

## START OF SEMESTER INFORMATION SPRING 2019

**Greetings!** Provost Lauren Robel and I welcome you back to campus for the start of the spring semester 2019. As you prepare for classes and other activities, we would like to remind you about several important matters and provide a single source for vital information and important dates. Best wishes for a successful semester!

Eliza Pavalko, Vice Provost for Faculty & Academic Affairs  
<http://www.indiana.edu/~vpfaa/>.

### INFORMATION ON STUDENT CONDUCT AND SUPPORT

**Academic Misconduct.** If you suspect that a student has cheated, plagiarized or otherwise committed academic misconduct, refer to the *Code of Student Rights, Responsibilities and Conduct*:  
<http://www.iu.edu/~code/>.

**Bias Reporting.** Students can report any act of discrimination or harassment based on race, ethnicity, religious affiliation, gender, gender identity, sexual orientation or disability through any of the options: 1) email [biasincident@indiana.edu](mailto:biasincident@indiana.edu) or [incident@indiana.edu](mailto:incident@indiana.edu); 2) call the Dean of Students Office at (812) 855-8187 or 3) use the IU mobile App (m.iu.edu). Reports can be made anonymously if desired.

Many students are unaware of options for reporting bias incidents, so please consider adding the following information on how to report incidents to your course syllabi.

#### Language for your Syllabi:

**“As your instructor, one of my responsibilities is to create a positive learning environment for all students. Bias incidents (events or comments that target an individual or group based on age, color, religion, disability, race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, marital status or veteran status) are not appropriate in our classroom or on campus. What should you do if you witness or experience a bias incident? Report it by submitting a report online ([biasincident.indiana.edu](http://biasincident.indiana.edu)) or calling the Dean of Students Office (812-855-8187).”**

**Dean on Call.** The Dean of Students office provides support for students dealing with serious or emergency situations after 5 p.m. in which an immediate response is necessary and which cannot wait until the next business day. Faculty or staff who are concerned about a student’s welfare should feel free to call the Dean on Call at (812) 856-7774. This number is not to be given to students or families but is for internal campus use only. If someone is in immediate danger or experiencing an emergency, call 911.

**Counseling and Psychological Services.** For information about services offered to students by CAPS:  
<http://healthcenter.indiana.edu/counseling/index.shtml>.

**Disability Services for Students (DSS).** The process to establish accommodations for a student with a disability is a responsibility shared by the student and the DSS Office. Only DSS approved accommodations should be utilized in the classroom. After the student has met with DSS, it is the student’s responsibility to share their accommodations with the faculty member. For information about support services or accommodations available to students with disabilities and for the procedures to be followed by students and instructors, please visit:  
<https://studentaffairs.indiana.edu/disability-services-students/>. If you would like to include a statement in your syllabus, DSS recommends the following:

"Every attempt will be made to accommodate qualified students with disabilities (e.g. mental health, learning, chronic health, physical, hearing, vision neurological, etc.). You must have established your eligibility for support services through the appropriate office that services students with disabilities. Note that services are confidential, may take time to put into place and are not retroactive; captions and alternate media for print materials may take three or more weeks to get produced. Please contact Disability Services for Students at <http://disabilityservices.indiana.edu> or 812-855-7578 as soon as possible if accommodations are needed. The office is located on the third floor, west tower, of the Wells Library, Room W302. Walk-ins are welcome 8 AM to 5 PM, Monday through Friday. You can also locate a variety of campus resources for students and visitors that need assistance at: <http://www.iu.edu/~ada/index.shtml>".

**Disruptive Students.** Instructors are occasionally confronted by uncomfortable or even threatening behaviors from students. An instructor's first obligation is to insure the immediate safety of the classroom. When in doubt, call IU Police at 9-911 from any campus phone or call (812) 855-4111 from off-campus for immediate or emergency situations. You may also contact the Dean of Students Office at (812) 855-8188. For additional guidance in dealing with difficult student situations: <http://www.iu.edu/~ufc/docs/policies/DisruptiveStudents.pdf>.

**Reporting Conduct and Student Wellness Concerns.** All members of the IU community including faculty and staff may report student conduct and wellness concerns to the Division of Student Affairs using an online form located at <https://studentaffairs.indiana.edu/dean-students/student-concern/index.shtml> or <https://studentaffairs.indiana.edu/office-student-ethics/file-a-report.shtml>.

**Students needing additional financial or other assistance.** The Student Advocates Office can help students work through personal and academic problems as well as financial difficulties and concerns in order to help students progress towards earning a degree. The Office also provides support and assistance to students in working through grade appeals and withdrawals from all classes. In addition to advising student on appeal and financial issues such as financial aid or tuition, they also have emergency funds for IU students experiencing emergency financial crisis <https://studentaffairs.indiana.edu/student-advocates/>.

**Sexual Misconduct and Title IX – Syllabi Language.** Faculty are considered Responsible Employees for purposes of Title IX, which means they have an obligation to report incidents of possible sexual misconduct known to them, to the appropriate Title IX Officials for their campus.

To help students understand your obligation and to inform them of their rights and available resources on campus, we advise that all instructors include the following message within their syllabi. If you use Canvas, a similar message will be available to import into your course through Canvas Commons (search for the "Sexual Misconduct & Title IX Syllabi Language").

Language for Syllabi:

*As your instructor, one of my responsibilities is to create a positive learning environment for all students. Title IX and IU's Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, and dating and domestic violence. If you have experienced sexual misconduct, or know someone who has, the University can help.*

*If you are seeking help and would like to speak to someone confidentially, you can make an appointment with:*

*The Sexual Assault Crisis Services (SACS) at (812) 855-8900 (counseling services)  
Confidential Victim Advocates (CVA) at (812) 856-2469 (advocacy and advice services)  
IU Health Center at (812) 855-4011 (health and medical services)*

*It is also important that you know that Title IX and University policy require me to share any information brought to my attention about potential sexual misconduct, with the campus Deputy Title IX Coordinator or IU's Title IX Coordinator. In that event, those individuals will work to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist.*

*I encourage you to visit [stopsexualviolence.iu.edu](http://stopsexualviolence.iu.edu) to learn more.*

## **IMPORTANT INFORMATION FOR YOUR CLASSES**

**Academic Calendar.** Classes begin on Monday, January 7 (second eight-week classes begin on March 4). Classes do not meet on Martin Luther King, Jr. Day, Monday, January 21. Spring recess begins on Sunday, March 10 and classes resume on Monday, March 18. See <http://enrollmentbulletin.indiana.edu/pages/offcal.php>.

**Disclosure of Student Records (FERPA).** The 1974 Family Educational Rights & Privacy Act ("FERPA") protects the privacy of students' educational records and generally prohibits the release or disclosure of student records by school officials to any third party without the student's prior written consent. Prior to communicating with parents or any third party about a student's educational records (including grades, papers, performance, etc.) faculty must have obtained the necessary prior written consent from the student. The Office of the Registrar has compiled FERPA resources for instructors at <http://registrar.indiana.edu/policies/student-privacy-ferpa.shtml>. Reporting student concerns to university officials who have a "need to know" is allowed under FERPA.

**Disclosure of Textbook Information (DUE DATE, on or before March 1, 2019).** In order for the University to comply with the 2010 Higher Education Opportunity Act, **it is imperative that every instructor on the Bloomington campus provide the IU Bookstore, either directly or through an administrator/assistant, with full information about all textbook and other course materials (retail price, ISBN number – or author/title/publisher if the ISBN is not available).** This information not only complies with federal law, but also saves our students money by providing them a single, easy to use, and comprehensive repository where information about textbook and course materials can be reliably retrieved.

**Early Evaluations of Student Progress.** The Bloomington Faculty Council requires all instructors of courses in which freshman or University Division sophomores are enrolled (as well as instructors of all General Education Common Ground courses) to submit letter grade evaluations for these students by Sunday after the sixth week of the semester: **Sunday, February 17**. IU has created a new system, the [Student Engagement Roster \(SER\)](#), to improve student engagement with early evaluation grades. SER sends a notification to students when you submit performance or early evaluation feedback, and recommendations (such as "seek tutoring") link students to campus resources. SER also makes it easier for academic advisors to identify students who need additional outreach and enables you to see if the student or their advisor has viewed your feedback.

### **Enrollment Audit and Attendance Verification**

University Faculty Council policy requires faculty to report student attendance or non-attendance in their classes at least once per term as part of the [Enrollment Audit](#). You will receive email communications from the Office of the Registrar with more details and deadlines.

**eTexts.** eTexts can save your students money. For more information, see <http://etexts.iu.edu/>.

**Exam Scanning.** Bloomington Evaluation Services and Testing (BEST) provides an examination scanning service, using DigitalDesk, a program that provides faculty a large degree of flexibility in the analysis and management of their exams. Detailed DigitalDesk information and user guides are available in the Knowledge Base at (<https://kb.iu.edu/d/anzn>) or on the BEST website at <https://iubest.indiana.edu/resources/index.php>.

**Final Examinations and Free Week.** Final exams are given between Monday, April 29 and Friday, May 3. The week prior to the exam period (Monday, April 22 through Sunday, April 28) shall be free of major or final exams, except for practical tests at the end of lab periods. Paper projects may be due then only if assigned well in advance. Final exams are an important, indeed essential, part of the pedagogical process, and every course should contain a final exercise of some kind. Final exams must be given during the final examination period, at the time scheduled here: <http://enrollmentbulletin.indiana.edu/pages/finexpol.php?Term=1>.

**Fire and Tornado Drills.** Fire and tornado drills are a necessary precaution, even though they can be inconvenient for classroom instruction. If you teach a large class in a lecture hall, please inform the building manager in the building where your class is taught about the specific dates and times when you will be giving exams (no drills are held during finals week). Building managers will request that the date/time of the drill be changed to avoid testing periods for large classes. To identify a building manager, contact Debbi Fletcher, Director of Emergency Management and Continuity, [dpfletch@iu.edu](mailto:dpfletch@iu.edu), (812) 856-9014.

**Instructional Responsibilities.** Bloomington Faculty Council policy states that: *“Faculty members teaching courses have the responsibility to provide instruction as scheduled. Variations from the schedule may occur for a variety of reasons, including illness, professional activities and pedagogical considerations. When such variations occur, it is the responsibility of the faculty member both to provide equivalent academic activity for the students in the course and to notify the chairperson of the department offering the course of the change in schedule.”*

**Keep Teaching IU.** Prepare for unexpected class disruptions with **KeepTeaching.IU**. Unforeseen natural disasters, long periods of absence, or building outages could mean disruptions to your teaching. Prepare for potential emergencies by planning ahead. [Keepteaching.iu.edu](http://keepteaching.iu.edu) guides you through how to prepare and use the tech tools available to you to move your class online in a pinch.

**Missed Class/Exam Policy.** The Dean of Students Office will only provide absence letters for student hospitalization or family crises. This office (as well as the Office of Student Advocates) will no longer provide absence letters for students for other reasons. Absence policies for each course are determined by the instructor of record for that class and should be included in the course syllabus. For additional information about missed classes/exams for university-approved activities (including athletics), <https://studentaffairs.indiana.edu/dean-students/attendance-concerns.shtml>.

**Online Course Questionnaire (OCQ).** The OCQ will be administered in all courses. It consists of 11 campus-wide questions that students answer for each class. Responses to these questions are shared with instructors, department chairs, deans, vice provost for undergraduate education (VPUE), and the vice provost for faculty and academic affairs (VPFAA). Responses to the four campus core questions are required to be reported by faculty for tenure and promotion. For more information on OCQ see <https://surveys.iub.edu/OCQ/>. BFC Policy on OCQ can be found at <http://vpfaa.indiana.edu/policies/bloomington/instructional-responsibilities/online-courses.shtml>.

**Religious and Civic Observances.** Instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances. For our policy on religious observances, suggestions for its implementation, forms to be used by students requesting accommodations and a five-year calendar of religious holidays: <https://vpfaa.indiana.edu/faculty-resources/professional-development/teaching-resources.html>.

## OTHER IMPORTANT FACULTY INFORMATION, RESOURCES AND DEADLINES

**Award Nomination Deadlines.** To find upcoming deadlines for nominations/applications for VPFAA awards (Outstanding Junior Faculty, Provost Professors, Distinguished Service, Patten Lecturers, Sustainability Awards, etc.) see <https://vpfaa.indiana.edu/faculty-resources/awards-lectures/awards/index.html>.

**Conflict of Commitment.** University policy (ACA-29) requires that all academic appointees must disclose, in writing, to their chair or dean, outside professional activities that may interfere with their teaching, research or service. This includes teaching for another university, including online teaching. <https://policies.iu.edu/policies/ua-17-conflicts-of-interest-commitment/index.html>.

**Conflict of Interest.** The research-related conflict of interest disclosure is now available for completion at <http://researchcompliance.iu.edu/coi/index.html>. Anyone responsible for the design, conduct, or reporting of research, regardless of funding, must complete the annual disclosure form, even if you have no outside interests to report. See the General Counsel's website for more information on compliance and reporting at <https://compliance.iu.edu/compliance-areas/index.html>.

**Digital Measures Activity Insight (DMAI).** DMAI has replaced the Faculty Annual Reporting (FAR) system. Faculty can access their DMAI at any time during the year, but at a minimum, are required to enter information on their 2018 activities by **January 15, 2019**. All questions regarding to Digital Measures Activity Insight may be directed to [dmhelp@iu.edu](mailto:dmhelp@iu.edu).

**Emergencies:** To report an emergency, call the IU Police Department at 9-911 from any campus phone or (812) 855-4111 from off campus. For information about campus emergency preparedness: <http://protect.iu.edu/emergency>.

**Faculty Writing Groups.** VPFAA sponsors numerous three-hour Faculty Writing Groups throughout the semester. These writing groups meet weekly to help build accountability and community and are open to all faculty with full-time appointments. For more information on writing groups, contact Laura Plummer, Director, Scholarly Writing Program, [lplummer@indiana.edu](mailto:lplummer@indiana.edu) or see <https://vpfaa.indiana.edu/faculty-resources/professional-development/index.html>.

**National Center for Faculty Development and Diversity (NCFDD).** NCFDD is an independent center designed to help faculty increase research productivity, maintain work-family balance, and create networks of support. As part of IU's institutional membership, graduate students, postdocs, and all faculty have access to NCFDD's basic resources. To access these resources, sign up as part of the IUB community at <https://www.facultydiversity.org/>.

**Sabbatical Leaves.** The due date for sabbatical applications for 2019-2020 has passed. Eligible faculty wishing to take a sabbatical leave during 2020-2021 must inform their chair or dean no later than **September 15, 2019**. The application form and additional information can be found at: <https://vpfaa.indiana.edu/faculty-resources/faculty-leaves-sabbaticals/sabbatical-leave.html> (scroll down).

**Scholars' Commons.** The IU Scholars' Commons in the Wells Library provides researchers a centralized location where faculty can consult with experts on copyright issues, human subject research, data management plans, and attend Scholars' Commons workshops. Visit <https://libraries.indiana.edu/scholars-commons> to learn more. Faculty may also apply for [Information Literacy Grants](#) to support the design or redesign of undergraduate courses to incorporate information literacy/fluency concepts.