Faculty Orientation
And
Resource Guide

Note to Adjunct Faculty: For additional information click on this link to the statewide Adjunct Faculty Resource Guide.
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Introduction

Welcome
Welcome to the Faculty Orientation and Resource Guide. The Guide is designed to serve as an orientation for new faculty and a guide for them and for returning faculty who might appreciate a quick reference for frequently used and needed information.

Contact
Questions and suggestions may be addressed to:
Jeanne Silliman, 812-429-1416, jsillima@ivytech.edu

College Information and Procedures

Campus Maps and Directions
Campus Map
Tell City Site
Highway Directions

Calendars
Academic Calendar 2007-08
Downloadable Calendar of Events
Human Resources – Hiring, Payroll, Benefits, and More

New Part-Time Employees

Human Resources - Important Topics for New Part-time Employees

Welcome to your new role at Ivy Tech Community College of Indiana. Whether you are an adjunct instructor or a part-time staff member, you are an important member of our team. There are important steps which must be completed in order to complete your employment paperwork process and to insure that you are credentialed in your area of specialty. In addition, you may have questions about the benefits associated with your part-time status.

Please contact us at 429-1405 if you have any questions in regard to the information and requirements outlined below.

What do I need to do to complete the required employment paperwork?

Your supervisor or divisional support staff will provide you with a packet of forms and information to complete the paperwork necessary to insure that you will be paid in a timely manner and that Ivy Tech Community College of Indiana complies with all state and federal employment regulations. Please complete the forms quickly and return them to your supervisor or divisional support staff member as soon as possible.

(See Appendix B for copies of forms or links.)

- Employment Application
- Immigration and Naturalization Form (I-9) (Required by Federal law to be completed within first three (3) days of employment.)
- New Hire Personnel Form
- Federal Withholding Form
- State Withholding Form
- Direct Deposit Form
- Policies Acknowledgement Form
- Part-time Employee Handbook Acknowledgement Form
- Veteran Status Form (if applicable)
- Signed Contract (if applicable)

What do I need to do to insure that my faculty credentialing status has been determined properly and that all required paperwork is completed?

- Submit an updated resume along with the paperwork listed above.
- Have official transcripts sent directly to Human Resources from each college or university attended for both undergraduate and graduate degrees. A Transcript Request Form is attached for your convenience.
Are there any additional requirements I need to address?

In addition to completing the requirements outlined above, each new employee needs to take the time to read the Employee Handbook and certain important College policies. When you sign the Policies Acknowledgement Form and the Part-time Employee Handbook Acknowledgement Form, you are confirming that you understand the importance of reading these documents.

You will be informed of Sexual Harassment Training sessions which you should make every effort to attend. These are generally offered several times near the beginning of each Fall and Spring semester. You will be paid for your attendance at one of these sessions.

What are the benefits associated with my part-time status at Ivy Tech – Southwest?

- Educational Assistance
- Tax Deferred Annuities
- YMCA Corporate Rates
- Ivy Tech Bookstore Discount
- Credit Union Membership
- Free Flu Shot
- Use of On-site Fitness Center

New Full-Time Employees
Human Resources - Important Information for Full-time Employees

In addition to an extensive orientation that Human Resources requires of each new full-time employee, this website is designed to help orient you further. There are numerous steps which must be completed in order to finalize your employment paperwork process and to insure that you are credentialed in your area of specialty. In addition, you may have questions about the benefits associated with your full-time status.

Please contact us at 429-1405 if you have any questions in regard to the information and requirements outlined below.

What do I need to do to complete the required employment paperwork?

The Human Resource department will schedule a half day face-to-face orientation with you. This will normally be held on your first day of work. During that orientation you will be given the following documents to complete:

- New Hire Personnel Form
- Immigration and Naturalization Form (I-9) *(Required by Federal law to be completed within first three (3) days of employment.)*
- Federal Withholding Form
- State Withholding Form
- Direct Deposit Form
- Policies Acknowledgement Form
- Full-time Employee Handbook Acknowledgement Form
- Veteran Status Form (if applicable)
- Benefit Information Form
- Medical Plan Enrollment – Anthem - Online
- Dental Plan Enrollment Form (Delta Dental)
- Tax Saver
- FlexPro Plan Enrollment Form
- Group Life and AD&D Enrollment Form
- Optional Life Enrollment Form
- Long Term Disability Enrollment Form
- PERF (if applicable)
- Retirement Annuities (if applicable)
- SRA (optional)

**What do I need to do to insure that my credentialing status has been determined properly and that all required paperwork is completed?**

- Submit an updated resume along with the paperwork listed above if you have not already done so.
- Have official transcripts sent directly to Human Resources from each college or university attended for both undergraduate and graduate degrees. A Transcript Request Form is attached for your convenience.

**Are there any additional requirements I need to address?**

In addition to completing the requirements outlined above, each new employee needs to take the time to read the Employee Handbook and certain important College policies.

When you sign the Policies Acknowledgement Form and the Full-time Employee Handbook Acknowledgement Form, you are confirming that you understand the importance of reading these documents.

A background check is required for each new full-time employee. (Copy of Memo)

During the orientation you will also receive training on the College’s harassment policy along with Universal Precautions (Blood-borne Pathogen) training.

**What are the benefits associated with my full-time status at Ivy Tech – Southwest?**

A summary of benefits is available at:
Emergency Procedures
The Ivy Tech Facilities Department has created a detailed *Emergency Response Plan* that is available in all
classrooms.

Campus Security

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Call</th>
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<tbody>
<tr>
<td>M-Th</td>
<td>7 a.m. – 11 p.m.</td>
<td>568-2297 or 568-3297</td>
</tr>
<tr>
<td>F</td>
<td>7 a.m. – 3 p.m.</td>
<td>568-2297 or 568-3297</td>
</tr>
<tr>
<td>F</td>
<td>3 p.m. – 11 p.m.</td>
<td>568-2297</td>
</tr>
<tr>
<td>S</td>
<td>7:30 a.m. – 4:30 p.m.</td>
<td>568-2297</td>
</tr>
<tr>
<td>North Entrance Desk – Ext. 517</td>
<td>492-0517</td>
<td></td>
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Contact via radio: Call the switchboard or any Facilities or Computer & Technology Services staff to relay messages via radio.

Parking Information
Except for the marked handicapped and visitor spaces, there are no special parking places for anyone. Employees are expected to comply with parking regulations. Handicapped parking spaces and visitors’ areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner’s expense.

Smoking Policy
Ivy Tech is a non-smoking campus.

Mailroom

The MAILROOM, Room 132A, 429-1467 or 429-9804.
Know where this room is as soon as possible! Keturah Howard (day) and Mae Raymond (evening) manage the mail/copy room. Be nice to them...besides the Division Assistants, they can be very important friends to you. The mailroom houses the following services:

- **Click here** for a brochure describing mailroom policies and services.
- **Your mailbox** – handy for getting your syllabi and for retrieving messages from students! The boxes are alphabetized in three groups: Various office/areas (white label), full-time (yellow label) and adjunct faculty (green label).
• **Copy machine** -- there is one copier in the Mailroom. The Bizhub copier can be used by all faculty and staff. The codes are the same as last year. Check with your Division Assistant for your code number. The usage range: originals 1-10 pages, copies 1-10, per original for the copier. All other copies are to be run by Keturah, Mae and Kathie Winkler in the Copy Center. Faculty should fill out the copy request form and leave copying in the drop box. Please allow plenty of time (minimum of two days) for your request to be processed. Please remember to fill out the form completely including the date and time the copy request is filled out and the date and time the copy job is needed.

• **Supplies** -- You might check first with your School Administrative Assistant. However, if you are in a hurry and need markers for the white boards and other minor supplies, look in the cabinet in the mailroom.

### Academic School Administrative Assistants

**School of Fine Arts and Design** – Lisa Mueller – 429-9853 – lmueller@ivytech.edu

**School of Education** - Lisa Mueller – 429-9853 – lmueller@ivytech.edu

**School of Business** – Beverly Wilson – 429-1446 – bwilson@ivytech.edu

**Corporate and Continuing Education** – Debby Weis – 429-9843 – dweis@ivytech.edu

**School of Liberal Arts & Sciences** – Marilyn Brenton – 429-9820 – mbrenton@ivytech.edu

**School of Health Sciences** – Stella Venard-Hettenbach – 4291494 – svennard@ivytech.edu

Karla Welte – 429-1383 - kwelte@ivytech.edu

**School of Public & Social Services** – Lisa Mueller – 429-9853 – lmueller@ivytech.edu

**School of Technology** – Gloria Coons 429-1479 – gcoons2@ivytech.edu

**School of Applied Science & Engineering Technology** - Gloria Coons 429-1479 – gcoons2@ivytech.edu

### Employee Directories

Statewide Staff Search

Tell City Site

### Employee Handbooks

**Full-Time Employee Handbook**

**Part-Time Employee Handbook**

Faculty Handbook – Link to this page then click on faculty handbook in the menu on the left for a downloadable file.

For the most complete and up-to-date handbooks, access Ivy Tech Infonet from a computer on campus. (http://infonet.ivytech.edu/college/co/humanresources/)
Privacy Policies: FERPA
The Family Educational Rights and Privacy Act of 1974 places specific restrictions on student information that educational institutions and educators can share with others. Every employee must be aware of these restrictions and abide by them. Click on the link to access a PowerPoint presentation developed by our Registrar that explains FERPA rights and responsibilities.
FERPA  Note: for optimum viewing, right click on first slide and choose “Full Screen”. When finished, right click, choose “End Show”, and close out window.

Library Resources

Carter Library
Ivy Tech Community College of Indiana - Southwest

Our mission is to provide access to materials, information, and services that supports and supplements the mission of the College. The library’s primary users are students (including distance education students), faculty, and staff and various College partners.

More than a library…

- We strive to be innovative in our delivery of information to the user. For this reason, we veer from typical library structure by putting our DVDs right with the books on the same subject. We even include non-circulating items and magazine titles.

- We realize students need more than library books to be successful in college. So, in addition to assisting with research, we offer help for students learning how to use Word for their papers. We even have a guide with step-by-step instructions on setting margins, page numbers and more. Students can use our computers for research, writing and any coursework.

- Our hours of operation are beyond that of the computer labs. For that reason, we try to have the software used in courses installed on the 80 library PCs and 5 Macs when possible. Examples of course-related software include AutoCAD, Medical Manager, and CAI modules.

- A quiet PC lab is available for students within the library for those who want to avoid the sounds of traffic, phones, and printers.

- The collection is focused on the needs of Ivy Tech students and faculty. We recognize that students will work from home and at any time of the day or night so many of the resources are available off campus through our Virtual Library website.

- If we don’t own the item you want, we will borrow it from another library for you, free of charge.

- We also have agreements with all academic libraries in Indiana so you can borrow books when you visit them in person.
• We use a blog to inform students of our new library items and allow them to post comments on individual books. You can even request RSS feeds when items are added.

Carter Library
www.ivytech.edu/library/evansville
Ivy Tech Community College of Indiana
3501 First Ave
Evansville IN 47710
(812) 429-1412 or r12-library@lists.ivytech.edu

Carter Library hours when classes are in session:
Monday – Friday: 7:30 am – 9:00 pm
Saturday: 10:00 am – 2:00 pm

Services for Faculty at the Carter Library
Visit the Services for Faculty page at the Virtual Library
www.ivytech.edu/library/evansville/libraryinfo/faculty.html

The services the Carter Library provide for faculty include traditional services such as reference questions, inter-library loan, reserves and more. For your convenience, we created a webpage complete with forms, links to professional resources and information about the library. The address is listed above or you can go to the Virtual Library at www.ivytech.edu/library/evansville and click on the Services for Faculty and Admin link.

Learning College Collection
We have a small collection of materials educational theory, classroom tips, and higher education topics for faculty to check out.

Nametags
Please visit the library for your nametag which is also your library card and your access to the Welborn Wellness Fitness Center.

Research Workshops
Our librarians will customize a research workshop for your students. Please complete the Library Instruction Request at
www.ivytech.edu/library/evansville/libraryinfo/libraryinstructionrequest.html. Guidelines and the request form are also available online at the Services for Faculty page.

We also have IvyTILT, an online tutorial for basic research knowledge, which can be imported into eLearning for your students to view and take graded quizzes. Please email the library staff at r12-library@lists.ivytech.edu to request the Blackboard module.

Reserve Materials
Instructors may place books, videos, and other materials on reserve for their students. Please complete the form available in the library or online at the Virtual Library at
http://www.ivytech.edu/library/evansville/libraryinfo/reserverequest.html
Title Suggestions
Know of a great book or DVD to help students in their education or personal life? Recommend it for the library collection by completing the Purchase Recommendation Form available on the Services for Faculty page within the Virtual Library at http://www.ivytech.edu/library/evansville/libraryinfo/purchase.html

Student Nametags
If you need nametags for your students, complete the online form at our webpage or contact Tony Toon at rtoon@ivytech.edu for the form. The library does not provide lanyards or badge holders for student nametags.

Table of Contents Service
Over 70 periodical titles are available in our Table of Contents Service. Simply sign up at the Services for Faculty and Admin page and we will email the table of contents from each new issue of the journals that you select. http://www.ivytech.edu/library/evansville/libraryinfo/TofCservice.html

Send us your suggestions for better services to Gayle Long (glong@ivytech.edu, Kate Sherrill (ksherrill@ivytech.edu) or Tony Toon (rtoon@ivytech.edu). Thanks!

Bookstore

What Faculty Should Know and Do:

At the Beginning of the Semester

The Mailroom
The mailroom is located in Room 132A, 429-1467 or 429-9804. Know where this room is as soon as possible! Keturah Howard (day) and Mae Raymond (evening) manage the mail/copy room. Be nice to them, they can be very important friends to you! Click here to download a copy of the mailroom services brochure.

The mailroom houses the following services:

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• **Supplies** – You might check first with your Division Assistant. However, if you are in a hurry and need markers for the white boards and other minor supplies, look in the cabinet in the mailroom.

**Your Classroom**

• If your classroom has a number below 200, it is on the main floor of the **main building**. Rooms 169, 171, 173 and 175 and rooms 101, 102, 115, and 117 are known as the Quad rooms and have moveable walls. Remember that these walls are not “real” when you have videos or students work in groups and the sound level rises!

• If your classroom has a number in the 200’s or 300’s, it is on the second floor or third floor of the **main building**.

• If your classroom is marked **TS**, your class is in the **Tri-State Building**.

**Parking**

Except for the marked handicapped spaces, there are no special parking places for anyone. Employees are expected to comply with parking regulations. Handicapped parking spaces and visitors’ areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner’s expense.

**Adjunct Office Space**

Two **Faculty Resource Centers**, located in rooms 210P and 236 have desks, telephones, computers, printers, copy machines and lockable file space for the use of all adjunct faculty. Some Division areas may have additional work space available for adjunct faculty. Check with your Program Chair or **Academic School Administrative Assistant**. To arrange for a lockable storage space in the FRC, contact Jeanne Silliman, Room 210Q, 812-4291416, jsillima@ivytech.edu.
The First Week: Getting Started – FAQ

1. How do I get “in the system” to get paid?
You must complete a new hire packet from the Employee Relations Office and return it with a copy of your Driver’s License and Social Security card or birth certificate. The business office must have this information before you can officially be put in the system to be paid.

2. How and when will I be paid?
Payroll for Faculty has only 2 start dates the 1st and the 16th and 2 end dates the 15th and the end of the month. Your contract will be evenly distributed over the length of your contract. (Should you sign your contract after classes have begun, then your contract would be evenly divided over the remaining #of pays left in the contract.)

All employees are required to participate in direct deposit for their payrolls. The college will distribute your pay checks as follows:

- New Adjunct Faculty – Your first payroll will be a hard check and will need to be taken to your bank for deposit, each check thereafter will be directly deposited into your account. All checks and direct deposit pay advices are mailed to your home unless otherwise requested. All requests should be submitted in writing to the Payroll Department.
- Returning Faculty – All checks and direct deposit pay advices are mailed to your home unless otherwise directed. All requests should be submitted in writing to the Payroll Department.
- All checks will be deposited into the accounts that you originally requested that we send your monies. So if you change / close accounts between contracts you will need to submit a new direct deposit request to the Payroll Department.

Any questions regarding your payroll should be directed to Amy Willis, housed in the Business Office, at 429-1444, awillis@ivytech.edu.

3. When will I get my textbook, syllabus, and class roster?
You should receive a textbook and sample syllabus from the program chair who hired you. You need to check with the program chair as to who is responsible for getting the syllabi ready for your class. You must give out a Course Outline/Syllabi the first day of class and go over it in your classes. Your class roster will be available on Online Faculty Services through Campus Connect, http://cc.ivytech.edu. Click here for more information about obtaining rosters and using Online Faculty Services.

4. What if a student’s name is not on the roster the first day of class?
Because we are still registering students during the first week of class, some student names may not show up on your roster. Simply write in their names and student I.D. numbers until the second week of class. If the student’s name still does not appear on the roster after the second week, send the student to the Registrar’s Office to check his enrollment. After the first week of classes, the instructor’s signature is required on an ADD form for a new student to join your class.

5. What if a student is on my roster, but does not show up for the first week or two of class?
Instructions for reporting “Never Attend” students will be coming out in week two, and you must follow the directions with that memo.
6. **What if a student tells me he is auditing my class? What are my responsibilities?**
   An AU on your roster indicates the student is taking the course for no grade or credit. Be sure the student understands this. You basically have no responsibility to grade any of the student’s work but it is up to your discretion.

7. **What are all these forms that students want me to sign at the end of class to verify their attendance?**
   Students often have forms at the beginning of the semester that you need to sign for financial aid purposes. If you sign it when they get to class, then they can get their books. Some students may have monthly forms from their employer or an agency for you to initial or sign verifying attendance.

8. **Which days are holidays from class?**
   During Fall term, holidays include Labor Day and the Tuesday following and Wednesday through Friday of Thanksgiving week. During Spring term, holidays include Martin Luther King Day and Spring Break. Check the [Academic Calendar](#) for actual dates. Be certain that you remind your students of these “days off” on the first day or week of classes.

9. **What is a SCANTRON machine and do we have one?**
   Yes! Scoring sheets for objective test and quizzes must be completed with No. 2 pencils and are available from your Division Assistant. The Scantron machine is located in the Business Division/General Education Workroom (Room 211C). There is also one available in the workroom of the Public Services faculty office area in Room 327. Be sure to fill out an answer sheet to run through the machine first. There are also item analysis sheets available so that you can see how many students missed each question on a test. Obtain forms for SCANTRON testing from your Division Administrative Assistant.

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**During the Semester – Frequently Asked Questions**

1. **How do I handle students who have excessive absences?**
   College Policy, which appears in the Student Handbook and also on course syllabi, states that an instructor has the prerogative of dropping any student with absences in excess of 20% of total classes. Use a Change of Enrollment form to drop students.

2. **Are students allowed to have drinks and food in the classrooms?**
   No--please leave drinks/food at the front of the classroom or outside of the classroom – NEVER at a computer station. If you are lenient with this policy, PLEASE appoint the students as clean-up crew or YOU will be the clean-up crew.

3. **What kind of breaks do I give my students?**
   For day classes lasting 75 minutes, there are no breaks. For evening classes or classes lasting longer than 75 minutes, the general rule is that students are allowed a 10-minute break for every 50 minutes of instruction. When you give the students this break is up to you. The usual location option for breaks is the Student Commons.

4. **Is there a dress code for instructors?**
   Instructors are expected to dress professionally. Ties and suit coats are not required, however.
5. Is there a “Finals” week? Are comprehensive finals required?
Classes are to meet for 16 weeks (or 8 during the Summer Term for most classes) at their scheduled time. There is no formal “Finals” week at Ivy Tech. Some instructors use the last week of classes as the finals week. You should check with your Program Chair concerning a final test for the course.

6. What if I have to miss a class due to illness or family emergency?
Check with your program chair for the division’s policy on missed classes. However, many chairs urge adjunct faculty to work out a quid pro quo arrangement with another adjunct faculty to “take” the class if the absence is known ahead of time. If there is limited time, call the Program Chair, Division Chair, or Division Assistant, and someone will make arrangements for your class to be met. Try to be prepared with a lesson plan for a substitute.

7. How do I know if my class has been canceled due to low enrollment, weather, or emergency conditions?
Classes with insufficient enrollment are officially canceled the Friday before the start of the semester. Your Program Chair should contact you shortly after being notified by the Division Chair.

For weather emergencies, call 429-9899 or listen to local radio stations for the latest school closings. The College does NOT necessarily close when local school corporations close. The safest thing to do is to call the Employee Information Line and encourage your students to listen to the radio for updates.

8. What should I do if I have an emergency in my classroom -- a sudden student illness for example?
Stay with a student who is having difficulties and send another student next door to get another faculty member. Other people to contact include: Student Services, the Director of Facilities, or a Facilities Staff person. **Contact Security personnel at the numbers below:**

<table>
<thead>
<tr>
<th>SECURITY</th>
<th>Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Time</td>
<td></td>
</tr>
<tr>
<td>M-Th 7 a.m. – 11 p.m.</td>
<td>568-2297 or 568-3297</td>
</tr>
<tr>
<td>F  7 a.m. – 3 p.m.</td>
<td>568-2297 or 568-3297</td>
</tr>
<tr>
<td>F  3 p.m. – 11 p.m.</td>
<td>568-2297</td>
</tr>
<tr>
<td>S  7:30 a.m. – 4:30 p.m.</td>
<td>568-2297</td>
</tr>
<tr>
<td>North Entrance Desk – Ext. 517</td>
<td>492-0517</td>
</tr>
</tbody>
</table>

**First Aid and Emergency Response Kits** are located throughout the building. The **First-Aid Room** is located in room 139, next to the Facilities Office, room 140. Go there first to gain access and assistance for the First Aid Room.

Familiarize yourself with the **Emergency Response Plan** available in all classrooms in order to be prepared for emergencies of all types.
9. What if I suspect one of my students has a disability?
Ivy Tech Community College of Indiana seeks to provide effective services and accommodations for qualified individuals with documented disabilities. For further information about statewide policies, explore this link. In Evansville, contact Cyndi Cates in Room 108B, at 812-429-1386, or ccates@ivytech.edu.

10. How will my teaching be evaluated?
Your Program Chair may observe you at least once sometime during the semester. However, statewide Ivy Tech uses the SUMMA for students’ evaluations of their instructors. SUMMA is usually given in the 10th week of class. Obtain more instructions from your Program Chair regarding classroom evaluation.

11. May I take my students on a field trip or have an outside speaker come in?
Yes and Yes. Always make certain that you are in the classroom when you have guest speakers. Guest speakers are NOT to serve as substitute instructors for you. Contact your Program Chair in advance regarding planned field trips.

12. May I deviate from my syllabus?
The objectives stated may NOT be changed -- these are established at a statewide level and should be met. Your Program Chair/Division Chair may not object to your changing other items on the course outline or syllabus and your instructional strategies for meeting course objectives are usually up to you.

13. What do I do if I have a complaint about a student?
If your concerns about the student must be dealt with beyond the level of you and the student, begin by discussing your concerns with your Program Chair.

14. What is the procedure for student complaints about me?
Students are encouraged to speak with their instructor first and foremost. The next step is for the student to speak to the Program Chair, and it may go further. The Student Handbook has more details.

15. Where can students take make-up tests?
Make-up testing may be administered in the Workforce Certification Center.

18. May I release a student schedule or other information to another person? A parent or a spouse?
No, FERPA prohibits the release of non-directory information over the phone to a third party. Click here for FERPA guidelines.

At the End of the Semester – Now What Should I Do?
1. When are final grades due?
Final grades are due 48 hours after your last day of class. You will be receiving notification of deadlines. If you need a grade book, see your School Administrative Assistant. Some program chairs will ask you to turn in your grade book or a copy of your grades and your attendance to them at the end of the semester. You will post final grades on Online Faculty Services within Campus Connect. Only the following grade designations may be keyed in: A, B, C, D, F. No B+
or C- and no W’s. An “I” may be given in extremely extenuating circumstances and only if accompanied by a Learning Contract. Talk to your Program Chair further about this option. Click here for more information about posting grades on Online Faculty Services.

2. What do I do if the student wants to take an “incomplete”?
Incomplete grades may be given only in special circumstances and ONLY if a Learning Contract has been signed by the student and you and completed when grades are turned in at the end of the semester. Your Program Chair can help with this.

3. What if I make a mistake on one of my grades at the end of the semester?
Complete a change of grade form. You can get one from the Division Assistant.

**Academic Concerns**

**Class Rosters**
If this is your first time teaching at Ivy Tech, you will notice that there is no class roster available in your mail slot. Ivy Tech State College has all class rosters available through Online Faculty Services in Campus Connect. Each Ivy Tech instructor has the ability to view his/her schedule, class lists, wait lists, and the capability to grade online.

Below you will find instructions for using the Online Faculty Services system. Please take time to read these instructions thoroughly. You can actually print your class roster and see real time updates. You will NOT receive a hard copy roster at any time during the semester. You must access Online Faculty Services to obtain your class roster. Check your roster frequently for any updates to the class enrollment.

You will receive information from the Registrar about the second-week NEVER ATTEND process and deadlines for submission. The process is also described below with some common questions and answers.

As you access Online Faculty Services and look around, please notice that you will be grading classes ON-LINE at the end of each term. Information about this is provided below, and you will be given further instructions from the Registrar near the end of the term.
ONLINE FACULTY SERVICES (formerly WEB4) INSTRUCTIONS
Reviewing Class Lists, Faculty Schedule, and Grading ON-LINE

1. Go to https://cc.ivytech.edu
2. Login by entering your User Name* and your Password.
   • *NOTE: Your User Name is your Ivy Tech e-mail address minus the @ivytech.edu. For example, if your e-mail address is dsmith33@ivytech.edu then your Campus Connect User Name is dsmith33. If you do not know your User Name, contact Lisa May (472), Brenda Hogue (405) or Darlene Duckworth (596).
   • If this is your first time on Campus Connect, click on “First time users start here” for login information.
   • If you cannot remember your password, click on the “Forgot your password?” link in the box immediately beneath the Campus Connect login box.
3. Click on the FACULTY SERVICES tab.
4. Scroll to the bottom, left-hand side of the page to Quick Links.
5. Click ON-Line Faculty Services (formerly WEB4 Faculty)
6. On the next page, you will follow the instructions – “Click here to continue during times of availability”
7. Select “Faculty Services”. Select faculty schedule, class list, or grade courses. For submitting NEVER ATTENDS, you must Select GRADE Courses.
8. When viewing a class list, select a course from the pull down menu.
   • Class lists are real-time and up-to-date.
   • The pull down menu by a students’ name on the class list displays the students’ address, phone number, and e-mail address.

What to Do with Students Who Never Attend
Shortly after the first week of class, you will be notified by the Registrar that it is time to submit your NEVER ATTENDS. You will do this through Online Faculty Services. It is critically important that you attend to this process when requested in order to prevent students from being in overpayment status relative to their financial aid. Below is an explanation of the process and some common questions and answers. Remember, the Registrar will notify you about instructions and deadlines for completion.

After accessing Online Faculty Services (instructions above), ask yourself the following question and follow the instructions provided in the flow chart below.
Have all my students attended class?

Yes

Go to your next class roster

Or

No

1. Tab to each name of the NEVER ATTEND(s)
2. Put a “NW” grade for each student that has not attended the class.
3. SUBMIT
4. When you have reviewed each section that you teach and have updated each section,
5. LOGOUT

What do I do if a student is attending my class but is not listed on the class roster?
1. Inform the student that he/she must contact the Office of the Registrar immediately.

What do I do if a student has attended my class but has now stopped attending?
1. Complete a "Change of Enrollment" form. Indicate student's name and the class that you want to 'ADMINISTRATIVELY WITHDRAW'.
2. Record the DATE of LAST ATTENDANCE, sign and date the Change of Enrollment.
3. Forward the completed Change of Enrollment to the Office of the Registrar.

Additional Questions and Answers about the Never Attend Process
Q. When I submit the ‘NW’ grade on WEB4 Faculty, how long will it be before the student is removed from the class roster?
A. Please allow 48 for the registrar’s staff to actually process the DROP.

Q. This is too easy. We just go into Course Grading and put a ‘NW’ grade for the students who have never attended class?
A. That’s it! No paper work is needed. You do not have to complete a Change of Enrollment for those who have NEVER ATTENDED.

Q. Do I still need to print the class roster, sign, date, and forward the roster to the Registrar?
A. No. Not at this time. By the beginning of the FOURTH (4th) week of classes, all rosters should be accurate. During the 4th week, you will be required to print an updated class roster from WEB4 Faculty, review it in insure accurate data, sign, date, and forward the roster to the Office of the Registrar.

Q. This is great. Can I submit “W” grades for Withdrawals on WEB4 Faculty throughout the semester when a student stops attending class?
A. NO! At this time we have not been approved to ‘W’ithdraw a student from a course without a Change of Enrollment completed. All Administrative Withdrawals must be submitted on a Change of Enrollment and must include the instructor’s signature and date of last attendance of the student.
Q. Will the students continue to be informed that a NEVER ATTEND has been submitted?
A. Absolutely. The Registrar’s Office will mail a letter to each student who has been Dropped from a class for Never Attendance.

Q. With no paper work, how will the Financial Aid Office be informed when a Never Attend is submitted?
A. Each day, a list of all Never Attend submissions from the previous day will be generated. The list will be forwarded to the Financial Aid office. If anyone would want a copy of the list, please contact Helen Finke.

Drop/Add Procedure
You will use a Change of Enrollment form to add or drop students from your classes. The form must be signed and dated and in the case of a dropped student must include the student’s last date of attendance. Completed forms must be turned in to the Registrar’s Office.

Posting Final Grades
Final grades are posted at the end of each term on Online Faculty Services. Instructions will be provided by the Registrar’s office near the end of each term.

Students with Disabilities
Ivy Tech Community College of Indiana seeks to provide effective services and accommodations for qualified individuals with documented disabilities. For further information about statewide policies, explore this link. In Evansville, contact Cyndi Cates in room 108B, at 812-429-1386, or ccates@ivytech.edu.

Academic Integrity Policies and Procedures
The following is from the Ivy Tech Community College of Indiana 2005-2006 Student Handbook.

Cheating/Academic Integrity
Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet, as well as those who attempt such behavior.

Violations of academic integrity include, but are not limited to, the following acts:
• Cheating: Unauthorized use of notes or study aids, or acquiring information from another student’s papers, on an examination; or obtaining a copy of an examination or questions from an exam prior to taking the exam; or altering graded work with the intent to deceive by resubmitting it for re-evaluation; or altering or destroying grade records; or allowing another person to do one’s work and then submitting as one’s own; or allowing another to take an examination in one’s name; or submitting identical or similar papers
for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.

- **Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty in an effort to acquire higher grades.

- **Plagiarism:** Presenting within one’s own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person’s authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Claims of ignorance will not necessarily excuse the offense.

- **Data Misrepresentation:** Fabricating the data; or deliberately presenting in an assignment data that were not gathered in accordance with assigned guidelines or that are deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered or generated.

- **Falsification of Academic Records or Documents:** Falsification of academic records or documents includes but is not limited to altering any documents affecting academic records; or forging signatures; or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official College letter or communication.

- **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Unauthorized access to computerized academic or administrative records or systems means viewing or altering the College’s computer records without authorization; or copying or modifying the College’s computer programs or systems without authorization; or releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems or information. Also, when college-sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying, or altering of those institutions’ computer records, systems, or program would similarly constitute a violation of academic integrity.

**Suggested Guidelines on Application of Penalties for Academic Dishonesty**

The policy on academic dishonesty is defined by Ivy Tech and a variety of penalties are provided. The intent of these guidelines is to provide a more uniform interpretation for similar cases of dishonesty and to couple the sanctions imposed with an opportunity for students to correct an initial serious error in judgment. The suggested penalties to be imposed shall depend upon the number of current offenses as follows:

- **First Offense:** a zero for the assignment, quiz, or test.
- **Second Offense (in the same course):** an F in the course without the opportunity for withdraw.
- **Third Offense:** Suspension for no less than a semester and no more than a calendar year. The course in which the third offense is committed is irrelevant.
- **Any Subsequent Offense:** Expulsion (expulsion is defined as for a five-year period).

Current offenses are defined as any occurring within the last five years.
How to Fight Plagiarism

View this PowerPoint presentation, Pursuing Plagiarism, by English Professor, Peg Ehlen.  
*Note: for optimum viewing, right click on first slide and choose “Full Screen”. When finished, right click, choose “End Show”, and close out window.*

Documentation Guide - Ivy Tech Citation Handbook

The Ivy Tech Citation Handbook is authored by the English department of the College and is made available to staff and students through the English department and at the Carter Library.  Click here to download a copy of the handbook.

Make-up Test Administration

All academic make-up testing is now being administered at the Workforce Certification Center located in the Plaza Building.  Hours are communicated by the WCC staff each semester.

The proctor form must be completed by any instructor who wants the WCC to proctor a make-up test.

Please, remind students that they will need to make an appointment by calling 812-429-9852 and that they need to know the name of the instructor.

Students must have a picture ID to be able to take the test.

Instructors will need to show an ID when they pick up test at the Workforce Certification Center.

The proctors will follow the instructions on the proctor form and are not authorized to make exceptions without written permission from the originating instructor.

Computer and Technology Systems

Regional Systems

**Corporate Time** – Shared calendaring system.  Allows users to share calendars, setup meetings, and find availability of coworkers.  The user name and password for this system will always be the same as the email system.

**Email**—Electronic messages accessed through an internet browser, or email client application (i.e. Outlook).  Email IDs and passwords are approved and created at the central office level at the time of employment.  Generally, an ID will be the first letter of your first name and the first 7 letters of your last name with the extension @ivytech.edu.

**LAN** – Series of servers, printers and files confined to this region only.  Typical drive letters are F, H, K, and L.  LAN IDs and passwords are administered locally, and user names are the same as the user’s email ID.  Access is given based on position need.  Contact CTS staff.
Local PC – The majority of local PCs are running Windows XP; therefore, each user has a local PC ID and password. One PC may have more than one user ID association if multiple users are required to use the machine. Most often local ID names are the same as a user’s LAN ID.

Main Frame Applications – FRS (Financial Records System), HRS (Human Resource System), SIS (Student Information System) User IDs and passwords are generated at the central office level. IDs are often referred to as UEV (abbreviation of user Evansville) numbers. Access is given based on position need.

Accessing Computer Resources
Click here or see Appendix A for a flow chart describing the process for obtaining access to computing resources.

Getting Help

Password Resets
LAN/Email/Corporate Time/Local PCs contact regional CTS staff.

Main Frame Applications contact CO Helpdesk at 317-921-4357 or from a campus computer: http://infonet.ivytech.edu/college/co/is/client-services/helpdesk/index.html.

PC Problems
Problems in an office or lab that not requiring immediate attention should be addressed via a computer work request (located in the mail room). Problems requiring immediate attention may be reported to CTS staff. If a technician can not be reached, contact the facilities office or the mail room.

CTS Staff
Computer and Technology Services Director:
   Todd Morris
   8 a.m. – 5 p.m.
   429-1493
Systems Administrator:
   Shanna Bergstrom
   7 a.m. – 4 p.m.
   429-9839
Network Services Technicians:
   Becky Hills
   7 a.m. – 4 p.m.
   429-9877
   Kristopher Martin
   8 a.m. – 5 p.m.
   429-9841
Faculty Resources

Voice Mail
Voice mailboxes are available for Adjunct Faculty. Contact Kathie Winkler at 429-1485, kwinkler@ivytech.edu.

Email
All employees are assigned an ivytech.edu email address. Ivytech.edu email will be an important means of communication with you about College matters, so check it regularly.

Faculty Resource Center
The Faculty Resource Centers are located in Room 210P and Room 236 and are open any time the College is open. The Centers contain work stations with computers and telephones, space for conferences with students, a copy machine, and lockable storage for your convenience. Contact Jeanne Silliman in Room 210Q, 429-1416, jsillima@ivytech.edu for information or to be assigned a lockable storage unit for the semester.

Faculty Council
The Faculty Council is the representative body for faculty issues and concerns at Ivy Tech Community College of Indiana at Evansville. In addition, the Council oversees the nomination and selection process for Region 12’s candidates for the teaching excellence award each year. Faculty Council representatives come from each of the region’s academic divisions and also include two Adjunct Faculty representatives.

The Faculty Council Bylaws and Constitution and the list of current members are contained in Appendix A.

Faculty Development Team
The Faculty Development Team (FDT) works to plan and deliver faculty development events and activities including the annual Faculty Retreat, faculty orientation and in-service sessions at the start of each term, and the annual Spring In-Service event. The team also organizes regularly scheduled brown-bag sessions and sponsors a learning college book club called “Conversations About Learning.” Members volunteer to serve on the team and come from all academic divisions. The list of current FDT members is contained in Appendix A.

Student Resources

Testing and Certification Center
Faculty may arrange for students to take proctored make-up tests or tests for online courses in the Testing and Certification Center. Instructors must complete the appropriate form and submit it with the test(s) to the Testing and Certification Center.
**The Write Place**
The Write Place, located in Room 224, is staffed by professional tutors who can assist students with writing assignments from any of their English courses or with papers from other classes. Students may make appointments or drop in at the center. Hours are posted and distributed each semester.

**The Student Success Center**
The Student Success Center, located in Room 228, provides math tutoring assistance. Students may make appointments or drop in at the center. Hours are posted and distributed each semester.

**Tutoring**
Other types of tutoring may be provided through the academic divisions. Check with your Program Chair for specific availability.

**Student Handbook**
The Student Handbook is published and distributed annually to students and staff free of charge. It contains a planning calendar for the academic year as well as information about all areas of college policies, procedures, and services. The Student Handbook is also available online on the Region’s website.
Appendix A – Additional Information and Forms

Faculty Development Team Membership
Faculty Council Membership
Faculty Council By-Laws and Constitution
Computer Access Flow Chart
Proctor Form
Change of Enrollment Form
Highway Directions
# Faculty Development Team 2007-2008

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peg Ehlen (Chair)</td>
<td><a href="mailto:pehlen@ivytech.edu">pehlen@ivytech.edu</a></td>
<td>429-9862</td>
</tr>
<tr>
<td>Marilyn Brenton,</td>
<td><a href="mailto:mbrenton@ivytech.edu">mbrenton@ivytech.edu</a></td>
<td>429-9820</td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Aulich</td>
<td><a href="mailto:saulich@ivytech.edu">saulich@ivytech.edu</a></td>
<td>429-1452</td>
</tr>
<tr>
<td>Kelly Cozart</td>
<td><a href="mailto:kcozart@ivytech.edu">kcozart@ivytech.edu</a></td>
<td>429-1457</td>
</tr>
<tr>
<td>Vanessa Fritz</td>
<td><a href="mailto:vfritz@ivytech.edu">vfritz@ivytech.edu</a></td>
<td>429-9811</td>
</tr>
<tr>
<td>Nancy Grammer</td>
<td><a href="mailto:ngrammer@indian.vinu.edu">ngrammer@indian.vinu.edu</a></td>
<td>429-9856</td>
</tr>
<tr>
<td>Carol Katowitz</td>
<td><a href="mailto:ckatowit@ivytech.edu">ckatowit@ivytech.edu</a></td>
<td>429-9855</td>
</tr>
<tr>
<td>Chris Kiefer</td>
<td><a href="mailto:ckiefer@ivytech.edu">ckiefer@ivytech.edu</a></td>
<td>429-1449</td>
</tr>
<tr>
<td>Jim Naas</td>
<td><a href="mailto:jnaas@ivytech.edu">jnaas@ivytech.edu</a></td>
<td>429-1401</td>
</tr>
<tr>
<td>Steve Offerman</td>
<td><a href="mailto:sofferman@ivytech.edu">sofferman@ivytech.edu</a></td>
<td>429-9879</td>
</tr>
<tr>
<td>Jeanne Silliman</td>
<td><a href="mailto:jsilliman@sigecom.net">jsilliman@sigecom.net</a></td>
<td>490-0777, 429-1416 (work)</td>
</tr>
<tr>
<td>Greg Warren</td>
<td><a href="mailto:gwarren@ivytech.edu">gwarren@ivytech.edu</a></td>
<td>422-0296</td>
</tr>
</tbody>
</table>

**Adjunct Representatives**

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mei Jones</td>
<td><a href="mailto:mhjones@ivytech.edu">mhjones@ivytech.edu</a></td>
<td>867-5376, 429-9829</td>
</tr>
<tr>
<td>Gloria Butz</td>
<td><a href="mailto:gbutz@ivytech.edu">gbutz@ivytech.edu</a></td>
<td></td>
</tr>
<tr>
<td>YEAR</td>
<td>BUSINESS</td>
<td>HEALTH</td>
</tr>
<tr>
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</tr>
<tr>
<td>8/92-5/93</td>
<td>Gerard Buente</td>
<td>Randa Sperling</td>
</tr>
<tr>
<td>8/93-5/94</td>
<td>Gerard Buente</td>
<td>Pat Bailey</td>
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<tr>
<td>8/94-5/95</td>
<td>Ann Lewis</td>
<td>Pat Bailey</td>
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<tr>
<td>8/95-5/96</td>
<td>Ann Lewis</td>
<td>M Jane Swartz</td>
</tr>
<tr>
<td>8/96-5/97</td>
<td>Ann Lewis</td>
<td>Pat Bailey</td>
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<tr>
<td>8/97-5/98</td>
<td>Cynthia Greeson</td>
<td>Roma Leach/Judi McCutchan</td>
</tr>
<tr>
<td>8/99-5/00</td>
<td>Cynthia Greeson</td>
<td>Roma Leach</td>
</tr>
<tr>
<td>8/01-5/02</td>
<td>Jeanie Diemer</td>
<td>M Jane Swartz</td>
</tr>
<tr>
<td>8/02-5/03</td>
<td>Jeanie Diemer</td>
<td>M Jane Swartz</td>
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<tr>
<td>8/03-5/04</td>
<td>Nancy Jobe</td>
<td>M Jane Swartz</td>
</tr>
<tr>
<td>8/04-5/05</td>
<td>Nancy Jobe</td>
<td>K. Hendrickson</td>
</tr>
<tr>
<td>8/05-5/06</td>
<td>Nancy Jobe</td>
<td>K. Lutz</td>
</tr>
<tr>
<td>8/06-5/07</td>
<td>Vicki White</td>
<td>K Lutz</td>
</tr>
<tr>
<td>8/07-5/08</td>
<td>Vicki White</td>
<td></td>
</tr>
<tr>
<td>8/08-5/09</td>
<td>Vicki White</td>
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29
Ivy Tech State College – Southwest  
Faculty Council  
By-Laws of the Constitution

I. Elections:
A. Eligibility – Any member of the faculty who has taught at least one semester is eligible for election to the Council.

B. Procedures – In April of each year, Council representatives are elected to three-year terms. The elected terms of these representatives shall be staggered so that only one-third of the body will require election each year.

1. Academic divisions will elect their full-time representatives. The Division Chair will conduct the election for Faculty Council representatives. In the absence of a nominee, the Division Chair will appoint a representative. A suggested voting procedure follows:
   a. Members of the division will submit two names by ballot.
   b. The division secretary (or designated person) will count the votes.
   c. The person with the most votes will be the Council member, and the person with the next highest votes will be the alternate.

2. Faculty Council will elect part-time representatives. A suggested voting procedure follows:
   a. Council will place a request in all adjunct faculty mailboxes notifying them of the vacancy.
   b. Adjunct faculty who are interested in being elected to the Council will submit a current resume to the Council for review.
   c. The Faculty council will elect an adjunct representative from the pool of nominees.

3. Vacancies or resignations shall be subject to the following procedures:
   a. Resignation from the Council shall be presented in writing to the Council Chair.
   b. A vacancy on the Council shall be filled by the alternate. A new alternate will be elected by the appropriate division to complete the remainder of the term.

4. Council Chair shall be elected by a plurality of votes at the January meeting and serve as Chair-Elect assisting the current Chair. The Secretary shall be elected by a plurality of votes at the April meeting.

5. Voting will be by secret ballot of Council members. Council officers may serve consecutive terms.

6. Council representatives may serve consecutive terms.

7. Past Chair shall serve as mentor to the current Chair for the course of the year. A past chair whose three-year term has expired may remain on the council for an additional year without voting rights to assist the current chair, if he/she chooses to do so.

II. Conduct of Business:
A. Procedural rules – The business of the Council shall be conducted in accordance with the provisions of the Constitution and By-Laws.
1. Rules of procedure shall be according to Robert’s Rules of Order, Revised.
2. Council Chair will prepare an agenda for each meeting. Major items on the agenda will be circulated in advance, whenever possible.
3. Minutes shall be prepared following every meeting, sent to the Dean of Instruction for review, and distributed to all faculty and to the Administrative Advisory Council.
4. A quorum (four members) is present when a majority of Council members are present.

B. Recommendations
1. Recommendations for Council consideration may be made by any faculty member. Recommendations are to be submitted to division Council members or Council Chair.
2. The Council Chair will present the recommendations to the Council who will determine if the recommendation is a region-wide academic issue (must include a minimum of four divisions).
3. All motions passed by the Council that propose to clarify, establish, or change College regional procedures must be transmitted to the Dean of Instruction within one week of the Council vote.

C. Voting – Each Council member shall have one vote.
1. A motion shall carry by a majority vote. In an emergency situation, the Council Chair can conduct balloting of Council members outside the Council meeting. This practice should be done on an item-by-item basis and should not become a standard procedure.
2. Voting shall be by whatever method the Council Chair deems appropriate: voice, show of hands, roll call, or secret ballot. The Chair shall determine the method unless overruled by a majority of the Council members.
3. A majority of the votes cast is needed to pass issues brought before the Council.

III. Council Task Force:
A. A task force can be created or terminated by a majority vote of the Council membership.
1. Charges to each task force shall be given in writing by the Council Chair.
2. The task force is responsible for informing the Council as is appropriate by submitting regular progress reports.
3. Each task force shall submit a report to the Council upon completion of assignment.

IV. The President’s Award for Excellence in Instruction Revised: 9/13/02

The Faculty Council will assume the responsibility for coordinating the selection process for both the adjunct and full-time recipients of the regional President’s Award for Excellence in Instruction. The full-time faculty winner of the President’s Award from Region 12 will then be eligible to participate in the state wide Glenn W. Sample Award for Excellence in Instruction.

The advertising campaign will take place prior to the nomination process. The Council will place instructions and nomination forms in the mailboxes of all full and adjunct faculty. Point-of-Purchase Displays will be placed at the Annex, at the front desk, in the Academic Skills Center, and in the Carter Library. Smaller displays will
appear on doors throughout all buildings, including the Tri-State Building and the Tell City site. Additional incentives—parking places, bookstore certificates, etc.—seem unnecessary but may be reevaluated in the future.

Once a Region 12 faculty member wins the President’s Award, he or she will not be eligible to participate in the selection process again for the following academic year; this policy applies to both full and adjunct faculty. However, this person should be recognized as a nominee.

To qualify as a nominee, an instructor must receive two or more nominations. First-year instructors will not be eligible. Adjunct instructors must be currently teaching or have taught during the previous semester. Full-time instructors must meet required credentials for their fields. The Director of Human Resources will receive all nominations and forward a list of qualified nominees to the Council.

The Faculty Council will ask each full-time nominee to submit a teaching portfolio, an updated resume, and written responses to questions provided by the Director of Human Resources. The Faculty Council will ask each adjunct faculty to submit an updated resume and written responses to questions provided by the Director of Human Resources; submitting a teaching portfolio is optional. In a relaxed setting, the Council will conduct interviews of all nominees. Each member of the Council will rank the candidates based on established regional/state criteria.

Small recognition items will be distributed to all nominees who go through the process. All nominees will be invited to the recognition ceremony held in the spring.
Computer and Technology Systems

Computer Access Flow Chart

Computer Access for New Hire

Full-time Employee

Is there a PC?
If no, contact Todd Morris.
If yes, complete a computer work request asking that guest access be granted until the ID is generated. Include employee's start date.

Next, complete the email request form found on FILESERVER/COMPUTER SYSTEM REQUESTS. Forward the email application to Shanna Bergstrom.

After employee receives email approval from central office, complete the LAN form found on FILESERVER/COMPUTER SYSTEM REQUESTS. Forward the LAN application to Shanna Bergstrom.

A LAN ID will be created, and a member of the CTS department will setup the employee's computer.

Part-time Employee

Is there a PC?
If no, contact Todd Morris.
If yes, complete a computer work request asking that guest access be granted until the ID is generated. Include employee's start date.

Will employee need an NY Tech email account?
If yes, complete the email request form found on FILESERVER/COMPUTER SYSTEM REQUESTS. Forward the email application to Shanna Bergstrom.

If no, continue to next box.

Adjunct Faculty

Complete the adjunct faculty agreement and the email application form found on FILESERVER/COMPUTER SYSTEM REQUESTS. Forward both forms to Shanna Bergstrom.

Work Study Student

Is there a PC?
If no, contact Todd Morris.
If yes, complete the LAN form found on FILESERVER/COMPUTER SYSTEM REQUESTS. Forward the LAN application to Shanna Bergstrom.

If no, continue to next box.
Contact Information (To be completed by instructor)

INSTRUCTOR: Name: Sandie Nelson
Department: Workforce Certification Center
Office Phone: 812-429-0578
Email: snelson@ivytech.edu

WCC Instructor Contact:
Name: Sandie Nelson
Phone: 812-429-0578
Email: snelson@ivytech.edu
Department: Workforce Certification Center
Address: 3401 First Avenue

WCC Student Contact & Appointments:
812-429-9852

Exam Information (To be completed by Instructor)
Course Name/Number: Exam Name:
Course Delivery: ☐ online ☐ classroom

Proctoring Instructions
Date Exam is available for students: Deadline for completion of exam: ______
Deadline Extension? ☐ YES ☐ NO ☐ WITH PERMISSION
Time Limit? ☐ Yes ☐ No If yes, how long: _____ Hrs _____ Min
Special Accommodations (please specify):

Testing Tools
Students may use: (check all which apply)
☐ Notes ☐ Dictionary
☐ Books ☐ Scratch paper - Return? ☐ YES ☐ NO
☐ Calculator ☐ Disk (will be provided by the WCC)
☐ Student may leave exam to take breaks ☐ Online Access please specify URL below:
☐ Other (please specify):

Required Materials
☐ Computer
☐ Scanning Sheet (supplied by instructor)
☐ Paper/Pencil Exam
☐ Software Needed (please check with the WCC for availability):
☐ Data File Needed? (instructor to provide to WCC)

For Online Tests
Supply Password:
☐ elearning/blackboard

Return Instruction
☐ Instructor will pick up
☐ Instructor will pick up from the mailroom

Proctor Information (To be completed by the Proctor)
Date test/instructions received by the WCC: Date test returned to instructor via mailroom: ______
Date test instructor picked up at WCC: ______

Special Instructions (please be specific and attach separate page if necessary): ______
CHANGE OF ENROLLMENT FORM  
IVY TECH COMMUNITY COLLEGE  
Program_______ Specialty ________. Term: _ _ Campus: _ _

<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Social Security Number (none on Web4Faculty)</th>
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Do you receive V.A. benefits?    Yes [ ] No [ ]  Are you receiving financial aid?    Yes [ ] No [ ]

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Comment: ___________________________________________________________________________________________

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Total Enrolled Credits after Drop/Add Activity:     ___     _______

Student Signature ___________________________ Date __________
Advisor Signature ___________________________ Date __________
(Regionally Determined)

Dean/Director of Instruction ___________________________ Date __________
Date Received in Registrar’s Office __________

Entered on line by: ___________________________ Date: ___________________________  Tuition Change:    YES [ ] NO [ ]
Financial Aid Award Change: ___________________________ Date: ___________________________

Revised 05/04
Ivy Tech State College

Highway Directions

From I – 64 (coming from east of Evansville)
Exit I – 64 onto I – 164 South. Travel approximately 12 miles to the Lloyd Expressway. Head west on the Lloyd approximately 9 miles. You will pass US 41. Take the second exit west of US 41 (the Martin Luther King Blvd/First Avenue exit). Proceed past the three way stop at Martin Luther King Blvd and turn right onto First Avenue. Stay on First Avenue for approximately 4 miles. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy’s on the right. Ivy Tech State College is in the next block.

From I – 64 (coming from west of Evansville)
Exit I – 64 onto US 41 South. Travel approximately 11 miles to the Diamond Avenue exit. Head west on Diamond Avenue for approximately 3.5 miles. At the First Avenue intersection, turn right (north). Stay on First Avenue for approximately .4 mile. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy’s on the right. Ivy Tech State College is in the next block.

From west of Evansville through Mount Vernon
Come into Evansville on the Lloyd Expressway (Indiana Highway 62). Take the First Avenue exit and proceed north (left) on First Avenue. Stay on First Avenue for approximately 4 miles. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy’s on the right. Ivy Tech State College is in the next block.

From east of Evansville through Newburgh
Come into Evansville on the Lloyd Expressway (Indiana Highway 66). You will pass US 41. Take the second exit west of US 41 (the Martin Luther King Blvd/First Avenue exit). Proceed past the three way stop at Martin Luther King Blvd and turn right onto First Avenue. Stay on First Avenue for approximately 4 miles. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy’s on the right. Ivy Tech State College is in the next block.

From north of Evansville on US 41
Travel south on US 41 approximately 11 miles south of the I – 64 intersection to the Diamond Avenue exit. Head west on Diamond Avenue for approximately 3.5 miles. At the First Avenue intersection, turn right (north). Stay on First Avenue for approximately .4 mile. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy’s on the right. Ivy Tech State College is in the next block.

From Kentucky
Travel north on US 41 approximately 11 miles north of the state line to the Diamond Avenue exit. Head west on Diamond Avenue for approximately 4 miles. At the First Avenue intersection, turn right (north). Stay on First Avenue for approximately .4 mile. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy’s on the right. Ivy Tech State College is in the next block.

Directions to Ivy Tech Tell City Center

From Interstate 64
Exit I-64 at Exit 79. Take Indiana Highway 37 south toward Tell City. It is approximately 22 miles to Tell City. Turn left on 19th Street shortly after passing the Perry County Courthouse. There is a green state highway sign pointing to Tell City. Go to the second 4-way stop sign and turn left on Tell Street. Go to 32st Street and turn left. Ivy Tech is the second building on the right.

From Evansville
Enter Tell City on Hwy 66 and turn left at the first stoplight. Turn right at the second stoplight. At the third stoplight, turn left on Tell Street. Tell City High School is at the intersection and there is a green state highway sign pointing to Ivy Tech. Continue on Tell Street for a little over a mile until you reach 31st Street. Turn left on 31st Street. Ivy Tech is the second building on the right.
Appendix B – Human Resources Forms and Information

Direct Deposit Form

Educational Assistance Guidelines

Employment Application

Federal Withholding Form W4

Immigration and Naturalization Form I-9

New Hire Personnel Form

Part-time Employee Handbook Acknowledgement Form

Policies Acknowledgement Form

State Withholding Form WH4

Transcript Request Form

Veteran Status Form

Ivy Tech Employee Benefits Overview

Background Check Memo
Ivy Tech Classes for Adjunct Faculty

Region 12 is pleased to offer its adjunct faculty the opportunity to take up to two ITCC courses per semester from its listing of credit classes. In order to be eligible, an adjunct faculty member must be currently teaching at least one course during the semester of requested course enrollment. Enrollment is limited to courses which have space available.

The adjunct faculty member may request approval to take one ITCC non-credit course per semester. In order to be eligible, an adjunct faculty member must be currently teaching at least one course during the semester of requested course enrollment. Enrollment is limited to courses which have space available. Educational travel and partnered offerings are excluded. The request may be denied due to limited professional development funding (see below).

A maximum of two courses (credit and non-credit) per semester will be strictly enforced.

Process:

1. Complete a TUITION REIMBURSEMENT REQUEST FORM (available in mailroom), then forward to your Program Chair for approval.
2. The Program Chair will obtain the required approval signatures and return a copy of the form to you.
3. **Present the copy of your approved form to Student Affairs during the week prior to the start date of the class (late registration week).**
4. Follow the regular course registration and application process as directed by Student Affairs and the Business Office.

- The approval of all requests is subject to available funding.
- The adjunct faculty member is responsible for all non-tuition expenses; i.e., books, supplies.
- Use of this adjunct faculty regional benefit does not imply an obligation to assist the adjunct faculty member with subsequent degree requirements.

mmurphy
07/26/07
IVY TECH COMMUNITY COLLEGE OF INDIANA

PERSONAL DATA

Date _____________________________

Last Name                First Name                Middle Name                Social Security Number

Permanent Address        City                        State                      Zip Code                Home Phone Number

Mailing Address – if different from above

Position for which you are applying                Full-Time_____  Part-Time_______                Salary Expected  Date Available

Have you previously been employed by the College? ____  Location ______________________  Date ______________

Have you ever been convicted of a crime other than a minor traffic offense? ☐ Yes ☐ No
(A conviction will not necessarily disqualify you from the job for which you are applying. A conviction will be judged on its own merits with respect to time, circumstances, and seriousness.)
If yes, please explain: _______________________________________________________________________

Do you have the legal right to live and work in the U.S.? ☐ Yes ☐ No

How were you referred to the College? ☐ Internal ☐ External    Please Specify: _____________________________

EDUCATION

<table>
<thead>
<tr>
<th></th>
<th>Print Name, address, city, state, and zip code for each school listed.</th>
<th>Years Completed</th>
<th>Degree, Major, or Type of Course</th>
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<td>High School</td>
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<td>Technical/ Community College</td>
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<td>College or University</td>
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<td>Graduate School</td>
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<tr>
<td>Other</td>
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**EMPLOYMENT HISTORY** Begin with current or most recent position first.

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<tr>
<th>Name and Address of Employer</th>
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<th>Termination Date ____________________</th>
<th>Present or</th>
<th>Reason for Leaving:</th>
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<th>Phone:</th>
<th>Briefly describe your duties:</th>
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<th>Supervisor:</th>
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<thead>
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<th>Name and Address of Employer</th>
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<th>Present or</th>
<th>Last Salary: ________</th>
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<th>Hire Date ____________________</th>
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<th>Present or</th>
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<th>Supervisor:</th>
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**Please return to the Human Resource Office.**

Please read the following carefully.

I understand that I am certifying that my statements on this application are true and complete. Ivy Tech will rely upon my statements as the full truth. Any FALSIFICATION of information in this application will result in my termination regardless of the date of discovery. Also, any OMISSION of information that would have resulted in a decision not to offer employment to me will result in my termination regardless of the date of discovery.

I understand it is my responsibility to provide documentation of credentials as determined by College Human Resource personnel at my own expense.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

______________________________    ________________
Signature                            Date
IVY TECH COMMUNITY COLLEGE OF INDIANA

PART-TIME EMPLOYEE HANDBOOK
ACKNOWLEDGMENT FORM

ELECTRONIC FORMAT

I hereby acknowledge, by my signature below, that the Ivy Tech Community College of Indiana Part-Time Employee Handbook is made available to me electronically on the College's web site at http://www.ivytech.edu/humanresources/ and the College's Intranet at http://infolnet.ivytech.edu/college/co/humanresources/. I also acknowledge that it is my responsibility to read the handbook and to review it on a regular basis for subsequent updates. I further agree to abide by and observe any and all of the information, rules, policies, or procedures explained in the Handbook or any that may be distributed at a later date as a change or addition to the information is made. I also understand that from time to time the College may change policies or procedures and that I will be responsible to abide by and observe such changes. I understand that the College policies and procedures are a part of the conditions of my employment at Ivy Tech and that if I have questions or concerns I should discuss them with my department management or contact the office of Human Resources for clarification and assistance.

__________________________
Employee Name (please print)

__________________________  ____________
Employee Signature          Date

* Employees may want to retain a copy of this acknowledgment form for the web addresses.
**College AIDS Education**

I have received material about AIDS and the risk of AIDS transmission through exposure to blood or body fluids. I have received information on General Universal Precautions in the College Question and Answer Guide describing how I can reduce my risk of exposure to AIDS. This information describes the location and use of cautionary items along with guidelines for handling blood or body fluid spills. I know I must complete an Exposure Report Form should I come in contact with blood or body fluids at work. I have received a copy of the College AIDS Policy describing how the College is responding to AIDS. I have received a list of local AIDS information, testing, and counseling resources.

**College Drug and Alcohol Free Workplace Policy**

I acknowledge that I have received the College’s Drug and Alcohol Free Workplace Policy. I have been informed that I have an employment responsibility to read the policy. I also have been informed that it is of the utmost importance for employees to adhere to the policy due to the devastating effects of drug abuse and the fact that violating this policy will jeopardize my College employment and may jeopardize a significant portion of the College funding.

**College Non-Harassment Policies, Commitment to Equal Employment Opportunity, Family and Medical Leave Act Policies**

I acknowledge that I have received the College’s policies on non-harassment, equal employment opportunity and family and medical leave act. I understand that I have a responsibility to read these policies.

I acknowledge that I have received copies of the above policies and understand that I have an employment responsibility to read this information.

_________________________________________________                              _________________
Employee Signature                          Date

07-05
Ivy Tech Community College of Indiana

TO THE REGISTRAR:_______________________________________________

Please forward an official copy of my academic transcript to:

Darlene Duckworth
Assistant Director of Human Resources
Ivy Tech Community College of Indiana
3501 First Avenue
Evansville, IN 47710-9984

NAME (Please Print):________________________________________________

MAIDEN NAME:___________________________________________________

ADDRESS: ________________________________________________________
____________________________________________________

SOCIAL SECURITY NUMBER:_______________________________________

DATE OF BIRTH:___________________________________________________

DATES OF ATTENDANCE:__________________________________________

________________________________  _________________________
Signature        Date
Ivy Tech Community College of Indiana
Determination of Veteran Status Form

Employee Name: _____________________________________________________

Ivy Tech is required to report annually to the federal government on our employment of veterans. In order to enable us to report accurately please mark one or more of the boxes below as they apply to your veteran status and if applicable complete your military discharge date. If none of the three categories below apply please indicate here: (A) □ None Applicable

Military Discharge Date: _________________________

Definitions:

(B) □ Veteran of the Vietnam-era means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

(C) □ Special Disabled Veteran means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service-connected disability.

(D) □ Other Protected Veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. See listings below to determine eligibility for veteran status in this category:

The last "war" for which active duty is qualifying for veterans' preference is World War II. The inclusive dates for World War II service are December 7, 1941, through April 28, 1952.

Campaigns and Expeditions That Qualify For Veterans' Preference

<table>
<thead>
<tr>
<th>Campaign or Expedition</th>
<th>Inclusive dates</th>
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<tbody>
<tr>
<td>Berlin</td>
<td>August 14, 1961, to June 1, 1963</td>
</tr>
<tr>
<td>Bosnia (Operations Joint Endeavor, Joint Guard, and Joint Forge)</td>
<td>November 20, 1995 to December 20, 1996; December 20, 1996 to present; June 21, 1998 to present</td>
</tr>
<tr>
<td>Cambodia</td>
<td>March 29, 1973, to August 15, 1973</td>
</tr>
<tr>
<td>Cambodia Evacuation (Operation Eagle Pull)</td>
<td>April 11 - 13, 1975</td>
</tr>
<tr>
<td>Campaign or Expedition</td>
<td>Inclusive dates</td>
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<td>------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Congo</td>
<td>July 14, 1960, to September 1, 1962, and November 23, to 27, 1964</td>
</tr>
<tr>
<td>Cuba</td>
<td>October 24, 1962, to June 1, 1963</td>
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<tr>
<td>Dominican Republic</td>
<td>April 28, 1965, to September 21, 1966</td>
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<td>El Salvador</td>
<td>January 1, 1981, to February 1, 1992</td>
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<tr>
<td>Haiti (Operation Uphold Democracy)</td>
<td>September 16, 1994, to March 31, 1995</td>
</tr>
<tr>
<td>Iraq (Operation Northern Watch)</td>
<td>January 1, 1997 to present</td>
</tr>
<tr>
<td>Korea</td>
<td>October 1, 1966, to June 30, 1974</td>
</tr>
<tr>
<td>Laos</td>
<td>April 19, 1961, to October 7, 1962</td>
</tr>
<tr>
<td>Lebanon</td>
<td>July 1, 1958, to November 1, 1958, and June 1, 1983, to December 1, 1987</td>
</tr>
<tr>
<td>Mayaguez Operation</td>
<td>May 15, 1975</td>
</tr>
<tr>
<td>Operations in the Libyan Area</td>
<td>April 12 – 17, 1986</td>
</tr>
<tr>
<td>(Operation Eldorado Canyon)</td>
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<tr>
<td>Panama (Operation Just Cause)</td>
<td>December 20, 1989, to January 31, 1990</td>
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<tr>
<td>Persian Gulf Operation (Operation Earnest Will)</td>
<td>July 24, 1987, to August 1, 1990</td>
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<tr>
<td>Persian Gulf Operation (Operation Southern Watch)</td>
<td>December 1, 1995, to present</td>
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<tr>
<td>Persian Gulf Operation (Operation Vigilant Sentinel)</td>
<td>December 1, 1995 to February 1, 1997</td>
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<tr>
<td>Persian Gulf Intercept Operation</td>
<td>December 1, 1995, to present</td>
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<tr>
<td>Quemoy and Matsu Islands</td>
<td>August 23, 1958, to June 1, 1963</td>
</tr>
<tr>
<td>Somalia (Operation Restore Hope)</td>
<td>December 5, 1992, to March 31, 1995</td>
</tr>
<tr>
<td>Taiwan Straits</td>
<td>August 23, 1958, to January 1, 1959</td>
</tr>
<tr>
<td>Thailand</td>
<td>May 16, 1962, to August 10, 1962</td>
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</tbody>
</table>
Vietnam Evacuation (Operation Frequent Wind)  
April 29, 1975, to April 30, 1975

Vietnam (including Thailand)  
July 1, 1958, to July 3, 1965

**Navy expeditionary Medal and Marine Corps Medal for these Operations:**

<table>
<thead>
<tr>
<th>Campaign or Expedition</th>
<th>Inclusive dates</th>
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</thead>
<tbody>
<tr>
<td>Cuba</td>
<td>January 3, 1961 to October 23, 1962</td>
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<tr>
<td>Indian Ocean/Iran</td>
<td>November 21, 1979, to October 20, 1981</td>
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<tr>
<td>Iranian/Yemen/Indian Ocean</td>
<td>December 8, 1978 to June 6, 1979</td>
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<tr>
<td>Lebanon</td>
<td>August 20, 1982 to May 31, 1983</td>
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<tr>
<td>Liberia (Operation Sharp Edge)</td>
<td>August 5, 1990 to February 21, 1991</td>
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<tr>
<td>Libyan Area</td>
<td>January 20, 1986 to June 27, 1986</td>
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<tr>
<td>Panama</td>
<td>April 1, 1980 to December 19, 1986 and February 1, 1990 to June 13, 1990</td>
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<tr>
<td>Persian Gulf</td>
<td>February 1, 1987 to July 23, 1987</td>
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<tr>
<td>Rwanda (Operation Distant runner)</td>
<td>April 7 - 18, 1994</td>
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<td>Thailand</td>
<td>May 16 - August 10, 1962</td>
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**Other Campaign and Service Medals Qualifying for Preference:**

<table>
<thead>
<tr>
<th>Campaign or Expedition</th>
<th>Inclusive dates</th>
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<tbody>
<tr>
<td>Army Occupation of Austria</td>
<td>May 9, 1945 to July 27, 1955</td>
</tr>
<tr>
<td>Army Occupation of Berlin</td>
<td>May 9, 1945 to October 2, 1990</td>
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<tr>
<td>Army Occupation of Germany (exclusive of Berlin)</td>
<td>May 9, 1945 to May 5, 1955</td>
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<tr>
<td>Army Occupation of Japan</td>
<td>September 3, 1945 to April 27, 1952</td>
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<tr>
<td>Chinese Service Medal (Extended)</td>
<td>September 2, 1945 to April 1, 1957</td>
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<tr>
<td>Navy Occupation of Austria</td>
<td>May 8, 1945 to October 25, 1955</td>
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<tr>
<td>Navy Occupation of Trieste</td>
<td>May 8, 1945 to October 25, 1954</td>
</tr>
<tr>
<td>Southwest Asia Service Medal (SWASM)</td>
<td>(Operations Desert Shield and Desert August 2, 1990 to November 30, 1995</td>
</tr>
<tr>
<td>Award</td>
<td>Dates</td>
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<tr>
<td>-------------------------------</td>
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<tr>
<td>Storm)</td>
<td></td>
</tr>
<tr>
<td>Units of the Sixth Fleet (Navy)</td>
<td>May 9, 1945 to October 25, 1955</td>
</tr>
</tbody>
</table>
Effective July 1, 2007, all new full and part-time employees of Ivy Tech, including student workers, must have an employment background check performed as a condition of employment. All non-student workers are subject to a minimum background check that includes a criminal history and sexual offender search and verification of relevant employment and education credentials. The background check may also include other verifications as appropriate to the type of position.

Student workers are subject to a criminal history and sexual offender background check.

While an offer may be extended with the background check as a condition of employment, the hiring process is not complete until all background checks have been completed and the employment offer is confirmed.

If you applied online, the background checking company, HireRight, will be using the e-mail address you supplied on your application to contact you. If you are a Workforce & Economic Development instructor, HireRight will contact you via your Ivy Tech e-mail address. (If you do not know your Ivy Tech e-mail address, go to http://whitepages.ivytech.edu/ and search by your last name to discover it.)