionally, it is a violation of this policy for a supervisor and a directly reporting employee to have a consensual amorous or sexual relationship with each other. In cases in which a consensual sexual or amorous relationship exists or develops between a supervisor and a directly reporting employee, it is the obligation of the supervisor to disclose the relationship immediately to his or her supervisor, who will contact the Office of the Provost or the Office of Institutional Compliance for assistance in how to avoid an appearance of impropriety and a potential conflict of interest.

#### **III. Sexually Explicit Materials**

Sexually explicit materials in the workplace or learning environment that have no relationship to the curriculum can contribute to a sexually harassing environment for employees and students. Such materials can be in the form of music, documents, photographs, film or computer generated materials. A complaint of sexual harassment may include allegations of sexually explicit materials.

#### **IV. Informal Complaint Procedures**

Any student, employee, participant in a University sponsored activity or member of the public having contact with the University may utilize the following informal procedures, or may proceed directly to the formal procedures. A complaint may be filed against a student, employee, participant in a University sponsored activity or member of the public having contact with the University.

##### **A. Complaints Received by Supervisors**

1. Complainants are encouraged to seek assistance at the level of the lowest ranking supervisor or University official not related to the harassment. If a complaint, whether written or oral, is brought to the attention of a respondent's [Respondent is the person against whom a charge is brought] supervisor, department head, director, or dean, or to any of the vice chancellors or the chancellor, that officer has the responsibility to take necessary action to attempt to resolve the complaint promptly. The officer should consult with the

**Office of the Provost  
Faculty Handbook  
SOFTWARE PIRACY POLICY STATEMENT,  
POLICIES OF THE BOARD OF TRUSTEES, SIU**

Respect for the intellectual work and property of others is vital to the mission of higher education. This principle applies to works of all authors and publishers in all the media, including the labor and creativity resulting in computer software. It encompasses respect for the right to acknowledgment and the right to determine the form, manner, and terms of publication and distribution.

Unauthorized copying of software is illegal and may force the University as well as individuals to incur legal liability. The United States Copyright Law protects software authors and publishers in much the same manner as patent law protects inventors. Unauthorized copying of software, including programs, applications, data bases and code, deprives developers of a fair return for their work, may result in increased prices, may reduce the level of future support and enhancement available to the University, and may inhibit the development of new software products.

Unless software has been placed in the public domain, the owner of a copyright holds exclusive right to the reproduction and distribution of his or her work. The purchaser of software generally purchases only a license to use the software on one machine. Most licenses do not permit copying although a licensee may generally make a backup or archival copy. Some institutional licenses permit copying for use on local area networks or on multiple machines, but such uses must be authorized in a license agreement commonly called a site license, which might include a network license or a limited-use license.

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**COUGAR VILLAGE RECREATION AREA USER'S FEE POLICY**

Faculty, staff, alumni, and their immediate family members wishing to use the Cougar Village Recreation Area and Pool are required to pay a recreation user fee. A schedule of available facilities and user charges is published each term. Members are permitted to invite a guest to use the facilities subject to payment of the applicable guest fee. Memberships are available at the reception desk in the Student Fitness Center.

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**Office of the Provost  
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TRAVEL POLICY**

Persons traveling on official University business must comply with the Official Travel Regulations. The Disbursements Office, located in the John S. Rendleman Building, Room 0232, is responsible for compliance with Official Travel Regulations by all persons traveling on official University business. A copy of the Official Travel Regulations can be obtained from the Disbursements Office upon request.

Cash advances for official University business are obtained from the Office of the Bursar, first floor, east wing, of the John S. Rendleman Building.

Out-of-State Travel Authorization for Faculty/Request for Foreign Travel, Provost Memorandum, 3/2/81.

University travel regulations no longer require filing of the TA-1 Form. However, for internal purposes the Provost and Vice Chancellor for Academic Affairs requests that units reporting through this office continue to obtain advance approval for out-of-the country travel.

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## Office of the Provost Faculty Handbook TUITION WAIVERS

### Waiver of Tuition for Faculty and Staff, Policies and Procedures, SIUE, 4F3

Faculty and administrative staff members on term appointment who enroll in credit courses shall be eligible for waiver of tuition, exclusive of fees, during academic terms in which they are under appointment, provided that the courses are completed prior to expiration of the appointment. Faculty and administrative staff members on continuing appointment shall be eligible for waiver of tuition, exclusive of fees, in any term of the year.

### Undergraduate Tuition Waivers for Children of SIUE Employees, SIUE BLUE BULLETIN, 12/19/91

**Eligibility:** As required by Public Act 87-793, the applicant for this benefit must be under the age 25 at the commencement of any academic year in which the benefit is claimed, must qualify for admission to the University under its usual rules, and must maintain satisfactory academic progress toward graduation (as defined in University Financial Aid Rules) in order to claim the benefit in each following year.

**Duration:** The tuition waiver will be granted for a total of eight semesters, or the equivalent, and four summer terms. The parent must be a 7-year employee at the time each term's benefit is claimed. Subsequent terms need not be consecutive. The benefit is not applicable for non-credit or graduate/professional studies.

**Amount:** The maximum amount of waiver any student may receive under this program shall be 50% of the tuition for the number of credit hours in which the student is enrolled. Fees other than tuition are not affected.

**Ownership:** The statute grants the tuition waiver to the student, who consequently has sole control of it unless under some legal disability. The benefit will therefore be granted upon application of any eligible student for any school term within the duration of the waiver.

In the administration of Public Act 87-793, the following terms shall have the meanings set forth:

**Employee:** A person who performs personal services for Southern Illinois University for cash recompense from which any employment taxes are or might be withheld, except those whose employment is secondary and incident to their status as students. Any percentage of employment qualifies.

**7-Year Employee:** A person who has been a Southern Illinois University employee for seven calendar years. Service may be cumulative and need not have been consecutive. SIU service may count as a full calendar year for this purpose whenever it could result in a full year's credit in the State Universities Retirement System. Any SIU service for which SURS credit may be granted may be counted toward the 7 years.

**Child:** The natural, adoptive or step-child of a 7-year employee who is employed at the time the child claims the benefit for any semester or term.

**Office of the Provost  
Faculty Handbook  
APPENDICES**

Faculty Roles and Responsibilities

Faculty Senate Constitution

Faculty Senate Bylaws

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## **The Faculty Senate Faculty Senate**

### **Southern Illinois University Edwardsville's Faculty Senate**



Welcome to the University Faculty Senate home page. The Faculty Senate represents the entire faculty in organizing faculty governance on all matters relevant to the educational interests of the University and serves as a communication link between the faculty and the higher administration.

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## **Office of the Provost Faculty Handbook**

### **FACULTY SENATE CONSTITUTION**

The Faculty Senate is the body empowered to act as agent for the University Faculty with the delegated power to formulate policies in regard to all academic matters and other matters of faculty concern except those that relate to the Graduate School as set forth in the Bylaws and Statutes of the Board of Trustees.

#### **ARTICLE I.**

The Faculty\* of Southern Illinois University Edwardsville shall be defined as indicated in the Bylaws and Statutes of the Board of Trustees of Southern Illinois University.

#### **ARTICLE II.**

The Faculty Senate shall have direct access to the Chancellor of the University.

#### **ARTICLE III.**

- A. The Faculty Senate members shall be elected by the faculty from among the faculty as defined in Article I.
- B. The Officers of the Faculty Senate shall be elected by the faculty from the membership of the Faculty Senate and shall remain members of the Faculty Senate during their term of office.
- C. Each elected Faculty Senate member shall designate an alternate to attend and vote at Faculty Senate meetings.

#### **ARTICLE IV.**

The officers of the Faculty Senate shall be President, President-Elect, and Past-President.

#### **ARTICLE V.**

- 1. The Faculty Senate shall implement the provisions of this Constitution by Bylaws as it may choose to adopt.
- 2. The Faculty Senate shall have the authority to stipulate its own governance structure, define term of office, direct election of officers, remove officers and members for cause, control agendas and meetings, and create and abolish committees, in accord with procedures described in its Bylaws.

#### **ARTICLE VIII.**

A. Articles of the Constitution of the Faculty Senate may be amended by a majority of ballots cast by the University Faculty voting by secret ballot in a general referendum.

B. Ratification of this document will be by a majority of ballots cast by the Faculty voting by secret ballot in a general referendum.

\*Membership. The university faculty at Southern Illinois University at Carbondale and Southern Illinois University at Edwardsville shall consist of the chancellor, all professors, associate professors, and assistant professors, and those instructors on continuing appointment. (Source: Statutes of the Board of Trustees of SIU, Article 3, Section 3a, January, 1996.)

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## **Office of the Provost Faculty Handbook Faculty Senate Bylaws**

- I. Membership and Representation in the Faculty Senate
- II. Meetings
- III. Officers of the Faculty Senate
- IV. Executive Committee
- V. Councils
- VI. Amendments to the Bylaws

### **I. Membership and Representation in the Faculty Senate**

A. The Faculty Senate shall consist initially of 49 members with 11 of these being elected to the Graduate Council by the Graduate faculty and the remainder proportionally allocated to and elected by the various academic units as determined by the Rules and Procedures Council. The academic units are defined as: College of Arts and Sciences, School of Business, School of Dental Medicine, School of Education, School of Engineering, Lovejoy Library and School of Nursing. Representation of additional units may be added by majority vote of the Faculty Senate.

B. Faculty Senators shall be elected to three-year terms which shall begin with the new academic year. Each academic unit shall elect its representatives. If a faculty senator is appointed Chair of the university Planning and Budget Council, he/she shall, upon appointment as Chair, become an at-large, non-voting member of the Senate. This at-large Senate membership will continue for the duration of the term as UPBC Chair, provided that the individual remains eligible for Faculty Senate membership during the term as chair. The replacement for the Senator who becomes Chair of UPBC will be selected from the same unit in accord with the Bylaws of the Faculty Senate. Faculty members appointed as representatives to the University Planning and Budget Council who are not regularly elected members of the Faculty Senate shall become at-large, non-voting members of the Senate.

C. Faculty Senators will be expected to attend all meetings of the Faculty Senate or designate an alternate from the same academic unit to attend in his/her place.

D. Upon recognition of a vacancy, the Executive Committee shall inform the Rules and Procedures Council to initiate action to fill the vacant Senatorship. Resignation of a Faculty Senator shall be submitted, in writing, to the Executive Committee.

E. At the beginning of each academic term, the seat of any Faculty Senator who was absent without replacement by an alternate for a majority of meetings (more than 50% of the total Senate meetings and assigned Council meetings) during the preceding term may be declared vacant by the Rules and Procedures Council. The Faculty Senator may appeal the decision to the Executive Committee. If a Senator is to be absent from the Faculty Senate for an extended period of time then that Senator should either resign or have an alternate from the same School or unit (see I.A) to attend meetings during his or her absence.

F. Each elected member of the Faculty Senate shall serve on a Council.

G. A Faculty Senator elected by a unit must have at least a 50% assignment within that unit. If a Senator becomes unqualified to serve, the seat shall be declared vacant by the Rules and Procedures Council and the unit directed to elect a replacement. The Faculty Senator may appeal this decision to the Executive Committee.

H. A Faculty Senator elected by a unit can be recalled by a majority vote of the faculty of the unit. A recall election shall be held by the Rules and Procedures Council on the petition of at least 15% of the faculty in the unit. If the election is successful (a majority of the unit votes to recall), the seat shall be declared vacant by the Rules and Procedures Council and the unit directed to elect a replacement. (Top)

### **II. Meetings**

A. The Faculty Senate shall schedule a regular meeting at least once a month or more frequently if its responsibilities require. Normally, the Faculty Senate will not meet during the months of June, July and August, unless convened by the Executive Committee.

B. The Faculty Senate may be called into a special meeting by the Executive Committee provided the members are given at least one week's notice of the meeting and the topic or topics necessitating the meeting. Only those topics announced may be considered at the meeting. The Executive Committee shall call a special meeting on the written request of five or more Faculty Senators.

C. The Faculty Senate shall conduct its business under recognized parliamentary procedures, as specified in Robert's Rules of Order, and shall appoint as needed its parliamentarian annually.

D. Agendas of the Faculty Senate and its subordinate units shall normally be prepared by the Executive Committee and the appropriate Chairpersons, respectively. Faculty Senators and committee members may place items on the agenda upon request to the Executive Committee or appropriate Council or committee Chairperson. Any member of the Faculty shall receive on request the agenda for any meeting of the Senate or any of its subordinate units.

E. Each Faculty Senator, or designated alternate, present at a meeting shall have one vote.

F. Any member of the university community may attend any regular or special meeting of the Faculty Senate and may be allowed to participate in its deliberations at the discretion of the Senate by majority vote. Only Faculty Senators or their designated alternates shall be eligible to propose and to vote on motions.

G. Meetings may be closed by the majority vote of the respective body. All meetings, however, must be conducted in accordance with the Illinois Open Meeting Law. Final action can be taken only in open meetings.

H. Quorums of the Faculty Senate and its subordinate units shall be one half of the Faculty Senate or subordinate unit membership. Designated alternates shall be considered in quorum counts.

I. Faculty Senate Councils shall meet at least once a month at the call of their respective chairperson or by petition of one-third of the respective membership. Normally the Faculty Senate will not meet during the months of June, July and August, unless convened by the Executive Committee.

J. The Faculty Senate shall maintain a registry of membership of Faculty Senators and of all its subordinate units. It shall also maintain a calendar of all scheduled meetings for the convenience of its membership and other interested parties.

K. The President of the Faculty Senate shall call a meeting of the entire faculty at least once a year. The faculty shall be notified at least two weeks in advance of the meeting of the topics to be discussed. (Top)

### III. Officers of the Faculty Senate

A. The Officers of the Faculty Senate shall be elected from the membership of the Faculty Senate and shall remain members of the Faculty Senate during their term of office, and shall include the President, President-Elect, and Past-President.

1. The President of the Faculty Senate shall be presiding officer with the power to call Faculty Senate and general faculty meetings. He/She shall be Chairperson of the Executive Committee and shall be a non-voting or ex-Officio member of all Faculty Senate subordinate units. The President shall represent the Faculty Senate in any organized all-University activity.

2. The President-Elect of the Faculty Senate shall assist the President of the Faculty Senate in his/her duties. He/She will serve as President-Elect the first year, automatically become President in the second year, and the Past-President in the third year. If the office of the president becomes vacated, the President-Elect shall serve the remainder of the unexpired term of President, followed by his/her regular term of President. In the event of a vacancy in the office of the President-Elect, the Rules and Procedures Council shall conduct an election to fill this vacancy. The President-Elect shall be a non-voting, ex-officio member of all Faculty Senate subordinate units.

#### 3. Nomination and Election of the President-Elect of the Faculty Senate

a. Nomination of a candidate for President-Elect may be made either by the Nominating Committee or by nomination on the floor of the Faculty Senate. Nominees must be then current members of the Faculty Senate. The Nominating Committee shall consist of the president of the Faculty Senate, the President-Elect of the Faculty Senate, and the Chair of the Rules and Procedures Council. The Chair of the Rules and Procedures Council shall chair the Nominating Committee. This committee shall be formed in January. The committee shall prepare a slate of one or two candidates to represent to the Faculty Senate at the February meeting. The committee must contact potential candidates to insure their willingness to serve prior to advancing their names. At the February meeting of the Faculty Senate, the Chair of the Rules and Procedures Council shall present the slate of candidates to the Senate. Nominations will then be accepted from the floor of the Senate. If such nominees are not present when nominated, it will be the task of the Nominating Committee to determine whether they are willing to serve. Declining nominees will not be included on the ballot.

b. Following the February meeting of the Faculty Senate, the University Governance Office will prepare a mail ballot and distribute it to the voting faculty. The mail ballot will include the names in alphabetical order of all nominees willing to serve and a blank line for a write-in vote. Faculty will be provided with two return envelopes, an outer envelope which must be signed by the voting faculty member and an inner unmarked envelope. Faculty will have two weeks to return completed ballots to the University Governance Office. The persons appointed by the president of the Faculty Senate will count the ballots. They will first remove the unmarked envelopes from the outer envelopes and discard the latter. The confidentiality of votes is to be maintained. The results will be given to the President of the Faculty Senate.

c. If one candidate receives over 50% of the votes cast in the mail ballot election, that candidate will be the winner of the election for President-Elect, and the results will be announced at the March meeting of the Faculty Senate by the President of the Faculty Senate.

d. If no candidate receives over 50% of the votes cast, the decision on how to proceed will be made by the Faculty Senate at its March meeting. The Senate will be informed of the total number of votes cast in the election, the percentage return, and the number of votes received by the candidates receiving the two highest percentages; but, the Senate will not be informed of which candidate received those votes. The Senate may vote to accept a plurality rather than a majority, at which time the candidate with the highest percentage of votes will be declared the winner.

e. If the Senate votes not to accept a plurality, then there will be a run-off election between the candidates with the two highest vote totals. The run-off will be by mail ballot using the procedures outlined in Section b. above. The result will be presented to the Faculty Senate at the April meeting.

4. The President, President-Elect, and Past-President shall serve the whole faculty and consequently shall not serve as unit representatives. The unit from which the President-Elect was originally elected as a Senator shall elect a replacement to fill the unexpired term vacated by the election. The officers shall serve as non-voting members of the Senate and its subordinate units. The presiding officer of the Senate may vote to break a tie.

5. Functions and terms of office of other officers shall be designated by the Senate at the time the office is created. Election of other Faculty Senate officers shall be conducted by the Rules and Procedures Council in the Spring Semester.

B. Election of the Faculty Senate officers shall be conducted by the Rules and Procedures Council in the Spring semester. Terms of officers shall begin with the new academic year. (Top)

#### IV. Executive Committee

A. The officers of the Faculty Senate and the Chairpersons of the Councils will constitute the Executive Committee of the Faculty Senate, with power to act for the Faculty Senate between meetings on matters which must be dealt with immediately where a week's delay would constitute a decision. All other items shall be reported to the Senate for consideration. The actions of the Executive Committee shall be subject to review by the full Faculty Senate. No one serving as dean, associate dean, assistant dean, chancellor, vice-chancellor, associate vice-chancellor, assistant vice-chancellor, assistant to the vice chancellor, or equivalent positions, shall be a member of the Executive Committee.

B. The Executive Committee shall be responsible for the agenda of meetings of the Faculty Senate. The Executive Committee shall respond to matters presented to it by individual faculty members and may place such matters on the agenda as it deems necessary.

C. The President of the Faculty Senate, or his/her representative and any member of the Executive Committee who so chooses shall meet on a regular monthly basis with the Chancellor of the University for informational purposes.

D. The Executive Committee shall be responsible for scheduling and assigning projected completion dates for those agenda items sent to Faculty Senate subordinate units. (Top)

#### V. Councils

A. The Faculty Senate shall establish the following standing Councils:

1. Curriculum Council
2. Faculty Development Council
3. Rules and Procedures Council
4. Welfare Council

B. The Faculty Senate Past-President, President, and President-Elect shall appoint Chairpersons for the Councils for the coming year and shall submit the appointments for approval of the Faculty Senate at the May meeting.

C. The Faculty Senate Executive Committee shall assign the membership of each Council. Such membership shall be composed of six to twelve members of the Faculty Senate and no more than two members of each of the other campus constituency groups, and these latter members shall be voting members.

D. Each Council shall develop its own operating procedures, which must be approved by the Faculty Senate.

E. Each Council may establish, in addition to the standing committees identified in Section VII, Paragraph G, below, ad hoc committees as needed to fulfill that Council's responsibilities. Membership to standing or ad hoc committees is not limited to members of the Faculty Senate; however, it is desirable that a majority of each committee consist of members of the Faculty Senate. The chairperson of each committee shall be appointed by the Council to which the committee is to report, and the Chairperson must be a member of that Council.

F. As described in Article V, Section C of the Constitution, the Graduate Council shall also be considered a standing Council of the Faculty Senate.

G. Additional Standing Committees may be established by amending these Bylaws.

H. Functions and responsibilities of the Faculty Senate Councils and Standing Committees are as follows:

1. Curriculum Council

a) Functions: The Curriculum Council is responsible to the Faculty Senate for formulating and recommending policy on undergraduate curriculum (instructional programs; courses of study; definitions of certificates, diplomas, degrees, student entrance, retention and exit), for formulating and reviewing undergraduate curricular policy proposals, for reviewing the administration of all undergraduate curricular matters, and for conducting undergraduate program reviews. "Undergraduate" shall be defined as including both dental and continuing education.

b) Standing Committees: Academic Standards and Policies Committee, General Education Committee, Undergraduate Courses Committee, Undergraduate Programs Committee. (Top)

## 2. Faculty Development Council

a. Functions: The Faculty Development Council shall support, coordinate, and promote activities related to the professional development of tenured and non-tenured, full-time and part-time faculty.

b. Standing Committees: The Excellence in Undergraduate Education Committee shall be responsible for oversight of the EUE Program. The members of this Committee shall work in conjunction with the EUE Coordinator to: develop program guidelines and review procedures; conduct a periodic assessment of the EUE Program; and advise the EUE Coordinator on matters pertaining to EUE. The Council shall also be responsible for conducting the review of the EUE proposals and making recommendations to the Provost and Vice Chancellor for Academic Affairs on the allocation of EUE funds.

The Faculty Roles and Responsibility Committee shall work with the Office of the Provost to develop and promote programs relating to faculty roles and responsibilities. It shall serve as a liaison to SIUE faculty to: identify faculty development interests; coordinate the dissemination of information of campus, state, and national initiatives, encourage broad faculty involvement and open discussion within departments; and, coordinate these activities at school, college, and university levels. The Committee shall serve as a clearing house of resource information on issues related to improvement of practice in the areas of teaching, scholarship, and service.

## 3. Rules and Procedures Council

The Rules and Procedures Council is charged with recommendations pertaining to structuring the Faculty Senate, specifically the reapportionment of Senate seats, seating and unseating Senators, and the election of Senate Officers; examining the academic governance of the University per se including name changes and/or the restructuring of departments and schools; liaison with internal, e.g. Student Senate, University Staff Senate, etc., and external, e.g. , SIUC and the Board of Trustees, bodies; evaluation of the Chancellor and the Vice Chancellor and Provost; recommending possible changes in the Board Statutes to the Board of trustees; reviewing current practices and policies in the area of academic governance and formulating guidelines for the administration and governance of all academic units.

## 4. Welfare Council

The Welfare Council shall be concerned with, but not limited to, policies pertaining to: faculty evaluation, salary, promotion, tenure, leaves of absence, recruitment, employment, retraining, development, rights and responsibilities, general faculty benefits, discipline, severance, and grievances. (Top)

## VI. Amendments to the Bylaws

Bylaws may be amended by a majority vote of the Faculty Senate and a majority of the faculty voting on a written ballot. The Senate vote may be taken at a Senate meeting if previously circulated to the members.

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