

**START OF SEMESTER INFORMATION FOR ALL INSTRUCTORS
(INCLUDING STUDENT ACADEMIC APPOINTEES WHO HAVE INSTRUCTIONAL DUTIES)**

Spring 2023

Greetings! As you prepare for classes and other semester activities, I want to remind you of several important matters and provide a single source for vital information and important dates in our Start of Semester memo. This document includes lots of information relevant to your teaching activities but also includes general faculty information beyond the classroom. For your ease of access all semester long, it is also located on the VPFAA's main webpage.

As always, thank you for your hard work. I appreciate all you do for our students and the IU campus. I wish you a successful spring semester.

Kim Geeslin, Vice Provost for Faculty & Academic Affairs <https://vpfaa.indiana.edu>

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HEALTH, WELL-BEING, AND ATTENDANCE

Attendance and Engagement: IU remains committed to prioritizing public health and safety for all. This means that all members of the IU community must follow current health and safety guidance. When it comes to teaching, we all have a responsibility to support the progress of students who have been directed not to come to class for medical reasons. Instructional policies must make reasonable accommodations to allow students to follow this guidance.

We recognize that this presents a variety of challenges for instructors and offer some resources to support your work.

1. To the extent possible, instructors should accommodate students who are directed to isolate or quarantine, including flexible due dates and alternatives to in-class assessments during that time.
2. The Center for Innovative Teaching & Learning has compiled helpful resources about measuring engagement, rather than attendance, to accommodate students who must miss class due to health and safety policies. These are good strategies to minimize the effect of reasonable absences on course grades. See especially the page "[Attendance Policies and Student Engagement](#)" (<https://citl.indiana.edu/teaching-resources/teaching-strategies/attendance-engage/index.html>).
3. Students cannot under any circumstances be asked to provide medical information of any type, including proof of COVID-19 test results or other protected health information. Students should also not be asked to provide documentation that they sought medical treatment from the campus Health Center (see information on Health Center Medical Excuses below).

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/>. Below is language you may want to consider adding to your syllabus:

ACCESSIBILITY AND ACCOMMODATION:

Indiana University is dedicated to ensuring that students with disabilities (e.g., chronic health, neurodevelopmental, neurological, sensory, psychological & emotional, including mental health, etc.) have the support services and reasonable accommodations needed to provide equal access to academic programs. To request an accommodation, you must establish your eligibility by working with Ability Services for Students (iubdss@indiana.edu or 812-855-7578). Additional information can be found at accessibility.iu.edu. 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 your campus office as soon as possible if accommodations are needed.

Health Center Medical Excuses: The IU Student Health Center (SHC) does not provide notes for students who miss classes, assignments, or tests secondary to short-term illness, injury, or mental health problems. A medical excuse from a provider cannot not reveal private medical information, and thus only documents that an individual visited their provider, not whether they were ill. The reasons for the SHC policy ([Medical Excuse Policy: Patient Policies: About: Student Health Center: Indiana University Bloomington](#)) were carefully considered and fully supported by the Bloomington Faculty Council in 2019. The SHC is willing to work with students who have ongoing or serious illness, injury or disability to provide care and documentation as necessary. Disability Services for Students also specializes in assisting students with various disabilities to achieve their academic goals.

Health and Safety Requirements. IU will continue to follow recommended public health guidance. In recognition of all IU community members owe to each other, we expect every member of the IU community will adhere to all current policies and practices. For current information on that guidance see <https://www.iu.edu/covid/index.html>.

Instructional Responsibilities. Like our students, instructors should not meet in person with class if they are ill, until they have been medically cleared to do so. Procedures for short-term absences for health or other reasons are guided by Bloomington Faculty Council policy [BL-ACA-H28](#) (<https://vpfaa.indiana.edu/policies/bl-aca-h28-instructional-responsibilities/index.html>) which states: “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.” Apart from short-term changes for reasons described above, instructors should adhere to scheduled course times for online or in-person class meetings and scheduled modality for the course.

Mental Health and Well-being Resources for Your Students. Many of our students are struggling with a variety of challenges. If you are concerned about a student’s health or well-being, please submit a Care Referral at go.iu.edu/care. The Care Referral is a tool anyone can use to connect a student to resources. Whether the student is struggling academically, mentally, emotionally, or personally, submitting a care referral will help.

Faculty concerned about a student’s mental health may also visit the Counseling and Psychological Services (CAPS) website at <https://healthcenter.indiana.edu/counseling/index.html>. Classes or departments wishing to have CAPS present may request a presentation at <https://healthcenter.indiana.edu/contact/caps-form.html>.

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

Please also consider including information in your syllabus about mental health services offered by CAPS and other support services that are available to students, or direct them to the Dean of Students’ Office <https://studentaffairs.indiana.edu/student-support/get-help/index.html> for information on where to find support services.

See below for [Mental Health Support for IU Employees, Student Academic Appointees, and their Family Members](#)

Vaccination Status: An individual's vaccination status is protected information. Instructors should not collect this information or create classroom practices that make a distinction between students based on this information. You may continue to encourage all students to get vaccinated, thank them for the high compliance rate IU has achieved, and offer resources to help them stay safe and keep others safe.

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://studentcode.iu.edu/>.

Bias-Based Incident Reporting. Many students are unaware of options for reporting bias incidents, so please consider adding the following information to your course syllabi:

BIAS INCIDENT REPORTING:

Bias-based incident reports can be made by students, faculty and staff. Any act of discrimination or harassment based on race, ethnicity, religious affiliation, gender, gender identity, sexual orientation or disability can be reported through any of the options: 1) fill out an online report at <https://reportincident.iu.edu/>; 2) call the Dean of Students Office at (812) 855-8187. Reports can be made anonymously at <https://reportincident.iu.edu>.

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 “Sexual Misconduct & Title IX Syllabi Language”).

SEXUAL MISCONDUCT & TITLE IX:

As your instructor, one of my responsibilities is to create a positive learning environment for all students. IU policy prohibits sexual misconduct in any form, including sexual harassment, sexual assault, stalking, sexual exploitation, 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 IU Sexual Assault Crisis Services at (812) 855-5711, or contact a Confidential Victim Advocate at (812) 856-2469 or cva@indiana.edu.

It is also important that you know that University policy requires me to share certain information brought to my attention about potential sexual misconduct, with the campus Deputy Sexual Misconduct & Title IX Coordinator or the University Sexual Misconduct & 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 <http://stopsexualviolence.iu.edu/index.html> to learn more.

Student Conduct. Instructors may occasionally encounter disruptive students in the classroom. For additional guidance in dealing with difficult student situations: see <https://ufc.iu.edu/doc/policies/disruptive-students.pdf> You may also contact the Office of Student Conduct at (812) 855-5419 for guidance. If you have concerns about the immediate safety of the classroom call IU Police at 911 or call (812) 855-4111.

Students Needing Additional Financial or Other Assistance. The Student Advocates Office (SAO) can help students work through personal and academic problems as well as financial difficulties and concerns. SAO also assists students working through grade appeals and withdrawals from all classes. SAO also has emergency funds for IU students experiencing emergency financial crisis: <https://studentaffairs.indiana.edu/student-advocates/>.

OTHER IMPORTANT INFORMATION FOR YOUR CLASSES

Academic Calendar. Classes begin on Monday, January 9, 2023 (second eight-week classes begin on March 6). Classes will not meet on Martin Luther King, Jr. Day (Monday, January 16, 2023) nor from March 11 -March 20 (spring break). For the academic calendar: <http://enrollmentbulletin.indiana.edu/pages/offcal.php>.

Digital Access and Student Equality. Digital devices are important to student success. If your class requires or is facilitated by student access to digital devices, you may want to encourage students to contact you if they experience a technology-related problem that interferes with their work in the course so that you can point them to resources to help them succeed. You may wish to remind students of the many technology-related resources provided by the university, such as:

- Free on-campus [wireless internet](#) (wifi) access through the “eduroam” network.
- Free software for [download](#) and for [cloud-based use](#).
- Free 24/7 IU tech [support](#) (e.g., email, Canvas, wifi, printing, device setup, etc.).
- Free in-person tech support in the Wells Library.

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, potential employers, other universities, or any other 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 performance to IU officials who have a “need to know” is allowed under FERPA.

Disclosure of Textbook Information (DUE DATE, for Fall 2023 on or before April 5, 2023). The 2010 Higher Education Opportunity Act requires that every instructor on the Bloomington campus provide the IU Bookstore (search *Follett Discover* in [One.IU](#)), 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 that include beginning and transfer students to submit evaluations (letter grades, observations, or recommendations) for these students by Sunday after the sixth week of the semester: Sunday, February 19, 2023. Instructors are also encouraged to provide more detailed feedback about student performance through the Student Engagement Roster (SER). SER sends a notification to students when you submit performance or early evaluation feedback, and many recommendations (such as “seek tutoring”) link students to campus resources. Finally, SER 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 ([Attendance Verification: Grades & Rosters: Office of the Registrar: Indiana University Bloomington](#)) 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/>.

Final Examinations and Free Week. Final exams are given between Monday, May 1 and Friday, May 5, 2023. The week prior to the exam period (Monday, April 24 through Sunday, April 30) 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>.

Final Grade Deadlines. Final grades for full-term classes are due by 8:00 p.m. on the fourth day following the last class meeting or final exam. Your cooperation in observing the deadline is essential to the production of final grade reports for students and offices on campus. Grade rosters for sessions ending earlier in the term are available by the last day of the session.

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, email psiadmin@iu.edu.

Graduate Student Resolution on Access to Course Information. In October 2020, the Graduate and Professional Student Government (GPSG) passed a resolution that every faculty member must release a syllabus to students containing at least the first two weeks of course expectations at least one week prior to the start of the course. The resolution also calls for every faculty member to publish their Canvas course at least one week prior to the start of the course. This resolution is motivated by the burdens created for graduate students if they are not given adequate course and textbook information before the start of the course.

International Student Work Hours. International Appointees: F-1 and J-1 students acknowledge that under U.S. SEVP policy, they may work no more than 20 hours any week while the university is in session, regardless of whether weekly hours are reported or how payment is structured (J-1 students must receive written authorization from OIS/program sponsor prior to beginning employment). Working more than 20 hours per week is permitted only during Thanksgiving, winter, spring, and summer breaks. Violations of these visa rules have severe consequences for students.

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, the vice provost for undergraduate education (VPUE), and the vice provost for faculty and academic affairs (VPFAA). Responses to the four campus core questions are expected to be reported by faculty for tenure and promotion. For more information on OCQ see <https://surveys.indiana.edu/campus-wide-surveys/ocq/index.html>. BFC Policy on OCQ can be found at <https://vpfaa.indiana.edu/policies/bl-aca-h39-online-course-questionnaire/index.html>.

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. You can find information on religious observances at the OVPFAA Website section on [Teaching Resources](#). Students are **required to request a religious accommodation no later than 2 weeks prior to the anticipated absence**. The policy also encourages instructors to include on the syllabus and announce at the beginning of the semester the policy and procedures for religious observances. **Suggested syllabus language is:**

Students missing class for a religious observance can find the officially approved accommodation form by going to the Vice Provost for Faculty and Academic Affairs webpage for religious accommodations: ([Religious Observances: Teaching Resources: Faculty Resources: Office of the Vice Provost for Faculty & Academic Affairs: Indiana University Bloomington](#)). The form must be submitted at least 2 weeks prior to the anticipated absence.

GENERAL 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, Mary Burgan and others) see <https://vpfaa.indiana.edu/faculty-resources/awards-lectures/awards/index.html>.

Conflict of Interest and Commitment. University policy (UA-17) 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. It also requires that 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: <https://policies.iu.edu/policies/ua-17-conflicts-of-interest-commitment/index.html>. The form can be found at: <https://compliance.iu.edu/compliance-areas/conflicts-of-interest/disclosure.html>.

Digital Measures Activity Insight (DMAI). University policy requires that faculty provide annual information on their academic activities for merit review and other purposes. The DMAI is the designated form for reporting. Faculty can access their DMAI at any time during the year, but at a minimum, are required to enter information on their 2022 activities by **January 15, 2023**. All questions regarding to Digital Measures Activity Insight may be directed to dmhelp@iu.edu.

Emergencies. To report an emergency, call the IU Police Department at 911, (or 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 roughly 20 three-hour Faculty Writing Groups throughout the semester. These writing groups meet weekly to help build accountability and community and are open to all academics with full-time appointments. The application deadline for Fall 2023 is August 1, 2023. For more information on writing groups, contact Gen Creedon, Director Scholarly Writing Program, swp@indiana.edu or (812) 855-5337, or visit: <https://vpfaa.indiana.edu/faculty-resources/professional-development/scholarly-writing-program.html>.

Family Leaves. Information on IU's options for paid family and other types of leaves for academic appointees can be found at <https://vpfaa.indiana.edu/faculty-resources/faculty-leaves-sabbaticals/index.html>. Feel free to contact vpfaa@indiana.edu with any questions.

Mental Health Support for IU Employees, Student Academic Appointees, and their Family Members: Just like our students, SAAs and employees and their families may at times need mental health support. IU provides free access to an Employee Assistance Program (EAP): [Benefits: Employee Assistance Program | Human Resources | Indiana University \(iu.edu\)](#). This confidential resource provides 24/7 access to professional counseling and referrals.

Licensed counselors can provide short-term assistance with issues such as grief and loss, substance abuse, marriage and relationship problems, depression, work-related pressures, and stress and anxiety. Services are provided at no cost to all full-time employees, Graduate Appointees, Fellowship Recipients, and their household members.

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 weekly "Monday Motivator" email, monthly webinars, and an online forum to focus on strategies for developing productive research and writing habits. To access these resources, sign up as part of the IUB community at <https://www.facultydiversity.org/>.

Scholars' Commons. The IU Scholars' Commons in the Wells Library provides researchers a centralized location where faculty can consult with experts on copyright issues, 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 (<https://libraries.indiana.edu/apply-instructional-grant>) to support the design or redesign of undergraduate courses to incorporate information literacy/fluency concepts.