



**Eastern Kentucky University**

**Handbook for  
Part-Time Faculty  
2014-2015**

This *Handbook for Part-Time Faculty* is an official publication of Eastern Kentucky University and supersedes previous part-time faculty handbooks. This Handbook is intended for a quick reference of policies, regulations, and information pertaining to or relevant for faculty at Eastern Kentucky University. As such, the Handbook may not include all University policies. Policies, regulations, and information contained in this Handbook are subject to revision without prior notice.

#### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, disability, national origin or Vietnam era or other veteran status, in the admission to, or participation in, any educational program or activity which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to the Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD), or the Director of the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA.

#### **EMERGENCIES**

The University has established a telephone line restricted to use in reporting emergency situations on-campus such as fires, accidents, or injuries.

*In case of such emergencies, please call 911.*

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## FOREWORD

This *Handbook for Part-time Instructors* is intended to aid instructors and administrators by highlighting University policies and customs relevant to part-time instruction. It does not replace the *Faculty Handbook*, the *Staff Handbook*, the *University Handbook for Students*, the Undergraduate and Graduate Catalogs, or other official publications. All instructors should familiarize themselves with those publications, but part-time instructors may use this handbook as a supplement for quick reference.

The information collected here is intended to answer the most frequent questions about part-time instruction, but there may be variations in procedures and interpretations within the academic units if justified by their particular instructional needs. The latter is often reflected in departmental communications. **When in doubt, the part-time instructor should always discuss individual questions with the department chair.**

## SECTION ONE

### PART-TIME FACULTY APPOINTMENT & EVALUATION

*University policies and regulations can be found at [www.policies.eku.edu](http://www.policies.eku.edu).*

#### I. PART-TIME FACULTY APPOINTMENTS ([Policy 4.6.13P](#))

Part-time instructors are those individuals who are hired to teach courses for which full-time faculty are not available or for which a specialized expertise may be desired. The need for part-time instructors is demonstrated when student enrollments exceed teaching-load capacities of the full-time faculty or when particular areas of specialization are needed to supplement those of the full-time faculty. These needs must be demonstrated by each registration so that there are no contractual implications of continuation beyond each semester, summer term, or workshop in which the part-time instructor is employed. Therefore, university policies and procedures for tenure and reappointment do not apply to part-time instructors.

When sufficient student registration or other departmental needs confirm the necessity for a part-time appointment, a qualified applicant is then requested to teach the class. The contractual appointment, however, begins only after the departmental review of the registration and the approval of the Dean and the Senior Vice President for Academics and Provost.

#### II. FACULTY QUALIFICATIONS ([Policy 4.6.1P](#))

#### III. PROFICIENCY IN ENGLISH ([Policy 4.6.15P](#))

#### IV. EMPLOYMENT AGREEMENTS

Part-time faculty members receive employment agreements from the department office. The signature of the part-time faculty member on the Terms of Employment for Part-Time, Overload, and In-Load Faculty Teaching Credit-Bearing Courses is written acceptance of the agreement terms.

#### VII. SALARY PAYMENTS

Part-time instructors employed to teach during the fall or spring semesters will be paid when all required information has been submitted to Human Resources. The Provost must receive part-time, in-load, and overload forms by the established deadline. Payments will be equally divided for the remainder of that semester. Checks will be issued semi-monthly based upon the normal payroll calendar for the semester taught.

#### VIII. CRIMINAL BACKGROUND INVESTIGATIONS ([Policy 8.1.1P](#))

This policy applies to all positions for employment as well as to all volunteers for the University.

#### VIII. EVALUATION OF PART-TIME INSTRUCTORS ([Policy 4.6.14P](#))

## SECTION TWO

### RIGHTS, RESPONSIBILITIES, BENEFITS, AND RESOURCES

*University policies and regulations can be found at [www.policies.eku.edu](http://www.policies.eku.edu)*

#### I. RIGHTS

**A. Academic Freedom ([Policy 4.1.1P](#))**

**B. Equal Opportunity/Affirmative Action**

Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, disability, national origin or Vietnam era or other veteran status, in the admission to, or participation in, any educational program or activity which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to Executive Director, Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD), or the Director of the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA.

**C. Grievances ([Policy 4.7.4P](#))**

**D. Intellectual Property ([Policy 4.4.2P](#))**

**E. Political Activity of Faculty ([Policy 4.7.6P](#))**

**F. Veterans Statement**

It is the policy of the University that there shall be no discrimination in employment (including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment) on the basis of status as a disabled veteran, Vietnam era veteran (as defined in 38 USC Sec. 4211 and 41 CFR 60-250) or as a veteran who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, with regard to any position for which such individual may be qualified. This policy is intended to be in compliance with the University's obligation as a federal contractor under the Vietnam Era Veteran's Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing regulations, 41 CFR 60-250. Any complaint arising by reason of alleged discrimination shall be directed to: Executive Director, Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD).

#### II. RESPONSIBILITIES

**A. Department Policies**

In many cases, individual departments have developed policies and procedures specifically pertaining to part-time instructors. These may include attendance at faculty meetings, voting privileges, mandatory office hours, or other necessary activities. The department chair should make such specific policies available to the part-time instructor prior to employment.

**B. Faculty Absences ([Policy 4.7.5P](#))**

**C. Forwarding Address**

Part-time instructors should leave changes in addresses and phone numbers in the department offices so that they can easily be reached, if needed, after the semester is completed.

**D. Teaching By Contract Staff and Classified Personnel**

Contract staff and classified personnel are expected to devote their energy and effort toward fulfilling all assigned duties and responsibilities for the University. Employees who do not have teaching duties as part of their normal assignment may teach for the University when there is sufficient student enrollment and demonstrated need for them to do so. In such cases, contract staff and classified personnel may be employed to teach under the following guidelines:



1. Meet all criteria for academic and professional preparation as specified by the Commission on Colleges of the Southern Association of Colleges and Schools as well as criteria specified by discipline accrediting agencies.
2. Receive approval of their immediate supervisor and the appropriate department chair, college dean, and vice president.
3. Teach no more than one class (or three hour equivalent) in the fall, spring and summer terms (i.e. no more than one course each term). Online or other non-traditional courses are considered the same as regular classroom courses.
4. Teach only during those time periods that do not conflict with their normal work schedules or assigned duties if receiving supplemental pay. For example, those persons whose normal work schedule is from 8:00 a.m. to 4:30 p.m. could not teach and receive supplemental pay until after 4:30 p.m. All preparation for classes will be done outside the normal work hours. In cases where no supplemental pay is given, the immediate supervisor may approve teaching during normal working hours.

Exceptions to this policy must be approved by the immediate supervisor, the appropriate chair, dean, and vice president(s)

### III. BENEFITS

#### A. Faculty Identification Cards

Faculty ID cards may be obtained from the Colonel 1 Card Office located in 128 Powell Student Center. Prior to obtaining the ID card, the faculty member should obtain his/her University identification number from Human Resources located in 203 Jones Building.

#### B. Faculty Offices

Insofar as suitable space is available, part-time instructors will be provided with office space and necessary supplies and equipment. The availability of office space and supplies should be discussed with the department chair. Part-time faculty teaching at extended campuses should also discuss the availability of office space (or alternate space for conferring with students), supplies, and equipment with the director of the extended campus site. If no office assignment is possible, instructors teaching on campus must confer with students before and after class and/or meet in student study areas or in unused classrooms.

#### C. Faculty Organizations

Many professional organizations and honor societies are active on the University campus. Meeting announcements and invitations to membership are circulated periodically.

The Faculty Club and Eastern Kentucky University Women are local organizations that are primarily social. Information is supplied to faculty members concerning the functions, dues, objectives, and programs of these clubs at the beginning of the fall semester each year.

The American Association of University Professors (AAUP) was established in 1915 and is well known for its support of faculty rights and responsibilities, such as tenure, academic freedom, shared governance, and curriculum excellence. The AAUP supports these tenets through its national policy and practice standards for the academic profession and through local university chapters within which faculty members can consider these rights and responsibilities as they apply to their own institutions, and serves in some states other than Kentucky as a faculty trade union. Most institutions of higher education base their policies and procedures for faculty on The AAUP Redbook.

The AAUP has national offices in Washington, D.C. and lobbies for faculty and their concerns. The national office and its website are important sources of information for faculty. The Association also holds an annual conference and workshops for faculty. The AAUP also has staff attorneys that respond to questions from faculty, administrators, and other attorneys involved with higher education litigation. The Association submits numerous briefs to appellate courts, and thus, AAUP standards often figure in court decisions affecting faculty. The AAUP also tracks trends in faculty salaries and hiring at over 1,500 institutions and reports this information annually in its bi-monthly journal, *Academe*.

Membership in the national AAUP ([www.aaup.org](http://www.aaup.org)) enrolls faculty members into the ECU AAUP Chapter. To reach the ECU AAUP Chapter, email the current chapter president at [doris.pierce@ecu.edu](mailto:doris.pierce@ecu.edu). ECU Today posts regular announcements of ECU AAUP Chapter meetings and programs during the academic year, at which both members and non-members are welcome.

**D. Holidays** (See the [Holiday Schedule](#))

**E. Parking Permits**

The University requires that all faculty, staff and students driving automobiles to campus register their vehicles with the Division of Public Safety and observe the parking regulations contained in the publication Motor Vehicle Parking Regulations which can be obtained from the Parking & Transportation Services, Mattox Hall, telephone number (859) 622-2821. Parking regulations are also posted on the Parking & Transportation Services link from the University's web site.

**1. Guests and Visitors**

Guests and visitors can obtain temporary parking permits from the Parking Office, Mattox Hall Suite A which is next to the Student Services Building. The Parking Office is open Monday through Friday, 7:30 a.m. to 5:00 p.m. Temporary parking permits may also be obtained from the Division of Public Safety when the Parking Office is closed.

**2. Part-time Instructors**

Part-time instructors can obtain a parking permit with an authorization form from the Division of Human Resources. Parking permits can then be picked up at the Parking Office.

**F. Travel Reimbursement**

All travel reimbursements must be in accordance with the Kentucky State Travel Regulations. Please visit the Travel [website](#). Mileage and other per diem expenses for teaching extended campus courses are paid via the University Travel Expense Voucher that is to be filled out by the part-time instructor. These vouchers are available [online](#). Before using the form, verify the valid date of the form.

**G. Worker's Compensation**

**1. Scope**

All faculty, are covered under the Kentucky Workers' Compensation Law. (KRS 342)

**2. Purpose**

The Workers' Compensation Law is designed to compensate faculty for loss of earning power due to work-related injuries or illnesses arising out of and in the course of their employment. This coverage includes both medical expenses and loss-time payments to a faculty who is unable to work for an extended period of time because of a compensable injury or disease.

**3. Faculty Requirements**

Faculty members are required to report all incidents to his/her supervisor as soon as practicable after the incident (KRS 342.185).

- a) Return to Work Form (WCF-1). Supervisors are required to notify the University Claims Specialist in the Office of Risk Management and Insurance upon the faculty's return. After receiving this form Human Resources will be notified that the employee has returned to work.
- b) Medical bills or other information received by a faculty for treatment of on the job injuries or illness should be submitted to the University Claims Specialist in the Office of Risk Management and Insurance.

**IV. RESOURCES**

**A. Duplicating (Printing) Services**

Most of the needs of the part-time instructor can be met with departmental facilities. Arrangements for duplicating handouts and tests should be made with the departmental administrative assistant. For personal use, convenience copiers and other machines are also available.

Prior approval of the department chair is required for duplication services from Printing Services.

**B. Human Resources**

All new faculty must visit Human Resources to fill out the necessary forms for payroll. Any questions concerning

payroll should be directed to Payroll Services in the Division of Financial Affairs.

### C. Library Services to the Faculty

The John Grant Crabbe Library, with the Thomas and Hazel Little Addition, is centrally located on the campus in a complex that also houses the University Building, the Madison County & Eastern Kentucky Law Library, and a large computer lab. Branch Libraries are located in the Foster Building (Music) and in the Stratton Building (Justice & Safety).

EKU Libraries exist to strengthen and engage our community by advancing knowledge and inspiring lifelong learning. EKU Libraries aspire to be a creative, stimulating learning environment with forward-leaning resources, services, and practices that meet the evolving needs of our diverse community of users.

Visit the library web page [library.eku.edu](http://library.eku.edu) for information about our services and collections.

#### Reference and Instruction

- Faculty can invite a librarian into their classroom to teach students how to find, evaluate and use information. For more information about instruction and to request a librarian, visit this web page <http://library.eku.edu/library-instruction>.
- Reference Librarians are available to help faculty and their students on a drop in basis. Librarians are available via online chat, text, email, phone, or in person. More information can be found at <http://library.eku.edu/ask-us>
- Each academic program has a librarian assigned to assist the faculty in that program. The librarian can help faculty order materials for the library, schedule a library instruction session, and assist with research, among other research and instructional services. For more information, visit the Library Liaison page <http://library.eku.edu/liaison-program>.

#### Library Collections

- Faculty can suggest the library purchase materials for use by students, faculty and staff. Fill out the form at <http://library.eku.edu/suggest-purchase-form>.
- Faculty can check out most print materials for 120 days. However, should a book be requested by another patron, the item may be recalled after 2 weeks. Items in our popular reading collection, located in the Grand Reading Room, only circulate for 14 days. Most items can be renewed in person, by phone, or through the online library catalog. More information about checking out materials can be found by visiting <http://library.eku.edu/borrowing-privileges>. Spouses, Domestic Partners, and Dependents are also eligible to check out material from our library. Visit the library webpage or stop by the Help Desk for more information.
- Proxy Borrowing: EKU faculty may authorize assistants to check out Library materials on their behalf. These assistants must be employed by the University or be registered students. Under this arrangement, the faculty member agrees to be responsible for any materials borrowed on their behalf, including the return of all materials or the payment of replacement charges for items that are lost or damaged. Proxy authorization may be granted for up to one academic year, and may be renewed as necessary. Faculty can pick up the authorization form at the Main Library Help Desk or by going to <http://library.eku.edu/proxy-borrowing>.
- Interlibrary Loan: Our interlibrary loan service is a comprehensive document delivery service that we call Library Express. Books and journal articles not owned by EKU Libraries can be obtained from another library and delivered to your faculty office, to a library location or for electronic materials; they can be delivered via email. We will also pull and deliver materials in our collection to your office or inbox for you. Please visit the Library Express web page for more information <http://library.eku.edu/library-express>.
- Online Resources: The library subscribes to thousands of electronic journals and access to hundreds of research databases. To see a list of online resources organized by subject visit <http://library.eku.edu/resources/subject>.

#### Library Spaces

- There are three libraries on EKU's Richmond Campus. The John Grant Crabbe Main Library is located in the center of campus near the Ravine, the Keen Johnson Building and the Powell Student Center. The Business Library and Academic Commons is located on the second floor of the Business and Technology Complex on the south side of campus. The Elizabeth K. Baker Music Library is located in the Foster Building. Visit this page for more information: <http://library.eku.edu/campus-libraries-collections>.
- Study areas are available in the Main Library for private study or research by EKU Faculty. The area is a drop in space that can be used anytime during the library's operation hours. To use the area a faculty

member can check out a key at the Main Library Help Desk. A staff member will be available to direct the faculty member to the space.

**D. Office of Services for Individuals with Disabilities**

Any member of the faculty, staff or student body who believes she or he requires a reasonable accommodation with respect to their employment or participation in any program or activity should contact the Office of Services for Individuals with Disabilities, located in room 315 of the Whitlock Building (SSB), (859) 622-2933 (V/TDD). Information concerning the Americans with Disabilities Act (ADA), and the rights provided there under, is available from the ADA Coordinator, located in Whitlock (SSB) 361, (859) 622-1500 (V/TDD) or (859) 622-2933.

**E. Supplies**

Part-time instructors may acquire supplies, teaching aids, support materials, and equipment through the departmental office and/or through site director or secretary at the extended campuses. Prior approval for any purchases is required from the department chair who will supply the necessary information or forms.

## SECTION THREE

### INSTRUCTION

*University policies and regulations can be found at [www.policies.eku.edu](http://www.policies.eku.edu)*

#### I. INSTRUCTIONAL PRACTICES AND POLICIES

##### A. Instruction

###### 1. Institutional Responsibility

The University has an obligation to provide faculty members of the highest quality obtainable for each course and to teach each course with the person best suited for it. Each instructor should view the course as a means to a significant educational end; the instruction should relate to the catalog description of the course. The instructor is obligated to update continually the content of the course. The instructor should also strive to employ a variety of techniques for the development of good learning conditions, view each student as a unique individual, and insofar as possible provide for individual differences in abilities and interests.

###### 2. Student Responsibility

The student has an obligation to perform at the highest level possible in all courses. The student should refrain from taking short cuts and should refuse to participate in any action that is commonly defined as cheating or plagiarism. The University regulations concerning student behavior prohibit disrupting the peace or interfering with classroom or other University activities.

##### B. Academic Advising

Each student is assigned an academic advisor who will assist in developing correct curricula and sequencing of courses. While no formal advising duties are generally assigned, part-time instructors should make themselves aware of the programs, options, and curricula offered in their departments. This will allow them to offer correct information in informal advising situations with students in their classes. Further questions regarding academic advising should be directed to the Office of Academic Advising at 622-2276.

##### C. Academic Credit ([Policy 4.2.3P](#))

##### D. Academic Freedom for Students (See the [EKU Handbook for Students](#))

##### E. Academic Integrity Policy ([Policy 4.1.3P](#))

##### F. Academic Records

###### 1. Institutional Responsibility

Accurate records of the academic performance of each student are to be maintained. Such records are to be regarded as confidential, with access on a “need to know” basis by the faculty advisor and appropriate administrative officials. Transcripts of a student’s record are not to be provided to agencies outside the University without the consent of the student, except at the discretion of the Registrar in accordance with the ethical practices of the profession.

###### 2. Confidentiality of Student Records

The University has developed a policy for the implementation of the Family Education and Privacy Act of 1974 (The Buckley Amendment). This policy appears in the Undergraduate Catalog. In summary, it provides that only directory type information about students, such as name, address, and dates of enrollment can be made public without the permission of the student. Consequently, the posting or other distribution of academic records, such as grades, may not be done in such a way that the identity of an individual student is discernible to anyone except the student.

###### 3. Student Responsibility

Students have the responsibility to provide full and accurate information necessary for the maintenance of valid academic records. Submission of false information, failure to submit information, or alteration of official records is irresponsible acts subject to appropriate action by the University. Students are obligated to respect the confidentiality of the records of their peers.

##### G. Attendance (Student) ([Regulation 4.1.6R](#))

All faculty have responsibility for recording the attendance and absence of their students. Faculty may be requested periodically to give information concerning attendance or verification of the last date of attendance; therefore, instructors are advised to check the roll at each class meeting. Attendance policies may vary from department to department and, occasionally, from course to course. Faculty, thus, must know the appropriate policy and present it to the students in writing as part of the course syllabus.

**H. Cancellation or Delay of Classes** ([Regulation 4.8.2R](#))

**I. Class Meetings** ([Regulation 4.1.13R](#))

**J. Classroom Facilities**

Instructors should not change the meeting time or place of a class without prior approval of the department chair and the center director for classes taught at the extended campuses.

Occasionally, a room must be changed to accommodate a class. The chair, and extended campus director, if applicable, must keep an accurate record of where and when each class meets.

**K. Curriculum**

**1. Institutional Responsibility**

The faculty of the University have the responsibility to provide a wide variety of high quality courses and degree programs consistent with the varied interests and abilities of the members of the student body and relevant to the changing nature of society. However, academic program development must be consonant with statutory limits, policies defined by the Board of Regents, financial resources, and faculty and facilities available.

**2. Student Responsibility**

Because the offerings of no university are unlimited, before enrolling at Eastern the student should be aware of what courses and programs are offered or being planned and recognize the necessity of making choices within this context.

**L. Dealing with Disruptive Students (Procedures)**

At Eastern Kentucky University, faculty are committed to providing a positive learning environment. Faculty are strongly encouraged to clearly communicate their guidelines for classroom behavior to all students. At times, students are disruptive in academic settings. In response to these situations, the University has set suggested guidelines that faculty should follow to effectively deal with disruptive behavior. See General Regulations Concerning Student Behavior in the [EKU Handbook for Students](#). See the [Eastern Kentucky University Faculty Guidelines for Dealing with Disruptive Student Behavior in Academic Settings](#). For further information, contact the Office of Student Rights & Responsibilities, Turley House 1, ext. 2-1500.

**M. Faculty Responsibility for English Composition** ([Policy 4.7.10P](#))

**N. Final Examinations** ([Policy 4.1.14P](#))

**1. Pre-Final Examination Week (Dead Week) Policy** ([Policy 4.1.5P](#))

**O. Grading**

Each instructor has an obligation to evaluate the academic achievement of students in a manner consistent with the following statements of the purposes and principles of grading.

**1. Purposes of Grading**

The purposes of grading are to define and communicate the level of educational achievement, to motivate students to greater effort, and to appraise the effectiveness of teaching methods.

**2. Principles of Grading**

- a) Grading should be directly related to the objectives of the course. Grades assigned should reflect the relative level of attainment of objectives. The grading system should take into account the emphasis given to the various objectives of the course.
- b) Students shall be informed in writing, no later than the second class meeting, of the course objectives and the procedure to be used in determining grades.
- c) Grades should be based upon a combination of several factors for higher validity and more effective evaluation.
- d) Every effort should be made to make measurement valid, reliable, and objective.
- e) Grading should be based on understanding rather than belief.
- f) Evaluation should be consistent with accepted norms for the institution.
- g) Evaluation should be an integral part of the teaching learning process; hence, the necessity for students having knowledge of progress during the course.
- h) Student personality should not be a factor in grading except where clearly relevant to stated course objectives.

- i) In all sections of a multi-section course, evaluations should be consistent with accepted norms for the course.

### 3. Grading System

Grades, which are represented by letters, are given point values as indicated:

<u>Grade</u>	<u>Meaning</u>	<u>Grade Points Per Hour</u>
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
FN	Failure (Student Stopped Attending Class)	0.00
I	Incomplete	0.00
IM	Incomplete Due To Military Activation	0.00
P	Passing	0.00
S	Passing	0.00
U	Failure	0.00
UN	Failure (Student Stopped Attending Class)	0.00
W	Withdraw	0.00
WM	Withdraw Due To Military Activation	0.00
AU	Audit	0.00
CR	Credit Only	0.00
IC	Incomplete Correspondence	0.00
IP	In Progress	0.00
NC	No Credit	0.00
NR	Not Reported	0.00

Specific grade requirements are to be interpreted precisely as stated. Thus, if a requirement specifies that a grade of at least “C” is required, a “C-” will not satisfy the requirement. If it is intended that “C-” is to be allowed, “C-” will be listed rather than “C.” This applies to all specific grade requirements.

The grade point average (GPA) is based on those courses in which a student earned grades of “A,” “B,” “C,” “D,” “F,” or “U.” To calculate the GPA, one first figures the number of hours attempted in courses numbered 100 or above that award any of these grades. Next, one obtains the total grade points for each of these courses. This is figured by multiplying the grade points for each grade by the number of credit hours of the course. For example, a student earning a “B” in ENG 101, a three-hour course, would earn nine grade points. Finally, the total grade points are divided by the hours attempted. To meet graduation requirements of at least a 2.0 GPA, students must earn at least twice as many grade points as they have hours attempted.

4. **Grade Appeals** ([Policy 4.1.15P](#))
5. **Grade Changes** ([Policy 4.1.9P](#))
6. **Incomplete Grades** ([Policy 4.1.11P](#))
7. **Mid-Term Grades** ([Regulation 4.1.17R](#))
8. **Pass-Fail Option** ([Policy 4.3.19P](#))

### P. Institutional Expectations for Class Preparation on the Part of Students

Lower Division Courses: Minimum of two hours of outside preparation for every hour of lecture.

Upper Division Courses: Minimum of three hours of outside preparation for every hour of lecture.

Graduate Level Courses: Minimum of four hours of outside preparation for every hour of lecture.

Courses with laboratory or clinical components or lecture/laboratory courses that meet for “double periods” may have reduced expectations for outside preparation and study. Syllabi for such courses, as for all other courses, should indicate the minimum expectations for outside preparation and study.

**Q. Recourse for the Student in the Event of Institutional Failure**

Any student who has reason to believe that a member of the University faculty has failed to carry out institutional responsibilities should discuss the matter with the person most directly involved. Almost all such problems can be resolved in this manner.

If a student believes there has been some type of breach of policy not covered above, the student should first attempt to resolve the matter with the person most directly involved. If the student is unable to gain satisfaction at this point, or if the matter so justifies, the student should register a detailed complaint, oral or written, with the immediate supervisor of the person in question.

In the event that satisfaction is not obtained, following established procedure, the student or faculty member may make a full report to the dean of the college or head of the other administrative unit and/or the Provost and Vice President for Academic Affairs.

**R. Student Conferences**

The need for academic counseling of students will vary with the course being taught and the department in which it is housed. While full-time faculty, in addition to their teaching, are expected to be available to the institution for academic counseling and other duties, part-time instructors are expected to be available for student conferences as needed. The department chair will make clear these expectations for part-time instructors regarding student conferences.

**S. Student Opinion of Instruction ([Policy 4.1.7P](#))**

**T. Syllabus for Courses ([Policy 4.1.4P](#))**

**U. Textbooks**

The Textbook Manager shall be notified by the department chair of textbooks to be used in all courses to be offered according to the following schedule:

Fall Semester .....	April 1
Spring Semester .....	October 1
Summer Session .....	March 1

It is assumed that textbooks will not normally be changed after these dates.

The department chair shall approve a proposed change in textbooks. A textbook should be used at least two semesters before a change is made and then only for substantial reasons. Notice of intention to change a textbook should be sent to the Textbook Manager; ECU Bookstore Keen Johnson.

**1. Faculty Authored Texts ([Policy 4.7.1P](#))**

**V. Withdrawal from Courses**

**1. Drop and Withdrawal from Courses ([Policy 4.3.7P](#))**

**2. Military Activation and Course Completion ([Policy 4.3.18P](#))**

**II. INSTRUCTIONAL DELIVERY OPTIONS**

**A. Distance Learning**

Distance learning is defined by the Southern Association of Colleges and Schools (SACS) as “a formal educational process in which the majority of the instruction (interaction between students and instructor and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may employ correspondence study, or audio or video, or computer technologies.” (Distance Education, SACS, December 2006).

Distance education at Eastern includes the following delivery modalities: Interactive TV (ITV) courses, online courses, Kentucky Education Television (KET) telecourses, and correspondence courses.

**III. INSTRUCTIONAL FACILITIES AND RESOURCES**

**A. Instructional Facilities**

**1. Institutional Responsibility**

The University should give high priority to the provision of instructional facilities, equipment, and materials which are essential for the success of the teaching-learning process.

**2. Student Responsibility**



The student has an obligation to utilize instructional facilities, equipment, and materials in a mature and responsible manner free from abuse or wastefulness.

**B. Counseling Center**

The staff of professional psychologists and counselors offers consultation to faculty regarding mental health issues as it relates to their students. The counselors also offer psycho educational programs in the classroom for faculty upon request. Referral services are available to faculty who request psychological counseling.

**C. Instructional Development Center**

The Instructional Development Center (IDC), located in the Crabbe Library, supports faculty in the development of online courses, with priority given to those courses that are part of an e-Campus / EKU Online program. Consistent with the availability of resources, staff also assist in supporting other online and traditional on-campus courses. Faculty who wish to enhance their instructional delivery can work with the staff of the IDC to design and create quality online courses, including rich and engaging instructional resources. Other services include assistance with the development and creation of media resources and the transcription of video or audio resources for ADA accessibility compliance. The IDC supports the development of online courses that meet the Quality Matters standards and provides professional development for faculty and departments for the creation of online courses.

**D. Technology Support Services**

Technology Support Services is a department within the division of Information Technology. Technology Support Services assists faculty, deans, and chairs in developing and successfully integrating technology into the classroom and coordinates technical training for the entire university. Technology Support Services also keeps the EKU community informed of new technologies; brings awareness to users on availability of products and services on campus; and assists with purchasing options. For more information, go to [www.it.eku.edu](http://www.it.eku.edu).

**E. Libraries**

**1. Electronic Resources**

EKU Libraries provides many online resources, including eQuest, our online catalog. Many journals are available full-text through the databases or as e-journals. For a complete list of journals we purchase in electronic formats, see the library's home page. All of these resources are available to off-campus users. Your library liaison can help you with the linking of these and other resources to your course pages.

**2. Course Reserves**

The EKU Libraries maintains a Course Reserve collection comprised of books, journal articles, and other class related materials in paper or electronic format. These items support the instructional requirements of specific courses and are placed on reserve at the request of the faculty member. Reserves may be checked out of the library for short periods of time, or accessed electronically, by EKU students, faculty, or staff. Information and forms may be obtained at the Circulation/Reserve desk or on the library's home page.

**3. Library Liaisons**

The Libraries have developed a liaison program to better serve academic departments. Each department or college has been assigned at least one member of the library faculty to provide tailored services to the faculty in the department. Services can include research consultation, development of research assignments for classes, assistance with linking library resources to course pages, classroom instruction, database tutorials for faculty members or their classes, collection development, and maintenance of regular hours within the department. A list of library liaisons is available on the library's web page.

**4. Library Instruction**

EKU librarians provide library instruction to acquaint faculty and students with library materials and services. The library's instruction program offers options that range from a basic presentation for freshman orientation classes to a hands-on introduction to electronic resources that specifically meet the needs of a research assignment. Librarians are available to assist faculty members with adapting these and other options to their particular courses. To schedule library instruction for a class, please contact your library liaison or the Library Instruction office.

**5. Ordering Library Resources**

Requests for the ordering of books, and other materials for the library should generally be cleared through the department chair or the designated faculty representative. Order forms are available on the library's web page, as are ordering tools such as *Books in Print*, useful for obtaining authors, titles, publication dates, pricing, and edition information. Faculty members are welcome to recommend book purchases outside of their own field of expertise.

Requests for new journal subscriptions may be submitted at any time but are generally ordered, funds permitting, in late summer or early fall. If an online version of a journal is available, the library will typically

order that format. Duplicate subscriptions of print and online versions are usually not approved. Request forms are available on the web or from the Periodicals department or the Serials Acquisitions department. Because of their high cost, careful attention is given to the written documentation describing the faculty member's need for a new journal title.

#### **6. Special Services to Off-Campus Faculty and Students**

The Distance Education librarian provides informational and instructional support to faculty and students involved in off-campus classes at ECU Centers or at other locations. Students may request specific books, journal articles, or research assistance. The requested information is then mailed to the home or delivered (faxed or couriered) to their Center library at no cost to the student. Faculty are eligible for all services normally provided to support instruction, including the placement of reserved items in the Center library or on the web, library instruction sessions in the off-campus classroom, interlibrary loan services, etc.

EKU Library maintains a small collection of print resources in each Center, which includes basic reference books and periodicals. Almost all of the Library's electronic resources are accessible from computers in the Centers, as well as from the homes of students and faculty in the distance education programs. Details are available from the Distance Education librarian and on the library's web pages.

#### **7. University Archives**

Special Collections and Archives operate as a unit within the Eastern Kentucky University Libraries. Its mission is to collect and make accessible for teaching and research purposes selected publications, manuscripts, institutional records, photographs, film and other historical material of enduring value that document Kentucky history. The materials collected focus generally on Eastern's twenty-two county service region, and the history of Eastern Kentucky University, but also include published material by Kentucky authors and about Kentucky. Faculty should send two copies of their published monographs to the University Archives where one will be preserved and one will be made available for general circulation.

Special Collections and Archives at Eastern functions in three main areas: university records; rare books and selected monographs; and manuscript collections. University records encompass permanently valuable and historic official documents as well as publications, photographs and personal papers of faculty, staff and students. The Archives is responsible for the safekeeping of these permanent records and for coordinating a University-wide records management system. The book collection consists of rare, out-of-print, first editions, autographed and other published material about Kentucky. The manuscript collections contain a variety of material with topics ranging from local history to statewide athletic competitions to modern politics.

Faculty are encouraged to make use of the resources available in the Archives and to collaborate with Archives staff when creating student research projects. Hours and contact information is posted on the library's web page.

#### **F. Teaching & Learning Center**

The Teaching & Learning Center serves the University through a variety of faculty development activities, including one-on-one consultations, small-group workshops, learning communities, guest lectures, university-wide forums, and Center-sponsored conference trips. Through collaborations with Instructional Technology, Media Resources, the Library, the Writing Center, Sponsored Programs, and the Training Resource Center, the TLC strives to answer the needs of the campus community across a wide spectrum. Often the most important role is that of conduit, bringing together faculty with the right resource personnel.

#### **G. Tech Commons**

Tech Commons is located in room 13 of the Powell Building. This facility features cutting edge technology in a multi-function classroom called the Incubator Classroom, which seats 40 comfortably and is equipped with netbook and multitouch computers.

There is also a spacious computer lab with over 40 Windows workstations, as well as several Macs. The most popular software titles are installed on these machines, just as in all of the labs that IT services. Student meeting facilities, a large conference table, video teleconferencing equipment, and an interactive white board are all available for student use. A separate, large open lounge area is filled with numerous comfortable couches, and chairs.

#### **H. Noel Studio for Academic Creativity**

The Noel Studio for Academic Creativity is an integrated support service for writing, communication, and research. Its primary service is the consultation, a peer-to-peer conversation about a student's communication project or product focused on the student's questions, ideas, and expectations.

In addition to consultations, the Noel Studio offers technologically sophisticated spaces and events and workshops designed to support the development of creative and effective writing, communication, and research practices in every discipline. The Discovery Classroom and Conference Room can be used for a variety of class projects. Visit <http://www.studio.eku.edu/> for more information on working with the Noel Studio.

## SECTION FOUR

### ADMINISTRATIVE

*University policies and regulations can be found at [www.policies.eku.edu](http://www.policies.eku.edu)*

#### I. UNIVERSITY POLICIES AND REGULATIONS

- A. **Policy on Policies** ([Policy 1.1.1P](#))
- B. **Authorization for Regulations** ([Policy 1.1.2P](#))

#### II. CAMPUS AND BUILDINGS

##### A. Building Hours

The academic building hours will be as follows:

7:00 a.m. to 5:00 p.m. – Monday thru Friday	Million and Miller
7:00 a.m. to 6:00 p.m. – Monday thru Friday	Coates, Jones, Ellendale Hall, Alumni House, and Student Services Building
7:00 a.m. to 10:00 p.m. – Monday thru Friday	Alumni Coliseum, Ault, Beckham, Begley (upper floors), Burrier, Business and Technology Center (closes at 5:00 p.m. on Friday), Cammack, Campbell, Carter, Donovan Annex, Dizney, Fitzpatrick, Gibson, Keith, Memorial Science, McCreary, Moore, Roark, Rowlett, Turley, University Building (lower two floors), and Weaver
7:00 a.m. to 11:00 p.m. – Monday thru Friday	Combs, Wallace, and Stratton (Stratton opens at 6:30 a.m.)
7:00 a.m. to midnight – Monday thru Friday	Foster
7:00 a.m. to midnight – Saturday	
4:00 p.m. to midnight – Sunday	
6:00 a.m. to 11:00 p.m. – Monday thru Thursday	Fitness and Wellness Center
6:00 a.m. to 8:00 p.m. – Friday	
10:00 a.m. to 6:00 p.m. – Saturday	
1:00 p.m. to 10:00 p.m. – Sunday	
7:00 a.m. to 12:00 noon – Saturday	Those academic buildings which have classes scheduled.

The following buildings have posted hours: Library, Begley (lower floors), Greg Adams, Donovan (Model), Powell, Keen Johnson, Chapel of Meditation, residence halls, Donaldson Service Complex, Perkins, Ramsey, Stateland Dairy Center

Other than the hours shown above, all academic buildings will be closed to everyone except EKU employees who have been issued keys. Exceptions to this policy (for both on-campus and off-campus groups) may be made through application to the Director, Division of Public Safety. Application must include: reason for after-hours activity, duration of activity, provisions for ensuring safety and security, and name of person(s) responsible for supervising activity and locking building. Approved exceptions will be granted for a specified time period (e.g. one calendar year, one semester, one week, one night).

The Directors of the Extended Campus Centers and other off-campus facilities will develop a safety and security plan to be reviewed by the Director, Division of Public Safety.

##### B. Cafeterias

The cafeterias in the Powell and Stratton Buildings are generally available for faculty use. Faculty may obtain a Colonel Card for use in the University eating facilities.

##### C. Drug Free Workplace ([Regulation 8.3.7](#))

Eastern Kentucky University complies with the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act Amendments of 1989, and prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any other drug or controlled substance in the workplace. Violators of this policy will be subject to the normal disciplinary procedures of the University. Individuals convicted by Federal or State Courts for such a violation will be subject to personnel action up to and including termination. If employment is continued, the employee will be

required to satisfactorily participate in an alcohol or drug abuse assistance program approved for such purposes by a Federal, State, or local health or law enforcement agency. The University provides educational programs designed to inform members of the University community of the dangers of abusing alcohol and other drugs. These are open to employees of the University and they will be announced through appropriate channels. Information concerning the dangers of alcohol and other drugs is available through the University Counseling Center, which also provides assessment and referral services.

**D. Emergency Building Evacuation for Individuals with Disabilities**

Individuals with disabilities need particular assistance during various kinds of emergencies on campus. These emergencies may occur during class. The most obvious of these is a fire evacuation which demands the immediate evacuation of all persons from any building in which it occurs. Since elevators may not be in use in the case of fire evacuation, special procedures must be followed to ensure the safety of all individuals.

*Prior to an evacuation situation, faculty and staff should consider the following precautionary steps:*

1. Encourage students and others with disabilities to identify themselves at the onset of a semester. A discussion of their needs is most appropriately done within the privacy of an office. Although the Office of Services for Individuals with Disabilities distributes information about evacuation to those registered through the Disabilities Office, there may be others who are not aware of this information.
2. Advise all individuals with disabilities, particularly those with hearing, visual and physical impairments, to discuss evacuation responsibilities with the Office of Services for Individuals with Disabilities. It is imperative that all individuals with disabilities clearly understand what they are to do in an emergency situation, both in class and elsewhere on the campus.

*If an emergency should occur, faculty and staff are asked to take the following steps:*

1. When responding emergency personnel arrive, advise them of the presence of an individual with a disability. If possible, give information that includes their name, nature of the person's disability as well as their location within the building.
2. If there is no response emergency personnel in the area, locate the nearest telephone and call "911." Report the nature of the emergency. Report the name and location of the individual with the disability. If known, specify the type of disability.
3. The choice to assist a person with a disability during an evacuation procedure by waiting with them for emergency personnel to arrive or by carrying a person to safety is a *personal decision, not a University requirement*. Locations to wait for emergency personnel include stairway landings or in new buildings are identified as "area of rescue."

Throughout the period of evacuation it is very important to remember that in no circumstances should elevators be used to transport a person with a disability unless that procedure is assisted by emergency response personnel. Questions regarding these steps may be addressed by the Safety Coordinator, Public Safety or the Disabilities Office.

**E. Solicitation On-Campus**

Inasmuch as solicitation of goods and services on the campus is a potential interference with the educational program of the University, the practice is generally prohibited. However, solicitation for certain worthy causes or those in the best interest of the University may be permitted if cleared through the office of the appropriate vice-president.

The resale of complimentary examination copies of textbooks is unethical and unprofessional. Furthermore, the activities of textbook solicitors are restricted by invitation only under present administrative policy on the campus of Eastern.

**F. Tobacco-Free Campus ([Policy 9.6.1](#))**

**G. Violence in the Workplace**

Eastern Kentucky University, in an attempt to maintain a violence-free workplace, has adopted a zero-tolerance policy toward workplace violence. Accordingly, all acts or threats of violence will be taken seriously. For our purposes, a threat or act of violence shall include, but not be limited to, any act or gesture intended to harass or intimidate another person; any act or gesture likely to damage University property; any act or gesture likely to leave another person injured or fearing injury. Any student that is violent should refer to the EKU Faculty/Staff "911" Guide located at <http://faculty911.eku.edu/>.

All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to govern themselves accordingly. In addition, any employee experiencing an act or threat of violence is asked to report such act or threat to his or her immediate supervisor and to Public Safety by dialing 911 on an EKU phone or 859-622-2821 if calling from a cell phone. Each act or threat of violence will be investigated, and appropriate action will be taken. Any such act or threat may lead to discipline, up to and including dismissal.

**H. Deadly Weapons and Dangerous Materials/Instruments on Campus ([Policy 9.4.1](#))**

**I. Utility Disruptions (Plan of Action)**

Following is the sequence of calls that Facility Services will initiate if there is a disruption of utilities.

1. Facility Services will notify: Vice Presidents' Offices, Public Safety, and Building Supervisors. (Emergency phone numbers should be on file in Office of the Director of Facilities Services.) The President's Office should see to an immediate web posting.
2. Vice Presidents' should notify: Directors/Deans/Chairs who shall notify faculty. (Deans will work out emergency contact numbers with Chairs if disruptions occur in the evenings and on weekends. Any special projects, such as on-going research in chemical labs will work directly with Facility Services.)

Public Safety should place signs on doors of all affected buildings.

The Registration Center will continue to notify Public Safety and Facility Services of all Saturday and Sunday classes. These locations should have additional notification by Public Safety and Facility Services. An alternative meeting site should be communicated.

Faculty teaching on-line courses will be asked to have a backup plan if they are using on campus computers or meeting with class participants

**III. EQUAL OPPORTUNITY OFFICE**

**A. Disability Statement**

Any member of the faculty, staff, or student body who believes she or he requires a reasonable accommodation with respect to their employment or participation in any program or activity should contact the Office of Services for Individuals with Disabilities for information concerning the Americans with Disabilities Act (ADA), and the rights provided there under.

**B. Establishing Reasonable Accommodations ([Regulation 1.4.4](#))**

**C. Diversity Statement**

Eastern Kentucky University is an EEO/AA institution that values diversity in its faculty, staff, and student body. In keeping with this commitment, the University welcomes applications from diverse candidates and candidates who support diversity.

**D. Nepotism ([Regulation 8.3.2](#))**

**E. Sex Fair Language (Equal Opportunity Policies & Procedures)**

**F. Sex Offender Registry ([Policy 8.3.5](#))**

**G. Sexual Harassment ([Policy 1.4.2](#))**

**IV. FISCAL POLICIES AND PRACTICES**

**A. Code of Ethics ([Policy 1.2.1](#))**

**B. Fiscal Misconduct ([Policy 6.1.3](#))**

**V. INFORMATION MANAGEMENT**

**A. Bulletin Board & Posting Places (See the [Policy on Bulletin Board & Posting Places](#))**

**B. Campus Mail**

The University operates a central mailroom for incoming and outgoing United States Postal Service mail and intra-campus mail.

All mail to and from units located outside the Jones, Coates, and Student Services Buildings is delivered and picked up by mail service workers twice daily. Intra-campus mail must be restricted to mail between faculty, student organizations, or other official University business. The delivery of the mail or material of any third party or organization through the mail system is a violation of postal regulations.

Faculty are encouraged to use the complete address as provided in the campus telephone directory for both on- and off-campus mailing.

Department offices and the extended campuses provide mailboxes or other methods of distribution of mail to part-time instructors. Part-time instructors should regularly check for important notices, announcements, or other communications.

**C. Marketing & Institutional Branding**

The Division of Public Relations and Marketing designs and/or coordinates production and placement of marketing materials, informational announcements and public service announcements. Requests to advertise University programs and services must be approved by the appropriate area vice president and reviewed by the Division of Public Relations and Marketing. A copy of the University's advertising policy is available from the Public Relations and Marketing office. The Division of Human Resources coordinates the placement of job vacancy notices.

**1. Media Relations**

The Division of Public Relations and Marketing coordinates institutional media relations and the preparation and dissemination of news and official University announcements. Working with members of the University community, the staff prepares materials that inform the various publics and promote institutional initiatives while accurately reflecting programs and services.

**2. Trademark Licensing Program**

Eastern Kentucky University's Trademark Licensing Program is designed to protect the University's good name and other identifying marks, contribute to a positive institutional image and generate new revenues. The Division of Public Relations and Marketing, in cooperation with the University's licensing agent, Licensing Resource Group Inc., Holland, Michigan, administers the program and has responsibility and sole authority to manage use of the University's trademarks, including all associated abbreviations, nicknames, slogans, symbols and other marks in accordance with federal and state statutes. A copy of the Trademark Licensing Policy is available from the Public Relations and Marketing office.

**3. Use of University Symbols ([Visual Identity Guide](#))**