Prepared by the Task Force on the Status of Women
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Jeanette Carnes, Secretary
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## QUICK REFERENCE TELEPHONE NUMBERS

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<td>College of Sciences and Humanities, Dean’s Office</td>
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<td>(Digital Camcorders, etc.)</td>
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<td>University Compliance (Sali Falling)</td>
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<td>VIS (Video Information System)</td>
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<td>WorkLife Programs (Marta Stephens), Human Resource Services</td>
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</tr>
</tbody>
</table>

### OTHER:


# TABLE OF CONTENTS

QUICK REFERENCE TELEPHONE NUMBERS (yellow page)

INTRODUCTION ................................................................................................................. 1

TAKing CARE OF BASIC NEEDS ....................................................................................... 2

  Bookstore ....................................................................................................................... 2

  Catalogs – Graduate and Undergraduate – Website ...................................................... 2

  College Faculty Social Network ..................................................................................... 2

  Computer Account – Email ............................................................................................ 3

  Departmental Culture and Rules of Etiquette ............................................................... 3

  Equipment or Furniture .................................................................................................. 4

  Faculty Identification Card ......................................................................................... 4

  FAX Services .................................................................................................................. 4

  Finding a Job for a Significant Other ........................................................................... 5

  Food Service on Campus ............................................................................................... 7

      Atrium ....................................................................................................................... 7

      Student Center Tally Food Court ............................................................................ 8

      Bookmark Café ....................................................................................................... 8

      Elliott Hall Dining .................................................................................................. 8

      LaFollette Square Dining ....................................................................................... 9

      Noyer Centre Food Mall (and The Retreat) ............................................................. 9

      Studebaker West Complex ..................................................................................... 10

      Woodworth Commons ............................................................................................. 10

Parking and On-Campus Transportation ........................................................................ 10

  Parking Permits .......................................................................................................... 10

  Paying for Parking Permits ........................................................................................ 11

  Parking Hotline .......................................................................................................... 11

  Parking at Another Campus Location ....................................................................... 11

  Parking Tickets .......................................................................................................... 11

  Vehicle Immobilization Boots & Towing of Vehicles .................................................. 12

Campus Shuttle .............................................................................................................. 12

MITS Buses ................................................................................................................... 12

Late Night Transportation: Charlie’s Charter ................................................................ 12
Telephone Services ................................................................. 12
Making Calls on Campus ...................................................... 12
Long-Distance Calling ......................................................... 13
Voice Mail ............................................................................ 13

Smoke Free Campus ............................................................. 13

FACULTY BENEFITS ................................................................ 13

Health Care Plans/Options ..................................................... 13
Leaves of Absences ............................................................... 13
Retirement Plans ................................................................. 13

WorkLife Programs:
  Child Care and Other Work/Family Concerns ......................... 14
  Child Study Center ............................................................ 14

Working Well Program--Wellness ........................................... 14
  Recreation .......................................................................... 14
  Ball State Employee Quick Care Clinic ................................ 14

PROMOTION AND TENURE MATTERS .................................. 16

A Statement from Dean Maggiotto ....................................... 16

Suggestions for New Faculty from Experienced Faculty .......... 17
  Curriculum Vitae and Supplementary Materials .................... 17
  Teaching/Learning ............................................................. 18
  Research/Scholarship ....................................................... 18
  Service/Engagement ......................................................... 18
  External Letters for Promotion from Associate to Full Professor 19
  Additional Suggestions about Promotion and Tenure ............. 19

TEACHING MATTERS ............................................................... 21

Teaching .............................................................................. 21
  Ideas for Helping Students Succeed ...................................... 21
  Making Connections in the Classroom .................................. 21
  Teaching Strategies to Help Students Be More Successful ....... 22
  Making Connections Outside the Classroom ......................... 23

UCC 21 – University Core Curriculum .................................... 23
Evaluation and Assessment of Teaching .................................................................24
  Student Ratings ..........................................................................................24
  Peer Ratings ..............................................................................................24
Evaluation and Assessment of Student Learning .................................................25
  Assessment of Learning Outcomes by Each Department ...............................25
  Other Assessments of Classroom Learning ...................................................25

Online Teaching ................................................................................................25
Immersive Learning ...........................................................................................25

CLASSROOM MATTERS .....................................................................................26
  Classroom Instructional Courtesy and Etiquette .................................................26
  Office Hours ................................................................................................26
  The Syllabus and Course Outline .................................................................26
    Suggested Components for Your Course Outline .........................................27
  Off-Campus Student Experiences ..................................................................28
  Three Types of Excused Absences for Students ..............................................28
    Right to Funeral and Bereavement Leave ...............................................28
    Military Leave ..........................................................................................29
    Absence Caused by Field Trips or Activities in Which the Student is Representing Ball State .................................................................30
  Faculty Attendance ........................................................................................30
  Class Lists ....................................................................................................31
    First Class List .........................................................................................31
    Second Class List ....................................................................................31
    Third Class List .......................................................................................31
    Final Class List .......................................................................................31
    Freshman Class List ................................................................................31
    Summer Class Lists ..................................................................................31
    Updates of Class Lists ..............................................................................32
  Mid-Term Deficiency Lists for Freshmen .........................................................32
  Student Withdrawal from Courses ................................................................33
    Course Withdrawal Period .......................................................................33
    Withdrawal After the Course Withdrawal Period ......................................33
    Withdrawal from All Classes ....................................................................33
    A Final Note ..............................................................................................34
    Withdrawal Dates ......................................................................................34
  Grade of “I” (Incomplete) ...............................................................................34
Other Student-Related Matters ................................................................. 35
FERPA ........................................................................................................ 35
The Learning Center ............................................................................. 35
Referral to Counseling Center .............................................................. 37
Disruptive Students ............................................................................. 37
Students Seeking Accommodations for Disabilities ......................... 38
Syllabus Statement About Accommodations ..................................... 38
Accommodation Letters ....................................................................... 38
Cheating/Plagiarism .............................................................................. 39
Code of Student Rights and Responsibilities ...................................... 39
Emergency Response System ............................................................... 39

ADVISING MATTERS ........................................................................... 40
Program Requirements ......................................................................... 40
DAPRs (Degree Analysis Progress Report) .......................................... 40
rGrade Performance Assessment System ......................................... 41
Graduation Requirements ..................................................................... 41

TEACHING RESOURCES AT BALL STATE ....................................... 42
Traditions and Innovations .................................................................. 42
Office of Teaching and Learning Advancement ................................. 42
    OTLA Program Descriptions .......................................................... 42
        For New Faculty ........................................................................ 42
        Teaching & Learning Workshops .............................................. 43
        Awards and Grants .................................................................. 43
        Teaching Consultations .......................................................... 43
        Instructional Design ................................................................ 43
        Resource Identification ........................................................... 43
        Mediasite ............................................................................... 43
        Facilities .................................................................................. 44
        Human Contacts ...................................................................... 44

    Diversity Policy Institute ................................................................. 44

TECHNOLOGY RESOURCES AT BALL STATE .................................. 45
Organization of Information Technology at Ball State ...................... 45
Unified Technology Support – Help, Fix and Learn. ......................... 45
Emerging Technologies – Learn and Create .......................................................... 50

Professional Development for Faculty and Staff .................................................. 50

Center for Media Design (CMD) – Digital Exchange Initiative .............................. 50

Legal Issues .......................................................................................................... 51
  Software and Issues of Legality ........................................................................... 51
  Copyright Compliance ......................................................................................... 51

RESEARCH RESOURCES AT BALL STATE ......................................................... 52

Statistical and Research Consulting ................................................................. 52

ASPIRE – Internal Grants ...................................................................................... 52

External Grants ..................................................................................................... 53

PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR FACULTY ............ 54

OTHER SUPPORT SERVICES .............................................................................. 54

Getting the News, Publicizing Events and Faculty Achievements ...................... 54

Communications Center ....................................................................................... 54

Other Help from University Communications .................................................. 55
FACULTY INTERACTIONS

Relationships with Colleagues

Relationship with Mentor

Relationship with Department Chair

SEXUAL HARASSMENT POLICY

What is Sexual Harassment?

THE UNIVERSITY LIBRARIES

Main Library, Branch Libraries, Important Collections

A. Alexander M. Bracken Library

B. The Architecture Library

C. The Science-Health Science Library

D. The Archives & Special Collections

E. The Educational Resources Collection

F. GIS Research and Map Collection

G. The Music Collection

H. The Reference Collection

Reference Assistance

Hours and Calendar of Service

Borrowing Privileges and Lending Policies

Recommending Books for Purchase/Interlibrary Loan

A. Department Library Representative

B. Direct Request to the Library to Buy an Item

Interlibrary Loan Services

Online Searching

Digital Media Repository

Course Reserve and e-Reserve

Photocopier Equipment and Copy Cards

Library Instruction for Students and Faculty

University Copyright Center

Friends of the Alexander M. Bracken Library

Donating Books or Other Materials to the University Libraries
University Libraries’ Services for Persons with Disabilities.................65
University Libraries’ Newsletter ........................................................66
Fines for Damaged, Lost, or Late Returns of Material..............................66
Questions, Suggestions, Problems..........................................................66

APPENDICES

A Glossary of University Jargon (green papers) .....................................67
Navigate Microsoft Outlook 2003 (pink pages)......................................69
Navigate Microsoft Outlook 2007 (blue pages) .....................................78
INTRODUCTION

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

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

We have tried to make the information as accurate as possible at the time of printing. This version of the guidebook is an update of previous versions. The guidebook is not to be construed as a policy manual. For official policy, please refer to the Faculty and Professional Personnel Handbook which can be obtained online at www.bsu.edu/hrs/handbooks/.
BOOKSTORE

The Ball State Bookstore is located in the Arts & Journalism building, first floor, at the north end of the Atrium. It is leased to Barnes & Noble as the main textbook supplier. Textbooks can be ordered online or at the textbook desk each semester, and a notification will be sent by the Bookstore to the two other local bookstores, CBX and TIS. An early reminder will be sent to each faculty member via email regarding textbook order renewals/changes for the upcoming semester.

CATALOGS – GRADUATE AND UNDERGRADUATE

The website to access the Graduate and Undergraduate Catalogs is www.bsu.edu/academicsystems.

COLLEGE FACULTY SOCIAL NETWORK

SCIENCES AND HUMANITIES

COLLEGE FACULTY SOCIAL NETWORK 2009-2010
Facilitated by the Task Force on the Status of Women

All faculty, tenured, tenure-track and contract -- male or female, married, single, divorced, separated as well as those with significant others who are commuting partners or spouses -- are invited to sign up by e-mail to set up this year’s clusters of like-minded non-child-oriented social activities. The clusters for 2009/2010 will be:

FRIDAY NIGHT VIDEO AND COFFEE (MONTHLY) (ORGANIZER, STEPHANIE BESWICK)

WEEKEND DINNER AT A MUNCIE RESTAURANT (MONTHLY) (ORGANIZER, STEPHANIE BESWICK)

FRIDAY NIGHT PUB (MONTHLY) AT THE FOOT LOCKER – NO SMOKING (ORGANIZER, STEPHANIE BESWICK)

FRIDAY NIGHT PUB (MONTHLY) (ORGANIZER, MELINDA MESSINEO) AT HIEROT – (SMOKING)

JAZZ – JAZZ KITCHEN, INDIANAPOLIS (ONCE OR TWICE DURING THE SCHOOL YEAR DEPENDING ON CLUSTER MEMBERS) (ORGANIZER, STEPHANIE BESWICK)

BLUES – SLIPPERY NOODLE, INDIANAPOLIS (ONCE OR TWICE DURING THE SCHOOL YEAR DEPENDING ON CLUSTER MEMBERS) (ORGANIZER, STEPHANIE BESWICK)

COMEDY – CRACKERS COMEDY CLUB – BROAD RIPPLE (ONCE OR TWICE DURING THE SCHOOL YEAR DEPENDING ON CLUSTER MEMBERS) (ORGANIZER, STEPHANIE BESWICK)
If any of the above social clusters would be of interest to you, please e-mail Stephanie Beswick (sfbeswick@bsu.edu). Most clusters will be chaired/organized by Stephanie Beswick. The clusters will be formalized in September and signed-up cluster members will be contacted shortly thereafter. Any queries, please contact the College Faculty Social Network organizers, Stephanie Beswick and Melinda Messineo.

We believe that this Network will aid in faculty retention, as well as provide more support for new faculty and staff who have just arrived in Indiana and/or Muncie. It will facilitate familiarity among those who may serve together in upcoming college and university committees. Lastly, it will make Ball State more supportive of those faculty (international as well as domestic) who work for the university but live apart from their spouses and/or their families as well as others who may be interested in non-child-oriented activities.

**COMPUTER ACCOUNT - EMAIL**

Getting your BSU email account is a two-step process that must be done in person. First, go to the Registrar’s Office on the ground level of Lucina Hall and obtain a BSU picture ID. Second, go to the Robert Bell Building, Room 165, with your BSU ID. You will receive your username and password.

This account is for university business, rather than for personal matters.

**DEPARTMENTAL CULTURE AND RULES OF ETIQUETTE**

Every department has unspoken rules of etiquette. Our advice is that you try to learn them quickly.

For example, there is an Administrative Coordinator in each departmental office, and in many departments there are additional office staff members. They are extremely important people, and can make your life easier. Find out from your mentor what they will and will not do to assist faculty. Never assume that you can take a pen, pencil, paperclip, stapler, etc. from their desk to use for even a moment. If you need to turn in a form, or other document, to them when they are away from their desk, be sure to find out where they would like you to leave it. Their desk is their personal space. Never violate it. And, if you stop to chat, remember that you may have some free time, but they may not be free at the moment.

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

If you want to speak briefly with the department chairperson, can you just drop in, or do you need an appointment?

If there is a department conference room, is it used only for “officially” scheduled departmental events, or can faculty and their students use it informally?

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

Gossip spreads through departmental grapevines. Handle it with caution!

EQUIPMENT OR FURNITURE

The university stores excess equipment and furniture. If you need furniture or equipment for your office or lab, call Jim Scott, Manager of Inventory Control, at 5-2841. If what you need is available, complete an Excess and Inventory Control Form, called a B4-50. You can get the form from your Departmental office. Do so AS SOON AS POSSIBLE and consider delivering the request in person to Mr. Scott after you have the needed signatures. Do not throw equipment or furniture away without consulting your Administrative Coordinator.

FACULTY IDENTIFICATION CARD

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

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

You can obtain your picture ID card, or replacement card, at the Registrar's Office. You need to bring another type of picture ID (i.e. a driver's license, charge card with picture, etc.) with you to prove who you are. If you forget your BSU ID number, you can obtain the number online by going to the BSU main webpage, [http://cms.bsu.edu/Gateways/FacultyandStaff.aspx](http://cms.bsu.edu/Gateways/FacultyandStaff.aspx) and clicking on “Get Your BSU ID” in the Employee Toolbox area.

FAX SERVICES

Some departments have their own FAX machines; others share with another office. Please check with your departmental secretary. For long distance FAXES you will need your authorization code.

FINDING A JOB FOR A SIGNIFICANT OTHER

While finding suitable employment in any new setting poses challenges and usually requires a concerted effort, we have some specific suggestions of places to look in East Central Indiana and some strategies. And, we think that the outlook is very optimistic.
• Tell everyone you meet that your significant person is looking for a job and what type of job. Your department chair and mentor may be able to help with the networking.

• If a faculty position at Ball State is the goal, your spouse/partner/friend needs to set an appointment to introduce themselves IN PERSON to the department chair of an appropriate department at Ball State. Sometimes the chair knows that a contract position or tenure-track position will become open before it is advertised. Also, a chairperson who is well-connected in the state and community may know of opportunities elsewhere. Sometimes a contract position becomes available quite suddenly, days or months after your discussion, and a chairperson has to fill the position quickly. If the chair knows that your partner is a strong candidate, your partner may catapult to the top of the chair’s short list. Being hired as a contract faculty member is a good thing. While a tenure-track position may be the ultimate goal, a contract position can be a great stepping stone toward a tenure-track hire. It gives a person a chance to know the department faculty, students, and curriculum, and when a tenure-track position opens up, one often is in a good position to compete for it.

• On the BSU website, the University Human Resources Services lists open faculty positions at www.bsu.edu/hrs/jobpostings.

• If a faculty position is the goal, and there are no appropriate openings at Ball State, there are other colleges and universities within reasonable commuting distance. A look at their websites will help you identify potential departments. Other institutions include: Taylor University in Upland; Taylor University in Fort Wayne; Indiana Wesleyan College in Marion; Huntington University in Huntington; Anderson University in Anderson; University of St. Francis in Fort Wayne; Indiana University-Purdue University Fort Wayne (IPFW); Earlham College in Richmond; Indiana University East in Richmond; Indiana University Kokomo. And, in Indianapolis, you will find: Butler University; Indiana University-Purdue University Indianapolis (IUPUI); the University of Indianapolis; and Marian College. Additionally, there are more specialized institutions, such as the Art Institute of Indianapolis, the Writer’s Center of Indiana in Indianapolis, the Indiana Business College, with facilities in Anderson, Fort Wayne, Indianapolis, Marion, Muncie, and the Indiana Institute of Technology in Fort Wayne. IVY Tech, the growing Indiana community college system, has nearby campuses in Muncie, Kokomo, Indianapolis, Fort Wayne, Richmond, and in Marion. With a doctorate, a person might find administrative, as well as teaching opportunities, at IVY Tech.

• If a teaching position in a K-12 school is desired, you can find a list of school districts in Delaware County by going to www.bsu.edu/hrss/worklife/relocation and clicking on “School Systems.” Other school corporations within reasonable commuting distance include those in the surrounding counties of Madison, Grant, Blackford, Jay, Randolph, Henry, Hamilton, and Hancock. The Indiana Department of Education website lists schools in each of these counties at http://mustang.doe.state.in.us/SEARCH/search.cfm. Click on “Search by Indiana County Map.” Indianapolis Public Schools in Marion County is also a possibility. The larger school districts, such as Indianapolis and Anderson, often have openings very late in the summer and still are hiring as the school year begins. For questions about teacher licensing in Indiana, contact the BSU Office of Teacher Education Services. Dr. Judy Miller, jamiller5@bsu.edu, is the Director.

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

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

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

- Exploring the “not-for-profit” organizations will be facilitated by studying an extensive list of “Parent Resources” supplied on the Muncie Community Schools website at www.muncie.k12.in.us/parent_resources.htm. A web search of “indiana delaware county not for profit” also results in a wide variety of potential leads.

- A listing of professional employment agencies may be seen from the website www.bsu.edu/hrs/worklife/relocation/.

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

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

Indianapolis Young Active Professionals, www.yapclub.com/indianapolis/
Indianapolis Chapter of Young Nonprofit Professionals Network (YNPN), www.ynpn.org; Indiana Historical Society; Indiana Humanities Council

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

- Be creative. Be patient. Many spouses/partners of BSU faculty have found terrific jobs in Muncie and the environs. You can, too!
- For a pep-talk and/or help in brainstorming, call the Dean’s Office at 285-1042, and ask for contact information for a member of the Task Force on the Status of Women.

FOOD SERVICE – ON CAMPUS DINING

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

You can also place orders for some dining locations online from any computer at www.bsu.edu/dining. Customize your order just like you would in person, set the time you’d like your food ready, and then pick it up at that time. It’s easy to use and saves time standing in the ordering line!

The Atrium – Arts and Journalism Building (On McKinley, north of Teachers College)
- Hot Breakfast / Breakfast-to-Go
  7:30-10:30am M-F
- Sbarro—The Italian Eatery
  10:30am-10:00pm M-Th
  10:30am-7:30pm F
  10:30am-3:30pm Sat
  10:30am-7:30pm Sun
- Block & Barrel
  10:30am-10:00pm M-Th
  10:30am-7:30pm F
  10:30am-3:30pm Sat
  10:30am-7:30pm Sun
- Chick-Fil-A Express
  10:30am-10:00pm M-Th
  10:30am-7:30pm F
  10:30am-3:30pm Sat
  CLOSED Sun
- Atrium Creations and Caliente
  10:30am-7:30pm M-F
  CLOSED Sat-Sun

The Atrium (cont.)
- The McKinley Grille
  10:30am-9:00pm M-Th
  10:30am-7:30pm F
  10:30am-3:30pm Sat
  10:30am-7:30pm Sun

Student Center Tally Food Court
Starbucks
6:45 a.m.-Midnight  M-F
7:30 a.m.-10:00pm  Sat-Sun

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

Emporium/Grab-n-Go
6:45am-8:30pm  M-F
7:30am-8:30pm  Sat-Sun

Homestyle/Custom/Grill/Deli Sandwiches
Breakfast Homestyle Buffet/Waffles/Omelets  6:45am-10:30am  M-F
Lunch  10:30am-4:30pm  M-F
Dinner  4:30pm-7:30pm  M-F
Breakfast Homestyle Buffet Only  7:30am-10:30am  Sat-Sun

Homestyle/Custom/Grill/Deli Sandwiches (cont.)
Lunch (Grill Only)  10:30am-4:30pm  Sat-Sun
Dinner (Grill Only)  4:30pm-7:30pm  Sat-Sun

Salad/Soup Station
Breakfast (Fresh Fruit Only)  6:45am-10:30am  M-F
Lunch  10:30am-4:30pm  M-F
Dinner  4:30pm-7:30pm  M-F
Limited Salad Bar  10:30am-7:30pm  Sat-Sun

Bookmark Café – Bracken Library (Southeast Corner – First Floor)
7:30am-9:30pm  M-Th
7:30am-3:00pm  F
CLOSED  Sat-Sun

Elliott Hall Dining – On Talley (Across from Student Center, behind Wagoner and Elliott halls)
Main Dining Service
7:30am-9:30am  M-F  Breakfast
11:00am-1:30pm  M-F  Lunch
11:00am-1:15pm  M-F  Lunch – Pasta/Stir-fry
4:30pm-7:00pm  M-Th  Dinner
Yin Yang
11:00am-1:15pm  M-F  Lunch
Grill
11:00am-1:30pm  M-F  Lunch
4:30pm-7:30pm  M-Th  Dinner

LaFollette Square Dining – LaFollette Hall (On McKinley, across from Arena)
America’s Buffet
7:00am-10:30am  M-F  Breakfast
5:00pm-7:30pm  Sun-Th  Dinner
Courtside
11:00am-7:30pm  M-F
Noon-7:30pm  Sat-Sun
Out of Bounds Market and Grocery Area
8:30am-Midnight  M-Th
8:30am-8:30pm  F
7:30am-8:30pm  Sat
7:30am-9:30pm  Sun

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

Noyer Centre Food Mall – Noyer Hall (East of the College of Business)

Retreat
11:30am-1:30pm  M-F  À la carte faculty/staff dining (students allowed only as faculty/staff guests)
5:00pm-8:00pm  M-F  All-you-care-to-eat, open to all

Crispy Greens/Fruits to Nuts
10:30am-7:30pm  Daily

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

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

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

Mom’s
10:30am-2:30pm  Daily  Lunch
4:30pm-7:30pm  Daily  Dinner

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

International Café
7:30am-10:30am  M-F  Breakfast
11:30am-1:30pm  M-F  Lunch
5:00pm-7:00pm  M-F  Dinner

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

Marketplace
7:00am-Midnight  M-Th
7:00am-9:30pm  F-Sun

Studebaker West Complex – (East of the College of Business and Noyer Centre)

Micro Café
8:30am-9:30pm  M-F
5:00pm-9:30pm  Sun

Woodworth Commons – Woodworth Hall (On Riverside, east of Scramble Light)
el Fire Dragon
10:30am-7:30pm  Daily
DellaCasa
10:30am-7:30pm Daily
Deli World
10:30am-9:00pm M-F
10:30am-9:00pm Sun
Woody’s Grille
10:30am-7:30pm Daily
Comfort Zone
7:00am-10:30am M-F Breakfast
11:00am-2:30 pm M-F Lunch
5:00pm-7:30pm M-F Dinner
Patisserie
7:00am-7:30pm Daily
Riverside Emporium
7:00am-Midnight M-Th
7:00am-9:30pm F-Sun

PARKING AND ON-CAMPUS TRANSPORTATION

Parking Permits

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

If you are an Indiana resident and receive your new license plates after you have applied for a parking permit, be sure to contact Parking Services and update your vehicle information on file. You must report changes in address, vehicle license number, or ownership to Parking Services within five business days. You can report changes in person at the Parking Service Office (see address below under “Paying for Parking Permits”), or via email at: parking@bsu.edu

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

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

In the 2009-2010 school year a variety of construction projects may result in changes in parking policy. Call the Ball State Parking Hotline at 285-1208 for more information or consult the parking website at www.bsu.edu/parking/.

Paying for Parking Permits
Parking fees can be paid all at once by check or cash, Master Card or Visa, or over time by payroll deduction. You can have up to eight deductions for a yearly “Restricted” permit, and up to eight deductions for a “General” permit. There are no additional fees for electing payroll deduction, but you must fill out the appropriate form which is available from Parking Services. Parking Services is located on the lower level of the L.A. Pittenger Student Center, Room L-1. (Corner of University Ave. and McKinley Ave.)

Parking Hotline

For the latest information from Parking Services about hours, the availability of permits in restricted parking areas, vehicle registration information, or ticket response, consult the parking website www.bsu.edu/parking/ or call Ball State Parking Services (285-1208).

Parking at Another Campus Location

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

We recommend not parking in spaces marked Permit 97 unless you have a permit. This is parking for those with severe disabilities. Tickets are $115 and your vehicle will be towed at your expense!

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

Parking Tickets

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

Vehicle Immobilization Boots & Towing of Vehicles

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

Campus Shuttle

The Campus Shuttle Bus Service provides free transportation for faculty, staff, students, and visitors along McKinley Avenue. The stops are marked. All you have to do is hop on! It is available every 6 to 10 minutes from 7:00 a.m. to 11:45 p.m., Monday through Thursday, and 7:00 a.m. to 5:45 p.m. on Friday. There is limited service from the football stadium to campus on Sunday from 6:00 p.m. to 10:45 p.m. BSU often provides shuttle service for activities which overtax the University’s parking facilities, such as events at Emens Auditorium, sporting events, etc.

MITS Buses

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

Late Night Transportation: Charlie’s Charter

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

TELEPHONE SERVICES

Making Calls on Campus

Faculty, staff, and campus offices have seven-digit numbers which begin with 285-. Students in residence halls have seven-digit numbers which begin with 214-. To call a campus number from another campus number, you dial only the last five digits. So, for example, to reach 285-1042 from another campus phone, you dial 5-1042. To obtain the number for a student or faculty member before the new B-book (name for the Ball State telephone directory) is published, call 289-1241.

Long-Distance Calling

Each faculty member is issued an authorization code which is non-transferable. The Administrative Coordinator in your department can help you with this. The code must be kept secure. Your department will be billed for long distance calls charged to your authorization code.

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

Voice Mail

For access to voice mail, inquire of your department chair or department administrative assistant.

SMOKE FREE CAMPUS

If you are a smoker, there are 12 outdoor locations on campus, where smoking is permitted. You can locate them on a map of campus at www.bsu.edu/smokefree. And, you may also smoke in a personal vehicle on campus. Other than that, you can receive a $50 fine for smoking on campus, and a $1000 fine because of the state law. The restrictions apply also to guests and contractors on campus.

FACULTY BENEFITS

HEALTH CARE PLANS/ OPTIONS

The university has several different plans and options for employee health care. For additional information please check the benefits website: www.bsu.edu/payroll/benefits/

LEAVES OF ABSENCE

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

RETIREMENT PLANS

Information about retirement options, including Tax Deferred Annuity, Deferred Compensation, and IN State Teachers’ Retirement Fund Deductions (TRF) can be obtained from the Payroll and Employee Benefits Office (Administration Building G29). Make an appointment (5-8450) to talk with Elizabeth Voland, Pension Benefits Specialist, if you want clarification on available pension options. For additional information please check the benefits webpage, www.bsu.edu/payroll/savingforretire/

WORKLIFE PROGRAMS:

Child Care and Other Work/Family Concerns

WorkLife Programs is a resource and referral service that provides information to university employees 24/7 through their website, www.bsu.edu/hrs/worklife on such things as: relocation information; city and county schools; housing (apartments, condominiums, property management firms, realtors); employment opportunities for a spouse or other partner; and child and elder care
WorkLife Programs also administers the Employee Assistance Program (EAP). This service is offered to all university employees to assist with personal difficulties. The university's EAP works closely with the Counseling Center to offer the confidential support and direction employees need.

For additional information about WorkLife Programs visit www.bsu.edu/hrs/worklife/, or contact Marta Stephens, Human Resources Programs Coordinator, at 5-1187.

**CHILD STUDY CENTER**

For preschool or part-time child care, contact the Child Study Center (CSC). The CSC is a lab school under the auspices of the Department of Family and Consumer Sciences, www.bsu.edu/fcs/csc. Child Care is available for up to 23.5 hours per week. The infant/toddler program, for ages 6 weeks to 3 years, is open 7:30 a.m.-6:00 p.m., and the preschool, for ages 3 years to pre-K, is open 7:30 a.m.-5:30 p.m. View program times on the website. Call CSC at 285-1987, 8:00 a.m.-5:00 p.m. during the academic year, or contact Robin Box, Director of the CSC, at 5-8744.

**WORKING WELL PROGRAM—WELLNESS**

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

**Recreation**

Many faculty take advantage of the convenient and well-maintained recreation facilities to work out on their own or in organized classes. Ball Gym includes a fitness room, walking track, pool, and spinning studio. Irving Gym includes a pool with diving tower, racquetball courts, field-sports building, and the Office of Recreation Services. In the fall of 2010, facilities will be hugely expanded when the new fitness facility adds to the Irving Gym/Lewellen Pool/Field-Sports Building/Worthen Arena complex. For more information, see www.bsu.edu/recreation.

**Ball State Employee QuickCare Clinic**

The Ball State Employee QuickCare Clinic is located in the lower level of the Amelia Wood Health Center, 1700 Neely Ave. The QuickClinic provides care by nurse practitioners for common illnesses, and minor injuries on weekdays to Ball State employees, spouses, their dependents older than 2, and retirees. Typically, the clinic has a supply of flu shots. No coinsurance or deductible will be required for employees, their families or retirees under 65 who use the clinic and have the Ball State low deductible or high deductible wellness option PPO as their primary health plan. All employees, spouses, and dependents who are not covered under these plans are welcome but must pay in full at time of service.
No appointment is necessary. Walk in hours are 7:30 a.m. to 5:15 p.m. Monday through Friday. FREE parking is available at the rear of the building. Phone: 765-285-1106 if you have QuickClinic questions.
PROMOTION AND TENURE MATTERS

A STATEMENT FROM DEAN MAGGIOTTO

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

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

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

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

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

Service is the category perhaps least understood by new faculty. Simply put, universities are collegial organizations that depend upon the good citizenship – i.e., service – of faculty members to staff the committees and task forces required to meet the day-to-day obligations of the university, its colleges, departments and programs. Whether advising a student club or honorary, chairing a curriculum committee, or serving on a search committee or in the Faculty Senate, the active participation of faculty in the service function is essential. Service extends into professional organizations and into outreach activities, whose benefits accrue to the university. New faculty invariably wonder what the appropriate balance is among teaching, scholarship and service. At Ball State, as at most colleges and universities, new faculty should focus on teaching and scholarship and should become involved in governance and other service gradually. Here too, new faculty would be wise to consult department chairs, mentors, and senior colleagues for guidance.
Finally, while each faculty member is individually responsible for demonstrating excellence in teaching, scholarship and service, no faculty member stands alone at any point in the probationary period. The university community is always there to support you. Use the technology and other resources we have made available. Accept the advice and constructive criticism of your colleagues. Remember, we want you to succeed.

**SUGGESTIONS FOR NEW FACULTY FROM EXPERIENCED FACULTY**

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

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

**Curriculum Vitae and Supplementary Materials**

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

In the case of application for promotion, the recommendation is first made by the Department Promotion and Tenure Committee. The College Promotion and Tenure Committee then ranks the credentials of candidates and recommends approval for some, generally not all, of the candidates. The Dean, Provost, President, and Board of Trustees subsequently must approve recommendations for promotion.

There is a specific format for the vita required by the College. The chair of your Department Promotion and Tenure Committee and your Department Chairperson will have copies of the most recently approved form. It is also on the college website at [www.bsu.edu/sh/secure/cshdocuments](http://www.bsu.edu/sh/secure/cshdocuments). The same document can be used for both tenure and promotion review. Follow the format carefully in preparing your document. Include accurate, complete information.

For those applicants seeking promotion, examples of vitae submitted by recently promoted faculty are available for examination in the Dean's Office. These examples demonstrate what successful candidates have submitted for review. New faculty will want to consult with their mentors on effective means of presenting their materials.
Documentation, including actual student rating forms, copies of publications and grants, and letters of commendation, is organized in supplementary files. Even though one does not wish to appear arrogant about achievements, in this case, modesty will bring fewer rewards. Try to be concise and well organized. The intention is to show to reviewers a continuous pattern of scholarly development. This can be done with a systematic listing of accomplishments both during and prior to employment at Ball State.

It is necessary to number the pages of the vita and to have corresponding supplementary materials also easily identified. Cross referencing is necessary. You will document your work in the three areas of teaching, research, and service.

**Teaching/Learning:**
Teaching information should include classes taught, courses designed, courses revised, and students supervised in independent study courses and thesis work. Student ratings are required. Also required is peer review or chairperson review of teaching. Other evidence of excellence may include evidence of student learning and notes of commendation sent from students or other faculty about courses taught or other teaching activities. Student ratings from each course are included in the supplementary documents and summarized in the vita. Review committees also like to see grade distributions for each class taught. Departmental recommendations prevail on the teaching evaluation forms to be used. Excellence in teaching must be demonstrated for promotion and tenure.

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

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

Applicants may want to examine a copy of Ernest Boyer's text on scholarship, Scholarship Reconsidered. The scholarship of discovery is especially important for beginning assistant professors.

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

**Service/Engagement:**
Service is the third area which will affect the curriculum vitae. As mentioned earlier, a balance is a desired effect in all applications for advancement. Even though promotion and tenure committees tend to give more weight to your accomplishments in teaching and research, you must have substantial, significant service to your credit for promotion and tenure.
Memberships on Departmental or College committees, student advising, presentations to University groups, offices held and other work in professional organizations, are all considered service. Professionally-related service to the community is also included. Service on Department, College, and University committees is a good way to meet colleagues and learn some of the complexity of University operations.

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

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

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

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

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

The aim should be for substantial entries in all three areas — teaching/learning, research/scholarship, and service/engagement.
A faculty member may appeal a negative decision by his or her department. Appeals may be based only on allegation of violation of policy, allegation of unfair treatment, or allegation of discriminatory treatment. Be sure that you have appropriate documentation prior to the appeals process. Generally, in appeal situations, you are able to have a "faculty friend" assist you. This usually proves to be a very good idea. The Faculty and Professional Personnel Handbook contains the information required for such a procedure (p.69).

Do you have questions about HOW the PROMOTION process works?

GET ANSWERS!

Join us for the Annual PANEL DISCUSSION with recent members of the COLLEGE PROMOTION & TENURE COMMITTEE

Friday, September 18, 2009
3:30-5:00 p.m.
AJ 175
TEACHING MATTERS

TEACHING

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

Ideas for Helping Students Succeed

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

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

Making Connections in the Classroom

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

**Teaching Strategies to Help Students Be More Successful**
18. If you assign a research paper or other projects involving use of outside sources, go over specific examples (as opposed to general statements) of what constitutes plagiarism.
19. Devote time early in the course to helping students better understand the quantity and quality of work involved.
20. Use active learning strategies (clickers, discussion, etc.) whenever possible. For example, see link on peer-to-peer instruction developed by Eric Mazur at Harvard University (mazur-www.harvard.edu/research/detailspage.php?ed=18rowid=8).
21. Make your expectations and academic policies explicit.
22. Have a student panel of upper division students talk about what to expect their first year. It can be effective to have students who weren’t initially successful talk about their experiences.
23. Prepare students academically and psychologically for exams: Tell students how to study for your tests and give sample test questions and answers.
24. Give each student a mid-term grade and indicate what the student must do to improve it. This is required for freshmen at Ball State.
25. Urge students to talk to you about problems (such as changing work schedules) before dropping the course. It may be possible to make alternate arrangements.
27. Return assignments and exams as quickly as possible with comments.
28. Have students do two-minute papers about what they learned, what questions they still have, etc.
29. Continually mention campus resources, such as the Writing and Learning Centers, as appropriate. Provide an introduction to these services, have representatives visit class, but also bring up their services often during the semester.
30. Set up special tutoring/review sessions.
31. Insert skills building into your small groups. For instance, after the first few weeks, talk about note taking, and ask students to bring in notes from a class to analyze. Show students what good notes should look like. Give class credit for notes taken in class.
32. If you assign a research paper, arrange a library orientation to help students learn their way around the library.
33. Provide opportunities for improvement: If a paper isn’t well written, expect students to work with the Learning or Writing Center. Allow students to revise papers for a better grade (but don’t announce the opportunity up front or you may inadvertently promote procrastination).
34. When possible, stress how the course relates to careers. The following activities could be useful for you:
• In large group, do a career panel, featuring careers related to your discipline.
• Have guest speakers talk about what they majored in and how they came to where they are now as part of the introduction.
• Emphasize how college courses prepare them with the skills needed for careers.
• Have students compose a career audit plan, explaining what they want to accomplish each year and how it will help them achieve their goals.
• Have students create a plan of courses for the next semester using the catalog and bulletin.

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

UCC21—UNIVERSITY CORE CURRICULUM

The Ball State University Core Curriculum is in the process of being revised to prepare students for life in the 21st century. According to the framework for the new core (www.bsu.edu/provost/ucc21/), which was discussed widely across campus during 2007-2008, Ball State students will learn to transform:

Experience into information (isolate discrete, recognizable and usable facts),

Information into knowledge (analyze facts within an intellectual framework, discover meaning in experience),

Knowledge into judgment (reflect on knowledge gained to make choices and direct what they think, say and do),

Judgment into action (take individual responsibility and contribute to the well-being of their communities)

BE SURE TO ASK YOUR CHAIRPERSON OR MENTOR IF ANY OF THE COURSES YOU ARE TEACHING ARE APPROVED UCC21 COURSES!

Some courses have been approved for inclusion in UCC21, and others will be submitted and approved during the 2009-2010 school year. The goal is that the core will be completed for the entering freshman class in Fall of 2010. During 2009-2010, courses that have been approved will be taught in their new format. Entering freshmen, if they wish, may complete the UCC21 core, but they may also complete the core as it appears in the current Undergraduate Catalog.
If you are teaching a UCC21-approved course, there is a detailed master syllabus, and you will be expected to follow the syllabus closely. A major difference between UCC21 and the core curriculum it is replacing lies in the identification of the transformations practiced during the course (E to I, I to K, K to J, J to A) and the multiple methods of assessing that students can demonstrate the transformations. Assessing student learning outcomes that reflect the cognitive transformations is required.

Courses fall into Tiers that correspond roughly to Freshman, Sophomore, and Upperclassman years. Tier 1 Foundation courses will include entries in History, Mathematics, Oral Communication, Personal Finance, Physical Wellness, and Written Communication. In Tiers 1 and 2, there will also be courses that represent the Domains of Fine Arts/Design, Humanities, Natural Sciences, and Social Sciences. Domain courses are designed to introduce students to the ways of knowing that are characteristic of difference disciplines. Tier 1 Domain courses help students transform Experience into Information and Information into Knowledge. Tier 2 Domain courses guide students to transform Knowledge into Judgment. Tier 3 courses include capstone and immersive learning courses, and require students to transform Judgment into Action.

Additionally, students must take courses with WISER+ designations. The WISER+ elements insure specify particular emphasis on “21 Century Skills” in some courses. WISER+ elements are designed to introduce students to the ways of knowing that are characteristic of difference disciplines. Tier 1 Domain courses help students transform Experience into Information and Information into Knowledge. Tier 2 Domain courses guide students to transform Knowledge into Judgment. Tier 3 courses include capstone and immersive learning courses, and require students to transform Judgment into Action.

It is anticipated that most departments will offer courses in all three tiers and with one or more WISER designations. For more information, consult www.bsu.edu/provost/ucc21, or Associate Provost Marilyn Buck, mbuck@bsu.edu.

EVALUATION AND ASSESSMENT OF TEACHING

Student Ratings

The University requires that each department use an approved form to evaluate teaching. Students fill out the forms toward the end of the semester, but not during the exam period. The forms are administered under specific conditions that are listed in the Faculty Handbook (pp. 145-146): anonymously, by someone other than the instructor, without the instructor in the room. The ratings are sealed in an envelope to which the instructor will not have access until after student grades have been posted. The ratings are then considered the property of the instructor, although departments have the right to use them in collecting data to evaluate programs (without reference to instructor). However, major promotion and tenure decisions on the instructor's teaching abilities are based heavily on the figures of these ratings. The reality is that numbers are more easily compared than narrative comments.

Peer Ratings

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

EVALUATION AND ASSESSMENT OF STUDENT LEARNING

Assessment of Learning Outcomes by Each Department

BE SURE TO ASK YOUR DEPARTMENT CHAIR If YOU ARE SUPPOSED To BE COLLECTING DATA ON STUDENT LEARNING WHICH WILL BE A PART Of THE DEPARTMENTAL REPORT! During the 2005-2006 academic year, each department in the College of Sciences and Humanities designed an assessment plan that permits the collection of data about student achievement of learning goals. The idea is that departments will use the data they collect to make curriculum revisions on an on-going basis. These data will be a part of Ball State’s report for its next review for national accreditation.

Other Assessments of Classroom Learning

The Office of Academic Assessment and Institutional Research periodically offers workshops on classroom assessment techniques. These small-scale assessment techniques, which are not used for making personnel decisions, can provide immediate feedback to instructors about what students are learning in the classroom so that improvements or adjustments can be made during the term. For example, the "minute paper" asks students to indicate the most important thing they learned in a particular class session. For more information about these workshops, call Donald Whitaker, Executive Director of Institutional Effectiveness, at 5-5974 (dwhitake@bsu.edu).

ONLINE TEACHING

Ball State University, like all institutions of higher learning, is becoming increasingly involved in offering more courses online. You may have the opportunity to offer one or more of your courses online both during the summer and the academic year. See www.bsu.edu/distanceed/secure. If you have an interest in this area, you should discuss the possibility with your chairperson and then contact the School of Extended Education for more information. If you plan on teaching during the summer to supplement your academic year income, we especially encourage you to explore this option, because each year more students are opting to take summer courses online rather than on campus.

IMMERSIVE LEARNING

Immersive learning experiences at Ball State have most or all of the following characteristics:

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

For further information on Immersive Learning, go to the websites:
http://cms.bsu.edu/academics/undergraduatestudy/beyondtheclassroom/immersivelearning
http://cms.bsu.edu/about/strategicplan/whatisimmersivelearning.aspx

CLASSROOM MATTERS

CLASSROOM INSTRUCTIONAL COURTESY AND ETIQUETTE

Most of us share classrooms and teaching laboratories with faculty from our own department, and sometimes from all over the University. So, it is important, especially when the next class will file into the room 15 minutes after you leave, to leave the room in order. There are some common expectations –

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

OFFICE HOURS

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

THE SYLLABUS AND COURSE OUTLINE

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

The 09-10 Faculty and Professional Personnel Handbook describes a course syllabus as a course guide that should include the "course description, course objectives, course rationale, course content,
format, and bibliography" (see Handbook, p. 210, www.bsu.edu/hrs/handbooks/). Your individual course outline will be based on the generic departmental syllabus.

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

Students usually are given access to the course outline during the first week of class. Many faculty post their course outline and other information on department or personal websites, or on the BSU Blackboard course management and communication system. (See the information on Blackboard in this Guide or online). For more information on Blackboard, call Yasmin Tunc at 5-5902 or ytunc@bsu.edu.

Suggested Components for Your Course Outline

1. A clear statement of your student attendance policy. The University policy is that students are expected to attend class. Faculty often give points for attending or subtract points for not attending. Some professors have policies along the lines of dropping a student by a letter grade if they miss three or four classes. It is important for you to take attendance. Some forms of financial aid require a report of student attendance. It is not unusual to receive a request from the Registrar or Financial Aid for documentation of student absences for specific students. (See Handbook, p. 213.)

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

3. Course title and catalog description.
4. Course objectives and rationale.
5. Your name, office location, office hours, telephone number and email address, and if you wish, hours during which you will respond to emails.
6. Required text and/or other readings.
7. A clearly-expressed explanation of grading criteria. (According to the Faculty Handbook, it is the responsibility of the instructor “to inform the class, very early in the course, the basis on which grades are to be determined” [p. 213].) You should also explain whether or not you will use the plus/minus grading scale. Consult with your department to learn the department stance on plus/minus grading.
8. Standard departmental policies, if any (for example, policy on laboratories).
9. Your policies or those of your department regarding electronic devices (for example): *Electronic devices such as cellular phones, pagers, beepers, etc. should be turned off during class. If you have a medical device attached to your person that emits sounds, please notify the instructor as soon as possible. If you have a medical emergency for which you must have your device on, please inform your instructor at the beginning of class-time and turn your device to “vibrate” if possible.*
10. Your policies on make-up quizzes; tests; late assignments; absences (excused or unexcused); final exam (for example: “You must take the final exam to pass this course.”)
11. A calendar showing topics, exam dates, holidays, withdrawal dates and assignments (You may want to put at the top of the calendar something like “Changes may be made in this schedule. You will be notified in class of any change.”)
12. Your specific final exam date and time. This is listed in the official Schedule of Classes. The exam dates are set by the university, and you MUST give your exam within that specific block of time. Any change in time of the final exam during the designated Final Examination Period must be approved in advance by the Director of Academic Systems.
NOTE: GIVING A WRITTEN FINAL EXAM IN CLASS BEFORE THE DESIGNATED PERIOD IS NOT PERMITTED EXCEPT IN VERY SPECIAL CIRCUMSTANCES WHICH HAVE BEEN APPROVED IN ADVANCE IN WRITING BY YOUR DEPARTMENT CHAIR AND THE DEAN. More details appear on page 215 of the Faculty Handbook. If you are using inQsit, the electronic testing service, for which students reserve a testing time in an inQsit Lab, the exam may be scheduled for any number of days during the final exam week, but must include the officially scheduled exam period.

13. Hints on how to be successful in the class; for example, specific studying strategies.
14. A description of course projects/assignments which count as artifacts for teacher education majors to include in their portfolios. (This should be included for all courses which are part of a teacher education program. Look in the Undergraduate Catalog to learn if your course is required for teacher education majors.)
15. If assignments will require use of outside resources, include a statement regarding plagiarism.

OFF-CAMPUS STUDENT EXPERIENCES

Organized off-campus experiences that enhance student learning within a course or a major are encouraged. These may include whole-class activities such as trips to a quarry or a University-managed wildlife area during a scheduled laboratory period, as well as trips with a small number of students to present research at a state or national professional meeting. Whenever you are responsible for student travel, you must submit a BSU student field trip form for approval by your department chair and an associate dean. The form includes space for the names of students participating, as well as emergency contact information for each student.

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

THREE TYPES OF EXCUSED ABSENCES FOR STUDENTS

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

Right to Funeral and Bereavement Leave

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

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

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

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

Military Leave

The following information is from the BSU Board of Trustees Report of September 21, 1990, Item No. 9A.

Policy Concerning Students Called to Active Military Duty (Effective Fall Semester, 1990)

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

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

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

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

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

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

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

According to the Faculty Handbook, faculty are expected to allow these students to make up all missed course activities during their absence, including, but not limited to, class activities, assignments, examinations, and final examinations. Students should not be penalized for their absence while representing the University. When possible, students are expected to complete these activities before their absences.

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

FACULTY ATTENDANCE

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

Clearly, most faculty travel to professional meetings or have other university business which causes them to leave campus and miss classes from time to time. If you plan to do such travel, fill out a travel authorization form, which your department administrative coordinator will give you, and have it approved by your department chairperson and the Dean’s Office before you travel. Completing forms before you travel is for insurance coverage. You will not receive reimbursement for travel unless you turn in your forms before you travel! It is up to you to find a substitute for your classes. Another faculty member or a graduate assistant might teach the class or proctor an examination for you. Students need to be involved in an academically productive manner while you are away.

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

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

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

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

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

The purpose of class lists is to verify enrollment information for both the instructor and the Office of the Registrar. There are four sets of class lists per semester.

The First Class List

The first class list is a temporary one available in your department by the first class session. You may use it to check attendance during the first few days, to learn students’ names, to question those students in attendance whose names are not on the list, and to add names of students who can show you proper registration.

The Second Class List

The second class list is the official one issued after the change-of-course period and the late registration period (the first five days of a semester and the first three days of a five-week summer term). These lists are issued by the Office of the Registrar through the department chairperson to class instructors. You should check one copy against student attendance for completeness and accuracy, sign it in ink, and return it through the departmental office to the Office of the Registrar, where it is verified against enrollment information. It is IMPORTANT that no student be permitted to remain in your class whose name is not on the class list. Students who are not on the lists should be sent to the Office of the Registrar in Lucina Hall.

The Third Class List

The third class list, an update, is sent at mid-term. It will show whether any of your students have withdrawn. Check your working list carefully against this class list. If a student is not attending, you will want to mark "not attending" on the class list; if a student is attending but does not appear on the list, add the name so his/her registration can be verified. Return this list to the departmental office.

The Final Class List

The final class list is a grade list. This list is accompanied by directions for submitting final grades as well as instructions for meeting the due date.

Freshman Class List

There is one other type of class list, and it concerns freshmen only. A student classified as a freshman and potentially in danger of failing a 100- or 200- course is sent a notice to that effect during the eighth week of the term. Therefore, at about mid-term, if you are teaching 100- or 200-level courses, you will be sent a grade list for freshmen only. If a student is making a grade below C at that point, you should so indicate. This is not a final grade; you are merely notifying the student of poor performance at this time. The reverse is also true. Even though a student is doing C or better work at mid-term, he or she could still receive a final grade below C if the coursework deteriorates in the second half of the semester. Probably the key point about freshman mid-term grades is that you need to plan your syllabus so that you have enough grades to make a judgment.

Summer Class Lists

Because Summer Sessions I and II move so rapidly, there are only three sets of class lists: The midterm list is deleted. However, the Summer Semester operates with four lists similar to Fall and Spring Semesters. There is no separate evaluation of freshmen for any of the summer sessions.
Updates of Class Lists

At any time during the semester you can obtain an updated list of students in each of your classes. This is particularly useful during the first week of the semester. On the Thursday or Friday before classes start, your department will provide you with paper copies of your class lists. However, your paper lists are likely to require updating each day, as students frequently readjust their schedules by adding and dropping during the one-week ADD/DROP Period.

To obtain a class list, go to the BSU Homepage, www.bsu.edu. Click on the following path of entries:
- Faculty-Staff
- BSU@Work
- Facts
- Class Lists

You will then enter your User Name and Password, and complete the following prompts for the course list you want:

- **Campus**: (Choices are Main Campus, or the variety of sites at which off-campus classes are taught.)
- **Term**: (Semester and Year)
- **Discipline**: (the letters in the course prefix--e.g. the BIO in BIO 100)
- **Course**: (the number of the course)
- **Section**: (Every offering of a course has a section number. In a given semester, if there is only one class with a course number, that class is designated as Section 001. If multiple classes carry the same course number, each class carries a different section number. The section number is entered as a 3-digit number, so Section 1 would be 001, while Section 12 would be 012).

The class list includes the names of all registered students, the last four digits of their social security numbers, their class (freshman, sophomore, etc.), individual email addresses, and a column labeled "Email" with boxes to check. By clicking on a student name, you can find bits of information such as local and home addresses. You can email a copy of the list to yourself or to a colleague. **You can also send email to all students or to selected students on the list.**

**Important:** If you use the list to send email to all students in a class, be sure to tell the students that if they primarily use a private email account, such as AOL, they should arrange to have email from their official BSU account forwarded to the other account.

**MID-TERM DEFICIENCY LISTS FOR FRESHMEN**

At mid-term, freshmen who are earning a grade of less than C in any course, receive a deficiency notice. In order to make this happen, the Registrar distributes grade report sheets for all classes in which freshmen are enrolled. You must complete and return the report sheets to your department office by the specified due date. In order to provide these mid-term grades for freshmen, you will have to have grades based on exams, quizzes, papers, and/or other assignments.

Mid-term deficiency reports are sent to freshmen and to their residence hall staff and advisers, each of whom attempt to help students with their studies.
STUDENT WITHDRAWAL FROM COURSES

Students are permitted to withdraw from courses under the policy which is explained on pages 208-209 of the Faculty and Professional Personnel Handbook.

The Course Withdrawal Period

During the Course Withdrawal Period, a student can withdraw from your course on his or her signature with no penalty. It extends approximately through the first two-thirds of the semester. The student should discuss the withdrawal with you and get a withdrawal form or instructions to withdraw electronically from the Registrar's Office. The process must be completed by 5:00 p.m. on the last day of the course withdrawal period. A grade of "W" will appear on this student's record for the course. A grade of “W” does not count on the student’s GPA. Please make sure that students have received adequate feedback on their work by this time so they can make an informed decision about withdrawing or staying in a course.

Withdrawal After the Course Withdrawal Period

If there are verifiable extenuating circumstances that justify a student’s withdrawal past the withdrawal period, the College Dean (or designate) may grant exception to the rules for withdrawal. However, you as the instructor determine the grade: W, F, or NC. The student can get the late withdrawal form from your department office. Your signature and assignment of a grade are required before the student pleads his/her case to the Dean. Circle the grade on the form. Tell your student to make an appointment in the Dean’s Office, NQ 112. In our College, an Associate Dean usually meets with students on behalf of the Dean. Do not call the Provost’s Office for permission.

Withdrawal from All Classes

To withdraw from ALL classes after the semester or term begins, the student must get a withdrawal form from the Office of the Assistant to the Dean of Students in AD 238. If the student is eligible for a refund, the amount will be determined by the date of withdrawal, which is the date the completed withdrawal form is submitted to the Dean of Students. As faculty, you should feel free to contact Katie Slabaugh, Assistant to the Dean/Ombudsperson (5-1545), for more information about a student's withdrawal from all classes.

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

A Final Note:

Please caution students to attend classes until they have turned in completed withdrawal forms. If they stop going to class before that time, they may receive an F in the course or courses from which they are withdrawing. This is perhaps more information that you will ever need. However, withdrawals done incorrectly cause more grief for all concerned than almost any other of the University’s specified procedures!
2009-2010 WITHDRAWAL DATES

Fall Semester: August 24-December 18, 2009
   October 27, 2009  Course withdrawal period ends

Spring Semester: January 11-May 7, 2010
   March 22, 2010   Course withdrawal period ends

Summer Semester: May 17-July 23, 2010
   June 28, 2010    Course withdrawal period ends

First Summer Session: May 17-June 18, 2010
   June 7, 2010     Course withdrawal period ends

Second Summer Session: June 21-July 23, 2010
   July 12, 2010    Course withdrawal period ends

Grade of I (Incomplete)

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

An “I” is NOT appropriate for a student who has missed a significant amount of a course. If the faculty member and the Associate Dean agree that a student has missed much of a course due to extenuating circumstances, a grade of “W,” signifying a withdrawal, may be recorded. Sometimes a faculty member, meaning well, will assign a grade of “I” and tell the student to “sit-in” on the course again. The intention of the faculty member is that the student can repeat the course without paying. Not only is this frowned upon by the University, but students often don’t understand the arrangement, and much confusion ensues.

Your department administrative coordinator will have a form to fill out to document the conditions for awarding an “I” grade. If the department doesn’t have a form, you may use the “Memorandum of Incomplete Grade” at www.bsu.edu/webapps2/formfinder/forms/Registrar/Incgrade.pdf.
OTHER STUDENT-RELATED MATTERS

FERPA

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

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

The Learning Center

As a part of University College, the Learning Center (NQ 323) offers a variety of academic support programs for both faculty and students. For students, these programs include free one-on-one peer tutoring for all Core Curriculum classes, math, physics, economics, accounting, writing, and study skills. See the next page for a more complete listing. The Learning Center also offers Supplemental Instruction (SI). In courses selected for SI, trained advanced undergraduates serve as "model students" who attend class sessions, take notes, and hold voluntary small-group study sessions outside of class, using collaborative learning to develop study strategies, promote group discussion, and help students learn questioning and review techniques. In addition to peer tutoring and SI, the Learning Center also serves faculty members through outreach services: (1) programs of special benefit to your classes, such as workshops on study skills, time management, content-based writing assignments, and essay exam preparation; (2) a tutor who serves as a resource person in your classroom for help with a particular assignment; (3) arrangement for administering course exams to disabled students using accommodations in the Learning Center; and (4) a staff member who visits your classroom to give a brief explanation of how the Center can help your students become more effective learners.
The Learning Center
North Quad 323
(765) 285-1006
Monday - Thursday: 9 am - 8 pm
Friday: 9 am - 12 noon

The Learning Center offers FREE tutorial services.

Those who learn together learn best.

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<thead>
<tr>
<th>Core Curriculum &amp; More</th>
<th>285-3776</th>
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<tr>
<td>Tutors are available to help with the following classes:</td>
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<tr>
<td>AHS 100, 101, 102</td>
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<tr>
<td>ANAT 201</td>
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<td>ANTH 101, 103, 105, 111</td>
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<tr>
<td>ASTRO 100, 120</td>
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<tr>
<td>BIO 100, 102, 111, 112, 113, 313 (and many upper level)</td>
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<tr>
<td>CC 101, 105, 205</td>
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<tr>
<td>CHEM 100, 101, 111, 112, 225, 231, 232</td>
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<td>CJC 101, 102, 220</td>
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<td>DANCE 100</td>
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<td>EXSCI 292, 293, 294</td>
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<tr>
<td>FR 101, 102, 201, 202 (and many upper level)</td>
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<td>GEOG 101, 121, 150</td>
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<tr>
<td>GEO 101</td>
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<td>GER 101, 102, 201, 202 (and many upper level)</td>
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<td>HIST 150, 151, 152, 198, 201, 202</td>
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<td>HSC 160, 180</td>
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<td>JAPAN 101, 102, 201, 202</td>
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<td>MTH 100, 200, 330</td>
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<td>MUS 100, 101, 102, 111, 112, 125, 201, 211, 212</td>
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<td>NREM 101, 205</td>
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<td>NUR 230, 232, 330</td>
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<tr>
<td>PHIL 100, 200 (and many upper level)</td>
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<td>PHYS 215</td>
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<td>POLS 130, 210, 293 (and many upper level)</td>
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<td>PSYSC 100, 241, 277, 284 (and many upper level)</td>
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<td>RELST 160</td>
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<td>SOC 100, 224, 228, 241 (and many upper level)</td>
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<td>SP 101, 102, 201, 202 (and many upper level)</td>
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<tr>
<td>THEAT 100</td>
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<tr>
<th>Writing</th>
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<td>Tutors are available to help with the following:</td>
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<td>- ENG, COMM, JOURN, TCOM</td>
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<tr>
<td>-Paper review</td>
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<td>-Editing skills</td>
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<td>-MLA/APA format</td>
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<td>-Brainstorming and outlining</td>
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<td>-Library research skills</td>
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<td>-Speeches and presentations</td>
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<td>-Grammar and mechanics</td>
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<td>-PPST and Writing Competency Exam review</td>
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<tr>
<th>Study Strategies</th>
<th>285-3779</th>
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<td>Tutors are available to help with the following:</td>
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<tr>
<td>-Time management</td>
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<td>-Note taking</td>
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<tr>
<td>-Test taking</td>
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<tr>
<td>-Reading comprehension strategies</td>
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<tr>
<td>-Concentration/memory skills</td>
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<td>-CC 101</td>
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<td>-PPST preparation</td>
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<tr>
<td>-Classes related to the teacher education program</td>
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<tr>
<td>-Test accommodations for students with disabilities</td>
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<tr>
<td>-In-class workshops on reading and study skills</td>
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Please inquire about the availability of tutoring in classes not listed and Supplemental Instruction (SI) in various classes.

Web Site: www.bsu.edu/universitycollege/learningcenter

learningcenter-revised-03-23-09-ccm
Referral to Counseling Center

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

Part of the Counseling Center’s service mission includes a strong outreach/consultation component oriented towards prevention, student development, and wellness. Programs for classes, student organizations and residence halls are offered in the areas of diversity, eating disorders, sexual health, sexual assault prevention, stress management, health education, substance abuse prevention, self-esteem, career exploration and relationship issues. To schedule, please call 285-1736 between 8:00 a.m. and 5:00 p.m. Descriptions of offered presentations can be found on the Counseling Center’s website at: www.bsu.edu/students/cpsc/outreach/.

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

For further information on available services go to the Counseling Center website: www.bsu.edu/students/cpsc/. “Tips for Dealing with Distressed Students” can be found at: www.bsu.edu/students/cpsc/fsinfo/fstips/. “Helping Students in Distress” brochures can also be requested through Student Affairs’ Office of the Dean of Students.

Disruptive Students

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

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

**Students Seeking Accommodations for Disabilities**

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

DSD has an extensive website with good resources for faculty: [www.bsu.edu/dsd/](http://www.bsu.edu/dsd/) Contact DSD: Office Location: Arts and Communications Building (AC) Room 410 (until end of Fall Semester); dsd@bsu.edu; or 285-5293 for more information.

**Syllabus Statement About Accommodations**

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

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

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

**Accommodation Letters**

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

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

If accommodated testing (extended time, scribes, etc.) is listed in the accommodation letter, the faculty member and the student may work out appropriate arrangements that are fair to both parties. Or, if the faculty member and student agree to it, accommodated testing may be facilitated through the well-organized program administered by Dr. Jackie Harris ([Jroberts@bsu.edu](mailto:Jroberts@bsu.edu), 5-8107) at the Learning Center.
Cheating/Plagiarism

The Faculty Handbook spells out definitions of academic dishonesty and plagiarism, as well as the procedures to follow in accusations. Some students are not aware that it is considered plagiarism to submit "as newly executed work, without faculty member's prior knowledge and consent, one's own work which has been previously presented for another class..." (p. 252). An explanation of what constitutes plagiarism would be a very worthwhile addition to any handout you give students on writing term papers or other projects. Many students DO NOT KNOW what constitutes plagiarism. We find that giving them specific examples of citations, or lack thereof that are plagiarizing, is a good idea. You may wish to include ethics-related material in your syllabus.

David Fried, Director of the Office of Student Rights and Community Standards (dpfried@bsu.edu, 285-5038), can advise you on cases of suspected academic dishonesty. If you have students who have engaged in academic dishonesty, you may want to consider having them study the MITT, a Multimedia Integrity Teaching Tool. The MITT is a computerized integrity seminar which takes several sessions to complete. It was developed to “help reach an informal resolution to a cheating incident” (MITT Faculty Use Guidelines). Administration of the MITT is also approved as a penalty option (see the most recent version of the Ball State Student Academic Ethics Policy). For more information, contact University College, in NQ 323, at 5-8107.

Code of Student Rights and Responsibilities
The Student Academic Ethics Policy can be found online at www.bsu.edu/sa/article/0,1375,207457-14207-34919,00.html

EMERGENCY RESPONSE SYSTEM

For emergency help while on campus, Dial 911 or 285-1111.

The university has instituted a campus-wide emergency warning system. Details regarding this system are given at: www.bsu.edu/web/ur/responseguidelines/
ADVISING MATTERS

Some departments appoint an experienced faculty member as an adviser for undergraduate majors. Others assign advisees to all (or most) faculty, so you may find that you are an instant adviser. The information below will help you get started. (Advising website: www.bsu.edu/advising/)

PROGRAM REQUIREMENTS

In order to graduate, an undergraduate must complete at least 126 hours of coursework with a minimum GPA of 2.0. Most departments offer one or more majors and minors. Some majors have multiple “Options” or “Concentrations.” A good starting place to learn about the offerings of your department is the Ball State University Bulletin: Undergraduate Catalog 2008-2010. For the online version and most up-to-date version, go to: www.bsu.edu/academicsystems. Another very useful booklet is the Advising Handbook 2009-2010, Ball State University. You can find this booklet online at: www.bsu.edu/advising/media/pdf/handbook.pdf. The mentors of new faculty will give copies of both of these to their mentees. Some departments have a variety of advising forms. All have a schedule showing in which semesters specific courses are usually offered. Get these from your department office.

Middle School and High School teaching majors earn degrees in the College of Sciences and Humanities in 14 departments. They complete departmental requirements, Teachers College requirements, and requirements such as portfolios, which are common to all teaching majors at Ball State University. If you are a new adviser to teaching majors, we suggest you speak with your department chair and other departmental teaching advisers to learn the system that is in place. Also, identify yourself to the Associate Dean of Teachers College, Laurie Mullen (lmullen@bsu.edu), so that you will be invited to campus-wide meetings about the Unit Assessment System (UAS).

DAPRs (DEGREE ANALYSIS PROGRESS REPORT)

Each student’s DAPR (pronounced “dapper”) lists every course required for the student’s declared major(s) and minor(s) and shows the courses and grades that have been completed or attempted. A DAPR is an advising necessity.

Students can, and should, obtain up-to-date DAPRs online or from their adviser. Faculty can obtain a DAPR through BSU@Work for any student registered in a course. Obtain clearance to do this from University Computing Services. DAPRs are typically used by faculty advisers to determine the status of a student’s progress at the university and to determine any remaining coursework or requirements that must be fulfilled prior to graduation. The DAPR also lists each student’s academic department and adviser.
rGrade™ Performance Assessment System

If you are advising teaching majors, you will probably need access to rGrade™. At Ball State University rGrade™ was developed in Teachers College as a web-based assessment environment for tracking student progress through teacher preparation programs. rGrade™ matches state and national standards for teacher education to rubrics, course content, and learning artifacts.

Faculty in the College of Sciences and Humanities use rGrade to assess the artifacts and digital portfolios which teaching majors in our college submit during their first, second, and third years. It is part of a university-wide assessment system (UAS) for teaching majors. rGrade™ is located at www.bsu.edu/rgrade. For access, contact Mark Lora at: mjlora@bsu.edu.

Faculty in some departments use it to track learning outcomes for non-teaching majors as well.

GRADUATION REQUIREMENTS

Please refer to your specific departmental and program requirements for graduation. These requirements may include an Exit Exam or other assessment instrument. In addition, all students are required to have passed the BSU Writing Competency Exam, which will be noted on their DAPRs. Applications for graduation must be filed by the student the semester prior to the actual semester of graduation.
TEACHING RESOURCES AT BALL STATE

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

TRADITIONS AND INNOVATIONS: TEACHING AT BALL STATE UNIVERSITY

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

THE OFFICE OF TEACHING AND LEARNING ADVANCEMENT (OTLA)

OTLA coordinates professional development activities for faculty members and provides instructional design consultation and pedagogical support for both on-campus and distance education courses. The office also serves as a liaison between faculty members and various instructional support services on campus, helping individuals and units identify their needs and assembling appropriate support teams to meet those needs.

Phone: 285-1763
E-mail: tla@bsu.edu
Web: http://www.bsu.edu/otla

OTLA Program Descriptions (check with the OTLA website for updates for 2009-2010)

For New Faculty

The Associate Provost and OTLA organize orientation programs for new faculty members. Details about New Faculty Programs are available at http://www.bsu.edu/otla/newfaculty.

New Faculty Orientation is spread throughout the fall semester, with sessions on topics such as tenure policies and procedures, establishing a research agenda, immersive learning, instructional technology, etc. All new faculty are encouraged but not required to attend.

Alpha Seminars provide a supportive environment in which cohorts of new faculty colleagues meet to discuss their ongoing development as members of the BSU community. Facilitated by experienced faculty members, these groups discuss a variety of issues – teaching, research, navigating departmental politics, settling into the local culture, etc.
If you have questions about these programs, please contact Greg Siering, OTLA's Faculty Development Coordinator, at: gsiering@bsu.edu or 285-1763.

Teaching and Learning Workshops

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

Awards and Grants

OTLA coordinates the annual Outstanding Teaching Award, the student-nominated Excellence in Teaching Awards, and the Creative Teaching Grants.

If you have an idea to develop a new module for your course or to try a special new approach, you may qualify for a Creative Teaching Grant. Proposal deadlines and application procedures are available on the OTLA website.

Teaching Consultations

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

Instructional Design

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

Resource Identification

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

Mediasite

Mediasite is a presentation/recording technology that Ball State University has adopted for use in both distance education and on-campus courses. Mediasite allows a faculty member to teach a “regular” course to students in an on-campus classroom, while at the same time teaching other students in an asynchronous off-campus course. The video recording and slides are automatically synchronized for later playback. Technical support for Mediasite is provided by the University Teleplex, while OTLA offers consultation on effective uses of the technology and
provides access to two Mediasite-equipped classrooms (TC 411 and 412). More information about Mediasite may be found on the OTLA website.

Facilities

OTLA facilities are available for use upon request. You may contact OTLA if you would like to look at any of these rooms and discuss how they may meet your needs.

TC 411 – 34-Seat Electronic Classroom (w/Mediasite)
TC 412 – 24-Seat Electronic Classroom (w/Mediasite)
TC 403 – 8-Seat Conference Room/Videoconferencing
TC 405 – 12-14 Seat Conference/Seminar Room

Human Contacts

Contact any of these individuals through the OTLA office at 285-1763 or tla@bsu.edu.

Gary Pavlechko -- Director of Teaching Technology
Greg Siering -- Faculty Development Coordinator
Brian Pickerill – Assist. Dir. of Academic Assessment and Institutional Research
Teresa Brown Caddell -- Administrative Coordinator

THE DIVERSITY ASSOCIATES PROGRAM

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

By participating, faculty members from a variety of disciplines come together to create an active learning community that promotes diversity in the curriculum. At the end of the academic year, Associates are expected to produce and disseminate the products of their project to an external audience, thus extending the diversity-centered learning community to the larger Ball State University campus and beyond. To find out more, contact Charles Payne, Assistant Provost for Diversity, in TC 1003, 285-5316, or visit the website at: www.bsu.edu/diversity/
TECHNOLOGY RESOURCES

ORGANIZATION OF INFORMATION TECHNOLOGY AT BSU

During the summer of 2009, IT at Ball State was reorganized under two major umbrellas: Unified Technology Support (UTS) and Emerging Technologies. The Unified Technology Support group concentrates on faculty, student, and staff needs in the areas of “HELP, FIX, and LEARN.” Support staff are located in University Computing Services, the Teleplex, and University Libraries. The Emerging Technologies group focuses on LEARNING ABOUT NEW TECHNOLOGIES and CREATING PROJECTS, and affiliated staff members are drawn from the Teleplex, Libraries, and Center for Media Design.

UNIFIED TECHNOLOGY SUPPORT – HELP, FIX, AND LEARN

Blackboard

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

Information Technology Service in Bracken Library provides workshops and support on Blackboard. Please visit www.bsu.edu/techtrain to see the workshop schedule and to register, or contact Yasemin Tunc, Director for Learning Technologies, at 5-5902 or via email at ytunc@bsu.edu for more information or individual consultation.

To get started with Blackboard, you may also access the Ball State Blackboard website at http://my.bsu.edu or access it from the BSU Faculty/Staff webpage.

To watch TechClips that show you how to use Blackboard, go to www.bsu.edu/techclips/blackboard.htm

Computers – Getting Help for Desktop or Laptop

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

After hours, you might refer to the library of TechClips at www.bsu.edu/techclips.

**Computer Labs**

There are labs throughout campus where you or your students can work. For individuals with disabilities, an Adaptive Computer Laboratory is available. For information on labs, call 5-5234 or www.bsu.edu/labs.

**Computer-Based Testing Labs for inQsit**

For Fall Semester 2009, testing will occur in RB 134D (Robert Bell Building, Room 134D) and in CN 313 (Cooper Nursing Building, Room 313).

**Computers--Laptop Loaners**

Laptop computers are available for limited loan through Equipment Projection Services in Bracken Library.

**Computer Classes and “How-to Use-It” Resources**

Non-credit, non-fee classes are available for faculty, staff, and graduate students on the use of learning technologies such as Blackboard, inQsit, Web Gradebook and rGrade. Watch your email for announcements, or contact Yasemin Tunc at 5-5902, or ytunc@bsu.edu.

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

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

**e-Classrooms**

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

For a key to the equipment or information on how to use any one of the e-classrooms, call Fran Tucker at 5-3999. Fran is with the Instructional Classroom Support Services (ICSS),
previously referred to as Video Information System (VIS—pronounced vizz). Your mentor or other faculty in your department may also serve as a source of information.

If you have VIS in your classroom, you can schedule any of the instructional media (videos, DVDs, audiotapes, etc.) held in Educational Resources to be shown in your class directly from Bracken Library. (See “Equipment, Instructional and Media” below.) When you call ICSS for booking at 5-9136, be sure to have as much information as possible (at least the title; call number if possible). You can find this information in the University Libraries CardCat. You can also bring in your own media for showing in class from the library.

For any difficulties with equipment in e-classrooms, call 5-3999 from a campus phone or 765-285-3999 from a cell phone.

(NON) e-Classrooms

If your classroom is not equipped with VIS, you can fulfill in-class needs for film, video, DVD, etc., through Lori Siefker, Equipment and Projection Services Coordinator, at lsiefker@bsu.edu or 5-5337. The service will deliver, set-up and operate media equipment.

Some departments in the College have one or more computer carts with a projection system and Power Point capability. Speak to the Administrative Coordinator in your department about reserving and operating the cart for use in rooms where overhead projection systems are unavailable.

Equipment, Instructional and Media

The Educational Resources Collections (www.bsu.edu/library/collections/edres/) have extensive media holdings including educational DVDs, videos, PBS documentaries, and feature films. Materials may be viewed in Educational Resources or checked out to faculty and students for four days.

The collection may be searched via the Libraries’ on-line catalog, CardCat. New titles may be requested through the departmental library representatives. Some titles may be available for preview prior to purchasing. The library representative can make arrangements for previewing with the University Libraries’ Acquisitions Department (5-8030). Titles may also be requested by faculty via off-air taping. Contact the Teleplex (5-3782) to arrange for a program to be recorded during broadcast. These titles are routed to Educational Resources for preview purposes. It might be possible to rent titles which will be shown on a one-time-only basis or not often enough to justify the purchase cost. Your library representative can contact the University Libraries’ Acquisitions Department (5-8030) for information on renting programs. All titles taped off-air or on preview are listed in the weekly “Preview List” available under “Resources for Faculty and Staff” on the University Libraries’ Home Page. All faculty are encouraged to preview any title on the list and submit an evaluation and recommendation for purchase. New acquisitions, including media materials, are in the “Newly Acquired Materials” list also available through the “Resources for Faculty and Staff” page. For assistance, contact Diane Hill, Media Librarian, 765-285-5333 (dhill@bsu.edu)
Educational Resources also has other media in a variety of formats including: images, music, audiobooks, and a large collection of realia and 3D items including educational games, toys, and science and math manipulatives. Search CardCat to locate materials or contact Diane Hill, Media Librarian, (5-5333) for assistance. Titles may be recommended for purchase through departmental library representatives. For more information on purchasing, go to: www.bsu.edu/library/acquisitions/

Educational Resources also circulates digital equipment to BSU faculty, staff, and students for 6 hours with up to two renewals. The equipment collection includes laptop computers, iBooks, Macbooks, digital projectors, digital still and video cameras, plus assorted items such as microphones and cable connectors. Go to the following website for additional information: www.bsu.edu/library/collections/edres/equipment/

Email

You can access your faculty email account through Outlook 2003 or 2007 from a Windows computer, or through Entourage 2004 or 2008 if you use a MAC. The pink and blue appendix pages of this Field Guide contain a very helpful “How to...” manual for Outlook 2003 and 2007. For more information on managing your email account, go to www.bsu.edu.ucs. Outlook Web Access permits access from the Internet. From the Internet, you can access your account from www.bsu.edu/webmail.

Gradebook—Web-Based

Many faculty, especially those with large classes, take advantage of the Web-Based Gradebook to store information related to student grades and to calculate grades. The Web-Based Gradebook permits individual students to examine their grades and chart their progress. Students like being able to access their grades online using Gradebook, and University Computing Services reports that last year 80% of students used Gradebook in at least one class.

To watch TechClips that show you how to use BSU Gradebook, go to www.bsu.edu/techclips/gradebook.htm.

To view Gradebook, visit www.bsu.edu/gradebook.

iLocker

i Locker provides students, faculty and staff with 2 gigabytes of storage for personal use, such as backing up important documents and files. It may be used as an alternative to floppy/ZIP disks and CDs/DVDs and is accessible virtually anywhere. Go to www.bsu.edu/web/ucs/ilocker for more information on how to use i Locker.
inQsit

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

To learn more about inQsit, go to www.bsu.edu/inqsit/info/index.cgi.

To establish an account, contact helpdesk@bsu.edu or call 5-1517.

iWeb

iWeb is the hosting platform for individual web services at Ball State University. Faculty, staff, and students with BSU Computer Usernames may create their own web site to publish academic or personal information. For more information, see: www.bsu.edu/iweb.

Each site, by default, may contain up to 2 gigabytes of information. You may publish via FTP or turn on the optional FrontPage Server Extension to make full use of the FrontPage publishing client. ASP scripts are also supported.

Overhead Projectors

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

Poster Preparation Services

A walk through any campus building offers abundant evidence that the poster is a powerful and a preferred medium for communicating information. How do you go about getting a poster produced? Your first consideration is to allow enough time for this kind of work. Next, you should decide the number of posters you need. There are operations on campus to help you, depending upon what you want. Printing Services (the small building diagonally across from the College of Architecture and Planning at the corner of McKinley and Petty) works with large numbers. It does not work with poster-board but can provide a heavy poster paper. It uses a photo-offset process. You need to bring to the office the information on a disc along with a hard copy and a B-23 (a requisition to pay for the work). Lead time is typically two to three weeks. If you want a single, large poster for a class or a professional presentation, contact the Library Instructional Services.
EMERGING TECHNOLOGIES – LEARN AND CREATE

Professional Development for Faculty and Staff

Classes address a wide range of technologies and topics, including Microsoft applications, Sitecore, Vignette, and Web 2.0. Contact Sara Hamilton, 5-3060 for information.

If you have an idea for development of original media, Sara is the contact for assembling a team of multimedia, graphics, and media developers to collaborate with you.

Center for Media Design (CMD)—Digital Exchange Initiative

There are opportunities for Ball State faculty and their students to participate in the technology research and development that occurs under the auspices of the CMD. The work focuses on the creation, testing, and practical application of digital technologies for business, classroom, home, and community.

Location: Center for Media Design, BC 220
Telephone: 285-0123
Executive Director: Dave Ferguson

Vision: Digital technology is shaping our lives and our culture. The Center for Media Design (CMD) at Ball State University is engaged in multidisciplinary, digital media research and content development projects to explore how digital technology will touch the way we live, learn, work and play. Through collaborations with business, government, and academics, the CMD is carrying out this vision by:

- Generating a national model for innovative education in the digital media arts and sciences
- Establishing a national digital media research and consultation agenda
- Stimulating media-related industry growth in the State of Indiana through partnerships geared toward creating new products and business opportunities.

These goals are being accomplished through new immersive learning institutes, the Center’s ongoing media research, and outreach and business development projects.

Three new Immersive Learning Institutes came online in 2006. These units include the Institute for Digital Fabrication; the Institute for Digital Intermedia Arts; and the Institute for Digital Entertainment and Education. Through enhanced curriculum and immersive projects, these institutes are helping to shape new education models and experiences for students, initiate innovative applied research, and foster critical industry connections.

The CMD Insight and Research unit continues to develop nationally recognized, applied research in media measurement, audience behavior, and device usability, and does so through partnerships and consulting arrangements with media, software development, and consumer products companies.
Finally, the CMD looks for **Outreach and Business Development** opportunities involving digital media that both increase student participation in the media industry and create a climate of excellence to help accelerate Indiana’s growth in digital technology and capabilities.

The Center for Media Design was established through a $20 million Lilly Endowment grant for an initiative called iCommunication. A second $20 million award was given to the Center in December 2005 for a program called the Digital Exchange initiative. For more information, see the website at [www.bsu.edu/cmd](http://www.bsu.edu/cmd).

**LEGAL ISSUES**

**Software and Issues of Legality**

Make sure all the software on your office computer is legal. To be legal, software should be owned by you or the Department, or its use controlled by a site license held by the University. It is easy to ignore the need to be legal with software, but the University is committed to the principle that those whose intellectual efforts create a product should be compensated. Adequate funds have been made available to insure that we all have the software we need to do our jobs. If you are unsure, ask your office staff. The proverbial “one day” will come when we are asked to provide proof of legitimacy or to delete programs. Most of us customize our programs and deletion would destroy many hours of work.

**Copyright Compliance**

Help in deciding whether or not a given use of specific copyrighted materials is permissible is available from the Ball State University Copyright and Intellectual Property Manager, Dr. Fritz Dolar ([FDolak@bsu.edu](mailto:FDolak@bsu.edu)) or 5-5330.
RESEARCH RESOURCES AT BALL STATE

STATISTICAL AND RESEARCH CONSULTING

Help is available for design of research studies, survey and questionnaire construction, approaches to data collection, data analysis and interpretation. Contact James Jones at 5-1506.

ASPIRE PROGRAM -- INTERNAL GRANTS

Several grant programs are available to new faculty members who are engaged in early stages of research or creative arts projects through the ASPIRE Program offered by the Sponsored Programs Office (SPO): [http://www.bsu.edu/SPO/](http://www.bsu.edu/SPO/). Among these are the Junior Faculty Research and Junior Faculty Creative Arts grants. These awards are available to faculty members who are in their first three years of service to the University. The Reprint/Publication Support grant program helps offset costs for reprints of journal articles accepted for publication. Other ASPIRE Programs for Faculty include: General Faculty Research and Creative Arts, Ad Hoc, travel support for international presentations, and external funding opportunities. Contact Heather Miller at 5-1600 ([ASPIRE@bsu.edu](mailto:ASPIRE@bsu.edu)) for more information about these programs.

SPO will hold ASPIRE Information Sessions approximately 4-6 weeks before competition deadlines. Session times and locations will be published at [www.bsu.edu/SPO/aspire](http://www.bsu.edu/SPO/aspire) and advertised in SPO’s monthly newsletter and via the Ball State Communication Center. Proposal submission deadlines appear below.

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<th>Category</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>General Faculty</td>
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<tr>
<td>Research</td>
<td>November 2, 2009</td>
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<tr>
<td>Creative Arts</td>
<td>November 9, 2009</td>
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<tr>
<td>Junior Faculty</td>
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<tr>
<td>Research</td>
<td>January 18, 2010</td>
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<td>Creative Arts</td>
<td>January 25, 2010</td>
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<td>Additional Programs</td>
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<tr>
<td>International Travel</td>
<td>December 1, 2009; April 10, 2010</td>
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<tr>
<td>Ad Hoc</td>
<td>15th of the month</td>
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<td>Reprints</td>
<td>15th of the month</td>
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<td>Travel to Program Officer</td>
<td>15th of the month</td>
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<td>(please contact Heather Miller, ASPIRE Program Manager, at <a href="mailto:ASPIRE@bsu.edu">ASPIRE@bsu.edu</a> or 5-1600 prior to applying for the Travel to Program Officer opportunity)</td>
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Graduate Students

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<th>Category</th>
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<tr>
<td>Research</td>
<td>October 22, 2009</td>
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<tr>
<td>Creative Arts</td>
<td>October 19, 2009</td>
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Undergraduate Students
Research: November 16, 2009; January 15, 2010
Creative Arts: November 23, 2009; January 15, 2010
Student Travel Grants: 15th of the month prior to travel date
(only for presentations of papers and/or posters, etc., at meetings or conferences)

Creative Teaching grants are available through the Office of Teaching and Learning Advancement (OTLA). This grant program focuses on the development of innovative teaching approaches as related to a specific course or instructional program. Contact OTLA at 5-1763 for information.

EXTERNAL GRANTS

All proposals for external grants are submitted to agencies through the Sponsored Programs Office. You can find information on external grants in the SPO newsletter, on the web site http://www.bsu.edu/SPO/, through electronic databases, and by consulting SPO staff, including Augusta Wray, Research Information Coordinator, at amwray@bsu.edu or 5-5033. All aspects of proposal development—identifying sponsors, narrative assistance, budget development, proposal submission, and University clearance—are coordinated by a staff of research administration experts who are ready to assist you. This is a very faculty-friendly office. The staff is extremely knowledgeable and helpful. SPO also conducts workshops on particular grant programs, proposal development, and other topics related to external sponsored grant programs.

Throughout the process, SPO has a staff of Proposal Managers assigned to each department. Please visit the Sponsored Programs web site to identify the Proposal Manager assigned to your area, or telephone 5-1600 for information. In addition, SPO has created a Proposal Timetable to assist you in preparing to submit a proposal for extramural funding. Available in the proposal preparation section of the SPO web site, this timeline details many of the steps and considerations for faculty preparing a proposal.

Ball State is a subscriber to the Community of Science (COS), a web-based service featuring informational databases for researchers, including funding opportunities for all disciplines. SPO can assist you to register to receive automatic email notification of new and updated grant programs through COS and of impending grant deadlines through the Eureka system. Contact SPO at 5-1600 or via the office web site at www.bsu.edu/spo.
PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR FACULTY

Ball State offers a wide variety of professional development programs for faculty. Opportunities are coordinated through the Office of the Associate Provost, but are provided by many offices on campus. We think it would be worthwhile for you to browse online at www.bsu.edu/trcentral/prodev/ where a variety of programs are described under the headings of Teaching Support, Research and Scholarship Support, Program Development, Travel Support, Leaves, Administrative Opportunities, Exchanges, and External Funding Support.

OTHER SUPPORT SERVICES

GETTING THE NEWS, PUBLICIZING EVENTS AND FACULTY ACHIEVEMENTS

Communications Center

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

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

You can opt out of any of the categories by going to www.bsu.edu/CommunicationsCenter/ and following the link for “Manage my subscription.”

To sign up for text message Notifications of Emergencies on campus, go to the Communications Center homepage, and follow the link “Manage emergency notifications.”

You can post information to the Communications Center in one of two ways. For **Kudos**, i.e., notices of your accomplishments, go to the Communications Center web page, click on “Publish content,” and follow the step-by-step posting directions. When you have
achievements such as publications, presentations, major grants, creative endeavors, and/or service, don’t be modest. It is to your advantage to post them. Kudos are compiled and published on a semi-monthly basis.

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

Other Help from University Communications

If you are organizing or sponsoring a university event, and would like to get publicity for it beyond campus, contact Marc Ransford, 00MERANSFORD@bsu.edu, 5-1570, who is our College representative from University Communications for media relations. He can take care of news releases for local media, campus media (Daily News, WBST, WCRD), and other outlets as appropriate.

If you need help with the design of fliers, brochures, or posters, to advertise an event, contact Stephen Jendraszak, sjendraszak@bsu.edu, 5-1566, who works for University Communications and is assigned to our College. Allow six to 10 weeks for design time.

FACULTY INTERACTIONS

RELATIONSHIPS WITH COLLEAGUES

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

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

A relevant program at Ball State is the University Mediation/Conciliation Service in the Center for Peace and Conflict Studies. Senior administration members, as well as the University Senate, have encouraged members of the university community to investigate this resource as a
means of resolving problems, particularly those involving interpersonal relationships. In cases where formal mediation may be an appropriate avenue for resolution, any Ball State employee may take a grievance or problem to the Center; however, both parties must agree to participate in mediation in order for the Center's specially trained mediators to become involved. Everything about the mediation is confidential. For information, contact Larry Gerstein, the Center Director, at 5-1622 or lgerstein@bsu.edu

RELATIONSHIP WITH MENTOR

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

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

RELATIONSHIP WITH DEPARTMENT CHAIR

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

Department Chairpersons are often responsible for assigning research space and allocating funds for travel. Some departments have a committee to assist with these decisions. The Department Chairperson is usually involved in the merit pay process and also in requesting Dean's Discretionary Funds, an additional source of salary money. Finally, the Department Chairperson is a nonvoting member of the department promotion and tenure committee.
Department Chairpersons normally try to be as helpful as possible to new faculty. Helping new faculty is generally one of the most satisfying parts of the department chairperson position. When new faculty do well with their teaching and research, it reflects positively on both the Chairperson and the Department.

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

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

If a major disagreement with your Chairperson cannot be resolved, or if you feel you are being harassed, we suggest that you talk to the Dean. If you feel that sexual harassment is involved, you should also consult with Sali Falling, Executive Director, Office of University Compliance, at 5-5162.
SEXUAL HARASSMENT

The College of Sciences and Humanities supports the University policy that states the University will not tolerate sexual harassment of students or employees. Members of the University community who believe they have been sexually harassed are encouraged to contact the Office of University Compliance, 5-5162.

WHAT IS SEXUAL HARASSMENT?

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

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

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or participation in a University-sponsored education program or activity;
2. submission to or rejection of such conduct by an individual is used as the basis or threatened to be used as the basis for employment decisions or academic decisions or assessments affecting an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. Such conduct will typically be directed against a particular individual or individuals and will either be abusive or severely humiliating or will persist despite the objection of the person targeted by the speech or conduct.

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

For examples of conduct constituting sexual harassment and for information on procedures to be followed in a case of sexual harassment, see the Faculty Handbook, pp. 52-54.
MAIN LIBRARY, BRANCH LIBRARIES, IMPORTANT COLLECTIONS

A. Alexander M. Bracken Library is the name of the main library (5-1101)
   www.bsu.edu/library

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

   - Librarians and paraprofessionals help students, faculty, and staff with research projects. They help to locate/evaluate/select information, and they assist users with technology. Users gain from information literacy and technology training in one of the Libraries’ four electronic classrooms.

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

B. The Architecture Library is in the Architecture Building (5-5857)
   www.bsu.edu/library/collections/archlibrary

   The Architecture Library provides books, journals, reference materials, videos, online and print course reserves, online images and information resources, scanners, a color copier and other resources. The Building Materials Collection, adjacent to the Architecture Library, provides hands-on access to samples of innovative or sustainable materials. Contact Amy Trendler, Architecture Librarian, for CAP-related library instruction, research assistance, collection suggestions, course reserves, or other information needs. The Architecture Library and BMC are located on the ground floor of the Architecture Building in AB 116-117.

C. The Science-Health Science Library is in the Cooper Science Building (5-5079)
   www.bsu.edu/library/collections/shsl

   The Science-Health Science Library (SHSL) provides books, journals, reference materials, videos, course reserves, and online information resources for the science and health science departments located in the Cooper Science and West Quad buildings. Contact Kevin Brooks, Science Librarian, for related library instruction, research assistance, collection suggestions, course reserves, or other information needs. The SHSL is located on the lower level of the Cooper Science Complex, CN 16.
D. **Archives & Special Collections** is located on the Second floor of Bracken (5-5078) [www.bsu.edu/library/collections/archives](http://www.bsu.edu/library/collections/archives)

This impressive collection contains Ball State University Board of Trustees agendas and minutes, Presidents’ papers, Provosts’ papers, Faculty Senate records, Faculty papers and publications, and similar documents. Contact John Straw for access to primary sources for instruction and research, hands-on experience for students to learn research skills in the Archives, digital resources for study and scholarly publication, class visits to the Archives for presentations on resources for assignments and projects, help with developing research topics for papers/theses/dissertations/articles, and access to digital resources in the Archives.

E. **The Educational Resources Collection** is located on the lower level of Bracken (5-5340) [www.bsu.edu/library/collections/edres](http://www.bsu.edu/library/collections/edres)

Educational Resources provides media materials, including DVDs and audio books, which support instruction across the entire Ball State University curriculum, and print materials that support the study of K-12 curriculum. These include youth books and textbooks. Reference, instruction classes, booking of films and videos for use in classrooms, circulation, and in-house viewing are provided for access to the collections. A generous array of equipment, from laptops to video cameras, are available for 6-hour circulation periods. E-classrooms and viewing booths are available for instruction when using ERC resources. Contact Diane Hill, Media Librarian, for additional information.

F. **The GIS Research & Map Collection** is located on the second floor of Bracken (5-1097) [www.bsu.edu/library/collections/gcmc](http://www.bsu.edu/library/collections/gcmc)

The collection contains over 145,000 paper maps, atlases, and GIS datasets. High-level workstations and a variety of GIS software are also available. Bracken Library is a depository for the U.S. Geological Survey, U.S. Defense Mapping Agency, U.S. National Ocean Service, and Indiana Geological Survey. A large-format color printer is available for a nominal fee. Contact Melissa Gentry, Map Collections Assistant, for more information.

G. **The Music Collection** is located on the lower level of Bracken (5-8188) [www.bsu.edu/library/collections/musiccoll](http://www.bsu.edu/library/collections/musiccoll)

The collection contains music scores, books, and nearly 20,000 music CDs in a variety of genres. The majority of these items circulate. Music periodicals are shelved with the general periodicals collection in other locations.

The Music Collection Counter, also on lower level West, serves as a listening laboratory for courses in music history, appreciation, and theory. Audio streaming is also available for course-related listening. Music reference questions, related course
instruction, and assistance with subject-related research are available by contacting Amy Edmonds, Music Librarian.

H. The Reference Collection is located on the First Floor of Bracken (5-1101) www.bsu.edu/library/collections/reference

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

The librarians maintain Virtual Reference Resources, a collection of valuable electronic reference tools. Faculty may also want to bookmark RefDesk, a powerful resource located at www.refdesk.com, since it provides an extensive reference site at your desktop.

REFERENCE ASSISTANCE (5-1101)

Professional librarians are available to help students and faculty with their research needs. There are many ways to ask a question, including a live chat service, email, phone, in person at the Reference desk (Bracken 1 West), and extended one-on-one sessions by appointment. Visit Ask A Librarian for more details. (www.bsu.edu/library/collections/reference/askalibrarian/)

HOURS AND CALENDAR OF SERVICE

Bracken’s hours and those of the branch collections vary during the year, depending on the academic calendar. During the academic year, Bracken is open 120.5 hours per week, until 3:00 a.m. on Sunday through Thursday. It is always a good idea to check the Website http://www.bsu.edu/library/article/0,,14625--.00.html for hours. Note that during holidays and breaks, hours are sometimes shortened.

BORROWING PRIVILEGES AND LENDING POLICIES (5-5143) www.bsu.edu/library/services/facultystaff/facguide/

Faculty borrowing privileges enable faculty to check-out non-reserve books for one calendar year upon presentation of a valid BSU ID. If the resource you need has already been checked-out, it can be recalled. This process takes about two weeks. Current journals (i.e., most recent five years) circulate for one day. Journals published more than five years ago circulate for seven days. Check the Web site for borrowing
material from Educational Resources (videocassettes, DVDs). If you want your students
to review films, videos, or other media at Bracken, be sure to reserve them.

Material is subject to recall any time after two weeks, and you have one week to
return it. Please return materials in a timely fashion in order to avoid possible fines. If
you need the material, you can recall it and the current user will have two weeks before
s/he must return it. An alternative is to request a copy via Interlibrary Loan Services. If
a book is missing or you need to request a recall, you may do so in CardCat (the
libraries’ online catalog) or contact the Circulation staff with the call number and title.

Your personal list of items that are currently charged-out with respective due dates
is available upon request at all circulation service sites or through CardCat using the link
to My Library Services. These are on the University Libraries’ Web page. E-mail
reminders of upcoming due dates are automatically generated and include instructions
for online renewals. When returning items, you may also request a receipt.

RECOMMENDING BOOKS FOR PURCHASE/INTERLIBRARY LOAN (5-8033)

A. Department Library Representative

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

B. Direct Request to the Library to Buy an Item

You can also submit a Library Materials Request and the Libraries may have funds
to purchase the item. You may also contact Hilde Calvert, the Head of Collections
Development (5-8033). It may be possible for another area’s budget to fund the
acquisition.

INTERLIBRARY LOAN SERVICES

If you need a resource not held by University Libraries, an item declared lost, or
on-order but not yet arrived, try Interlibrary Loan Services (5-1323) located on the First
Floor East in Bracken (www.bsu.edu/library/collections/ill/). Allow at least one week for
borrowing a journal article and two weeks for books and media materials. The Desktop
Delivery service often gets journal articles to the borrower’s e-mail box (desktop) within three or four days.

Online Request Forms are the standard method for borrowing items. For rush requests, please call Interlibrary Loan Services directly. (www.bsu.edu/library/collections/ill/). There is a map (www.bsu.edu/library/maps/floor1/) on the University Libraries’ Web page showing the office’s location.

ONLINE SEARCHING

The University Libraries’ Webpage (www.bsu.edu/library) is a valuable resource for when you or your students need to do library research. Resources available via the “Find” section of the homepage include CardCat, the Web-based electronic catalog of the University Libraries’ holdings. Use this valuable resource to do the following:

- Search in basic or advanced mode
- Link to related author, title, call number and subject headings
- Print, save, or e-mail citations
- Limit searches with a variety of pull-down menus
- Connect to the Reserve Desk to locate materials on Reserve (www.bsu.edu/library/collections/coursereserves/)
- Link to User Services for quick access to interlibrary loan, make book and media suggestions, place holds or recalls, etc.
- Link to My Library Account for a list of items currently checked out, or to renew items.

DIGITAL MEDIA REPOSITORY

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

COURSE RESERVE & E-RESERVE (5-5146)
www.bsu.edu/library/collections/coursereserves

Faculty can place material on reserve (books, journal articles, CDs, VHS and DVDs, and other resources) through several sites:

- Circulation/Reserves Counter, First Floor East (5-5146)
- Educational Resources, Lower Level (5-5340)
- The Music Collection, Lower Level (5-8188)
Faculty members are encouraged to place reserve readings on **electronic reserves (e-Reserve)** To do this, contact Jan Vance, at 5-5146, Bracken Library, First Floor East, e-mail: jvance@bsu.edu. There will be a URL link in the full display record in CardCat for materials available electronically. These resources are available to students electronically 24/7/365. Electronic reserves are generally limited to articles, book chapters, and other materials that are traditionally photocopied for course reserves. Availability of electronic reserves depends on copyright clearance guidelines. Library staff pursue copyright permissions as part of the service.

**PHOTOCOPIER EQUIPMENT & COPY CARDS**
[www.bsu.edu/library/services/copy/](http://www.bsu.edu/library/services/copy/)

Photocopiers are available in Bracken, the Architecture Library, and the Science-Health Science Library. Charges for photocopying are ten cents per page if you use cash, or six cents per page if you prepay and use a Copy Card. Color photocopiers are available on Bracken 1E, 1W and in the Architecture Library as standalone copiers or to print from computer workstations in the library. The cost is twenty-five cents per page. You can purchase a Copy Card from the machines at Bracken. Your department may also purchase cards that you can borrow for research and teaching-related photocopying.

**LIBRARY INSTRUCTION FOR STUDENTS AND FACULTY (5-8017)**
[www.bsu.edu/library/collections/instsvs/](http://www.bsu.edu/library/collections/instsvs/)

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

Librarians are also available to assist faculty with designing effective library research assignments. To arrange Library Instruction or to consult with a librarian, contact Instructional Services (5-8017) or visit the Instructional Services web page listed above. It is a good idea to call early in the semester to help ensure that your session is scheduled on the date of first choice.
University Copyright Center (www.bsu.edu/library/collections/copyright)

The University Copyright Center assists faculty and students in the legal and appropriate uses of intellectual property for many facets of teaching and learning. Services include face-to-face teaching, Internet and satellite distance education courses, PowerPoint presentations, online papers, dissertations and theses, multimedia projects, copyright compliance at Ball State, Fair Use, royalty free material, Copyright FAQs and copyright tutorials, the T.E.A.C.H. Act, intellectual property issues, and this unit publishes the University Libraries’ Copyright Forum. The University Copyright Center’s Web page contains valuable information on intellectual property. Contact Fritz Dolak with questions, FDolak@bsu.edu or call 5-5330. In addition, Fritz is available to provide classroom presentations customized for faculty concerning today’s copyright issues on topics such as P2P file sharing, the use of Internet graphics and text, plagiarism/academic integrity, creating an electronic portfolio using the CONFU Multimedia Guidelines, and Fair Use for students.

Friends of the Alexander M. Bracken Library (5-8149) (www.bsu.edu/library/collections/fambl)

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

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

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

UNIVERSITY LIBRARIES’ SERVICES FOR PERSONS WITH DISABILITIES

The University Libraries are wheelchair accessible (Bracken Library, Architecture Library, and Science-Health Science Library). A variety of special services is provided throughout the University Libraries. For a listing by area, visit www.bsu.edu/library/article/0,,23610--,00.html
The Library Insider is a monthly newsletter with general information about the University Libraries’ programs, services, and collections.

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

Pay your fines! (www.bsu.edu/library/article/0,,14563--00.html) Regardless of how you feel about the fee schedule, failure to pay a fine will result in more trouble than it is worth. Fees compound, and the University will enforce their payment according to the University’s policy on employee delinquent accounts. Appeals can be filed but must be initiated within 90 calendar days from the date the borrowed material was due. When returning material, you can ask for a receipt to avoid any confusion about what was or was not returned.

QUESTIONS, SUGGESTIONS, PROBLEMS

Feel free to call the Dean of University Libraries, Dr. Arthur Hafner (5-5277), or send him an e-mail, AHafner@bsu.edu. He is faculty-friendly and very customer-service oriented.
GLOSSARY OF UNIVERSITY JARGON

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

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

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

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

Education Redefined – A major initiative at Ball State University to prepare students for leadership in the 21st century. As explained by President Gora, “At Ball State, we are redefining education by creating a high-tech – and high-touch – immersive learning environment that allows students to engage with learning in a new way: intense, creative, collaborative, personal, and, at times even in ways that mirror the risk and reward of real-life ventures.” “We believe this is an essential way to help shape our students for leadership in the 21st century and to orient education toward the needs of knowledge economics in the future.” (www.bsu.edu/update/article/0,1384,50712--00.html)

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

Freshman Connections – A program designed to enhance the academic performance and social interactions of freshmen during the Fall Semester. Freshmen, faculty, residence hall directors, advisers, and upper-class mentors belong to learning communities in which students have classes and residence halls in common with other members of their learning team. This year all freshmen will read a common book, A Long Way Gone: Memoirs of a Boy Soldier, by Ishmael Beah. All faculty are encouraged to incorporate the book in their fall syllabi regardless of class level. Study guides and resources are now available at the Office of Teaching and Learning Advancement (OTLA in TC 402).

Website: www.bsu.edu/freshmanconnections
Online Discussion: www.bsu.edu/freshmanconnections/discussion/
Freshman Convocation and Book Discussion
Sunday, August 23, 2009, 2:00 – 4:00 p.m.  Emens Auditorium

The author will be on campus:
Tuesday, September 15, 2009, 7:30 – 8:30 p.m.  Emens Auditorium
This event is free and open to everyone!

FTE – Full-time equivalent. One faculty FTE consists of a 12-hour load assignment each semester. The 12-hour load of a full-time faculty member may consist of 12 hours of teaching or a combination of teaching and research which totals 12 hours.
**Naked Lady** – The lovely bronze statue in the main lobby of the Bracken Library. She is a favorite meeting place for students.

**Outlook** – A very convenient and widely used system that allows electronic mail to be sent between computer users both on and off campus. All faculty, staff, and students, have access to “Outlook.” See the pink appendices for more detail.

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

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

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

**Virginia Ball Center for Creative Inquiry** – A center in which two groups of 15 students each with a faculty member conduct an in-depth, interdisciplinary study of a topic. Students typically register for 15 hours of course credit, all of which is earned through participation in the study. Leading one of these workshops constitutes a full-time assignment for a faculty member during either fall or spring semester. Students and faculty work with an off-campus sponsor and collaborate to produce a product. Teams work in the stately Kitselman mansion which is on University Avenue west of the University. This is the ultimate model of immersive learning at Ball State. For examples of projects, go to www.bsu.edu/vbc/. If you would like to apply, make an appointment to brainstorm with Dr. Joe Trimmer, the Director, at jtrimmer@bsu.edu.

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**NICKNAMES/ABBREVIATIONS FOR OTHER STATE INSTITUTIONS OF POST-HIGH SCHOOL LEARNING**

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

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

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

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

Microsoft Outlook 2003
E-mail, Contacts, and Calendar

Ball State
University

Barbara Wills
bwills@bsu.edu
285-3530

University Libraries... A destination for research, learning, and friends
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**Personal Folder**

Personal Folders should be created to store, manage, and archive your e-mail on your **local computer's hard drive**. By using Personal Folders, you may reduce the amount of space used on the mail server, and avoid receiving warning messages that you are over quota. University Computing Services provides 25 MB of storage space for your Outlook account. To increase your quota to 50 MB, send an e-mail requesting more space to: morespace@bsu.edu

**NOTE:** It is important to remember that all mail saved in your Personal Folder is stored on your local computer's hard drive and not on the server. If your computer's hard drive ceases to work or the .pst file is deleted or becomes corrupted, the messages you've placed in this folder will be lost.

To protect yourself from data loss, **regularly back up your personal folder.pst file** to another location such as to your iLocker storage space. To find out more about iLocker, go to: [http://www.bsu.edu/ilocker](http://www.bsu.edu/ilocker)

**To Create a Personal Folder**

1. Select **Tools** from the menu
2. Select **E-mail Accounts**
3. Select **Outlook Data File** (at bottom of the window)
   The New Outlook Data File window will appear:
4. Mouse click **OK**

**Note:** You will want to save your personal folder file in your My Documents folder so you can easily back it up.

5. In the Next Window Select **My Documents** from the list on the left column of the window.
6. In the My Documents Folder, **Create a new folder to hold your personal folder mail file**
7. Name the folder **Saved e-mail** (or something you will remember)
8. Mouse Click **Save**
9. In the next window, mouse click **OK**.
10. Now you will see a personal folder under all mail items in your Outlook Mailbox.

**Create Sub Folders in your personal folder for your saved e-mail**

1. **Mouse click** on Personal Folders in the folder list at the left of the Mail Window
2. **Select File** from the Menu
3. **Select Folder > New Folder**
4. Type in a **Name** for the Folder
5. Mouse Click **OK**

**Note:** You will make a personal folder file one time, but will create many sub folders

**Backup your Personal Folder File:**
Your Personal Folder file (.pst) is **stored locally on your computer** rather than on the e-mail server. Your .pst file contains all of your saved mail including mail in the subfolders. To backup your personal folder file:

1. **Quit (Close) Outlook**
2. **Open** your My Documents Folder
3. **Select the e-mail folder you created**
4. **Copy** the folder to an external disk (CD, or Flash drive) or to your iLocker or Network drive.

**Note:** Place a reminder on your Outlook calendar to help you remember to backup this file once a week. Check the table of contents to find out how to set up a recurring appointment on your Outlook calendar. To find out more about iLocker, go to: [http://www.bsu.edu/ilocker](http://www.bsu.edu/ilocker)

**Personalize the setup in Outlook**

**Reading Pane**
You can preview items in your Inbox without opening them by using the Reading Pane — just click the message to display the text of the item. In the Reading Pane, you can also open attachments, follow a hyperlink, view the follow-up information in the Info Bar, respond to meeting requests and delete.

To change the reading pane:

1. Click **View** in the Menu Bar
2. Click **Reading Pane**
3. **Click** your choice, Right or Bottom

**Note:** If you want to **turn off** the reading pane, just repeat the above steps and select off in step #3.
Create a Signature
When you want to automatically add a signature to an e-mail message, you can create a signature file in Outlook.
1. Click **Tools** on the Menu bar
2. Click **Options**
3. In the e-mail options window, click **Mail Format Tab**
4. Click the **Signatures Button**
5. Click **New**
6. Type in the **Name** for your new signature file
7. Click **Next**
8. Type in the information you want to appear in your signature file
9. Click **Finish**
10. Click **OK**
11. Click **OK** to close the Outlook options window

Spell Checking
You can set Outlook to automatically check the spelling in the e-mail message before you send it:
1. Click **Tools** on the Menu bar
2. Click **Options**
3. In the e-mail options window, click **Spelling Tab**
4. Mouse click the box beside **Always check spelling before sending**
5. Click **OK**

Automatically Empty the Deleted Items Folder
Deleted Items will remain in the deleted items folder until you “manually” empty the folder. You can set Outlook to automatically empty the deleted items folder when you close Outlook.
1. Click **Tools** on the Menu bar
2. Click **Options**
3. In the e-mail options window, click **Other Tab**
4. Mouse click the box beside **Empty the Deleted Items folder upon exiting**
5. Click **OK**
Junk Mail

Ball State has set up a Junk Mail filter on the e-mail server to help you eliminate junk mail from flooding your inbox. But there are still messages that will appear in your inbox. **NEVER open an e-mail** with suspicious information in the subject line or a suspicious address. To add the suspicious e-mail to your junk mail folder:

1. **Right mouse click** on the message
2. Select **Junk e-mail**
3. Select **Add Sender to Blocked Senders List**

**Note:** You will have to empty your junk e-mail folder on a regular basis, since junk e-mail is part of your Outlook account quota.

Recover a message from the Junk E-mail Folder

Your mail stays in the junk e-mail folder because on a rare occasion, an e-mail may have been accidently delivered to the junk e-mail folder. You can open the junk e-mail folder and browse through the list if you think a message has been delivered there by mistake. If you find a message that you want to keep:

1. **Click and hold down** the mouse button on the message you want to keep.
2. **Drag the message to the Inbox folder**
3. **Release the mouse** button to drop the message into your Inbox

Empty the Junk E-mail Folder

1. **Right Mouse click** on the Junk E-mail folder under all mail items.
2. Select **Empty Junk E-mail folder**

Empty your Deleted Items Folder

Items in your deleted items folder all remain in your account and count toward your mailbox quota until you permanently delete them.

1. **Right mouse click on the Deleted Items folder**
2. Select **Empty Deleted Items Folder**
3. Click **Yes** to empty.
Move sent and received mail to a Personal Folder

Regularly move messages from your Inbox to your personal folders if you want to keep the message.
Regularly move message from your Send Items to your personal folders if you want to keep them.

1. Click and hold down the mouse button on the message you want to keep. The message may be in the Inbox or may be in Send Items folder.
2. Drag the message to a folder in Personal Folders
3. Release the mouse button to drop the message into the folder

Regularly delete old messages from both your Inbox and your Send Items Folders.

How to Create a Contact

To quickly add a contact

1. In the Inbox, mouse click to select the message
2. Click and hold and drag the message onto the contacts icon
3. The new contacts window will open
4. Make any changes you want
5. Mouse Click on Save and Close

To create a new contact

1. Click on the contacts icon to open the contacts window
2. Click New > Contact
3. Add the information about the Contact
4. Mouse Click on Save and Close

How to Create a Distribution List

Creating a contacts distribution list is a two-step process.
1. Create the distribution list and save it in your Contacts folder.
2. The second step is to add your contacts to the distribution list.
The following example demonstrates how to set up a distribution list in your Contacts folder.

Create the New Distribution List

1. Select the New > Distribution List
2. Type in the Name of the Distribution List
Add Contacts to the Distribution List
1. **Click Select Members** (contacts that are already in your contact list or in the BSU Global Address book.)
   a. In the **Select Names** from the list Window
   b. Select **Names from Contacts**
   c. Select **Names from the Global Address Book** and/or
2. **Click Add Members** (contacts that are not in your contact list or the BSU Global Address Book.)
   a. In the **Display name**, type the name of the contact
   b. Type the **email address**
   c. If you want to add the name to your contacts, click the box beside **Add to Contacts**
3. Click **OK**
4. Once all names are entered in the distribution list, **Save and Close** to add the distribution list to your contacts.

**Note:** The list will be saved in your contacts.

**How to use a Distribution List**
1. **Open** a new mail message
2. Click the **TO button** on the new message
3. **Select** the distribution list from your contacts
4. 

**Webmail**
When you are away from Ball State or are checking your e-mail from a public computer, such as a computer in the Library, you will use **Internet e-mail called Webmail**. To log into Ball State webmail:
1. **Open a browser** window and type in [http://www.bsu.edu/webmail](http://www.bsu.edu/webmail)
2. Click the **Outlook Web Access (OWA)** link under the Microsoft Outlook Heading
3. **Indicate** if you are working from a public or private computer
4. **Type in** your User name and Password
5. Click **Log On** or press Enter

**Note:** Mail stored in your personal folder is **NOT** available in Webmail.
Calendars in Outlook
Set-up an Appointment
Open the calendar
1. Double click anywhere on the calendar – you don’t have to go to the exact date to place an item on your calendar.
2. In the New Appointment Window
   a. Add information in the Subject Field
   b. Add information in the Location Field
   c. Set start and end date and time
   d. Add attachments as needed
   e. Colorize your appointment
   f. Invite people to the meeting
   g. Set a reminder
   h. Save and Close
Set-up a Recurring Appointment

Create a New appointment:
1. If this is a Recurring
2. Mouse Click Recurrence

1. Click beside each option in the Check Recurrence section
2. Change End by Date to the ending date for this recurring appointment
3. Mouse Click OK
4. In the Appointment Window, Click Save and Close to add the recurring appointment to your Calendar.
Invite People to a Meeting

Create the appointment.
Mouse click invite attendees
Mouse click To
Select people from the address book and/or your contact list.

If the people you add to your meeting are using their Outlook Calendar, you will see if people already have appointments scheduled on their calendars. You will not be able to see What people are doing. You will only see then time that is already scheduled, then it is easier to set an appointment electronically!

Once you determine a time and date that people have available, mouse click Send to invite people to the meeting.

The Invitee may accept for decline the appointment.

Send a New Meeting Request to Part of A Distribution List

1. From the File menu, point to New, and then click New Meeting Request.
2. Click To and double mouse click the distribution list from your contacts
3. Click the Scheduling tab, and then click the plus sign (+) next to the name of the distribution list to show the individuals on the list.
4. Delete the names that you do not want to include in this meeting. This WILL NOT affect the distribution list that is saved in your contacts.
What’s New in Outlook 2007

The Outlook Window now includes the To-Do Bar
If you don’t see the To-Do Bar the first time you open Outlook, you will want to "turn it on". The To-Do Bar provides a view of your mail, calendar items and tasks all in the same window. Helps you keep organized.

To change the view of your Outlook Organization Tools, make those changes in the View Menu. The above screen shot has the View set to:

To-Do Bar – On

1. Click on View in the Menu Bar
2. Select To-Do Bar
3. Select Normal > Date Navigator, Appointments, Task List
4. Customize what will display in the To-Do Bar
   a. Click Options
   b. Check what you want to show
   c. Select the number of items you want to show

Check your priorities for the day by looking at the To-Do Bar where your flagged emails and tasks are clearly laid out. The integration of the To-Do Bar items on the calendar helps you easily schedule and block off time to follow up on items.
Customize the To-Do Bar

To change what items are available in the To-Do Bar:

1. From the Menu bar, Select Tools > Options
2. Click the Other Tab
3. Click the To-Do Button near the bottom of the window
4. Change Settings in the To-Do Options Window
5. Click OK to close the To-Do Bar Options Window
6. Click OK to close the Options Window

Minimize/Maximize To-Do Bar

Click the arrows on the bar to change how you view it:

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**Arrange by (Group by) – Date**

1. Click on View in the Menu Bar
2. Select Arrange By
3. Select what criteria you want to use to arrange your mail
4. Select Show in groups

**Reading Pane – Right**

1. Click on View in the Menu Bar
2. Select Reading Pane
3. Select right

**Note:** The reading pane allows you to read the message without opening each message. You can navigate through the list of mail message with your arrow keys or mouse.

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**Out of Office Assistant**

Several new features are available in the Out of Office Assistant:

1. From the Menu bar, Select Tools > Out of Office Assistant
2. New features include:
   a. Set dates and times in advance
   b. Messages to people Inside My Organization (BSU)
   c. Messages to people Outside My Organization (can choose contact list only)
Quickly Add/Save All Attachments:
Instead of Adding attachments, one file at a time, simply:
- With the message open
- Select all of the files you want to attach
- Drag and drop the files to the new message window

Instead of saving attachments, one file at a time:
- Click on the email message that contains attachments
- Select File > Save Attachments > All Attachments

Use Categories to Organize your Information
Using Color Categories, you can easily personalize and add categories to any type of information; email, calendar items, contacts, or tasks. Color Categories gives you a visual way to distinguish items from one another, so it’s easy to organize your data and search for information.

To Set up Categories
1. Click on the category button in the inbox toolbar
2. Click All Categories at the bottom of the drop down menu
3. Click on a color and click rename to change the name of the category
4. Once all color categories are renamed, click OK to save
5. You can also apply multiple categories to an item, by right clicking and selecting the category button twice
6. You can remove the category by right mouse clicking on the color and select remove or clear
Drag and Drop to Create:

Add an appointment to your calendar
If you want to include information received from an email message to your calendar notes, instead of retyping the information, just create the appointment from the email message.

1. **Mouse Click and hold** down the mouse button on the message
2. **Drag** the message “on to” the **calendar icon** in the folder list or if the To Do bar is open in the right column, **drag the email message to the date on the calendar**.
3. **Release** the mouse button
4. The New Appointment window will open with the contents of the message appearing in the Appointment
5. Type in the **Location, Start Time and End Time** for the appointment
6. You may want to revise the subject link
7. Click **Save and Close**

How to Invite People to a Meeting

1. **Create** the appointment.
2. Include Subject, Add Attachments, Messages, etc.
3. Mouse click **Invite Attendees**
4. Mouse click **To**

Select people or distribution list from the **Global** address book or your **contacts**.

5. Mouse Click **Scheduling Icon** to view everyone schedule.
6. **Select a time and date** that fits with everyone’s schedule.
7. **Click Send** to mail the appointment to everyone on your appointment list.
Add a Contact to your address book

It is time to start utilizing contacts to help keep you organized. Think about it! You have your email account open all day, using contacts can help you find phone numbers, addresses, easily send email messages. Contacts are also available in Webmail.

### To Add a Contact

1. **Click to select** (or double click to open) the message from the person you want to add to your contacts. *If you have the reading pane open, you don’t have to open the email message.*
2. **Right mouse click** the person’s name
3. **Click Add to Outlook Contacts button**
4. **Make changes to the contact**
5. Be sure to **add a category** to help organize your contact list
6. Click **Save & Close** icon

**Or**

1. **Click to select** the message
2. **Click and hold** down the mouse button on the selected message
3. **Drag the message** to the Contacts icon
4. The **new Contact window will open**
5. **Make changes and add a category** as needed
6. **Save & Close** to add the person to your address book

### Send Email to Contact(s)

1. **Open** Contacts
2. **Select all people you want to send an email message** - CTRL + Click to select multiple people
3. **Drag the group to the new mail message icon**
4. A new mail message will open with the names of the selected people in the To field
Personal Folder

Personal Folders should be created to store, manage, and archive your e-mail on your local computer's hard drive.

**NOTE:** It is important to remember that all mail saved in your Personal Folder is stored on your local computer's hard drive and not on the server. If your computer's hard drive crashes or the personal folder.pst file is deleted or becomes corrupted, the messages you've placed in this folder will be lost.

**To Create a Personal Folder**
1. Select **Tools** from the menu
2. Select **Account Settings**
3. Click the **Data Files Tab**
4. Click **Add. . .**
5. The New Outlook Data File window will appear:
6. Mouse click **OK**
7. In the Next Window Select **Documents** from the list in the left column of the window.
8. In the Documents Folder, create a new folder to hold your personal folder.pst file.
9. Name the folder Saved e-mail (or something you will remember)
10. Mouse click **Save**
11. Mouse Click **OK.**
12. Mouse Click **Close**
13. Now you will see a personal folder under all mail items in your Outlook Mailbox.

**Create Sub Folders in your personal folder for your saved e-mail:**
1. Mouse click on Personal Folders in the folder list at the left of the Mail Window
2. Select File from the Menu
3. Select Folder > New Folder
4. Type in a Name for the Folder
5. Mouse Click **OK**

**Add mail to your personal file folders:**
1. Click on the mail message you want to move to the personal folder
2. Hold down the mouse button and drag the message onto the folder
3. Release the mouse button
4. This will place the mail message into your personal folder

**Note:** You will make a personal folder file one time, but will create many sub folders.