UNI FACULTY RESOURCE GUIDE

PROCEDURES

ACADEMIC AWARDS

Awards—Faculty
- Class of 1943 Faculty Award for Excellence in Teaching
  - http://www.uni.edu/vpaa/1943facultyaward/index.shtml
- Ross A. Nielsen Professional Service Award
  - http://www.uni.edu/vpaa/rossnielsenaward/index.shtml
  - Awarded to tenured faculty for meritorious internal and external service.
- Regents Awards for Faculty Excellence
  - http://www.uni.edu/vpaa/RegentsAwards.pdf
  - Rewards tenured faculty for sustained excellence in teaching, scholarship and service.
- Veridian Credit Union Community Engagement Award
  - Recognizes outstanding contributions by faculty to the greater community.
- Excellence in Teaching in the Liberal Arts Core Award
  - http://www.uni.edu/vpaa/lac/criteria.shtml
  - All faculty who regularly teach LAC courses and have been employed by UNI for at least three years are eligible.
- Distinguished Scholar Award
  - http://www.grad.uni.edu/grants-awards/internal-awards-recognition/distinguished-scholar-award
  - Recognizes UNI Graduate School faculty members with at least five years of employment at UNI and a national or international reputation for scholarly or creative work.
- James Lubker Faculty Research Award
  - http://www.grad.uni.edu/grants-awards/internal-awards-recognition/james-f-lubker-research-award
  - Recognizes full time faculty members, employed at least five years, for exceptional, original contributions to research and scholarship, including the fine arts.
- Outstanding Graduate Faculty Teaching Award
  - http://www.grad.uni.edu/awards/teaching.aspx
  - Recognizes outstanding teaching in the graduate programs by tenure track or tenured faculty employed at least three years as graduate faculty.
- University Book and Supply Outstanding Teaching Award
  - Recognizes untenured, tenure-track faculty for outstanding teaching.

Awards—Students
- Merchant Scholarship
  - http://www.uni.edu/committees/president/merchant-scholarship-committee
  - Provide financial assistance to University of Northern Iowa alumni to pursue full-time graduate education at any accredited post-baccalaureate graduate or professional school.
- Student Scholarship Page
  - http://www.uni.edu/finaid/scholarship.shtml
- Outstanding Doctoral Dissertation Award
- Outstanding Master’s Thesis Award
  - http://www.grad.uni.edu/grants-awards/internal-awards-recognition/outstanding-masters-thesis-
award

- Outstanding Creative Master’s Thesis Award
- Outstanding Masters Research Paper Award
  - [http://www.grad.uni.edu/awards-funding-opportunities/internal-awards-recognition/outstanding-masters-research-paper-award](http://www.grad.uni.edu/awards-funding-opportunities/internal-awards-recognition/outstanding-masters-research-paper-award)

Individual Colleges also offer various faculty and student awards.

**ACADEMIC PROGRAM REVIEW**

The programs in each academic unit at UNI are reviewed regularly—generally on seven-year cycles. Departments produce unit self-studies during the fall semester of the year of the review, and external reviewers conduct their reviews of the programs and submit their reports during the spring semester. A handbook of procedures for academic program review and student outcomes assessment is updated annually by a faculty/administrative committee. The book *Detailed Procedures for Academic Program Review and Student Outcomes Assessment* contains the long-term master calendar for academic program review and is available online.

**ACCREDITATION**

The University of Northern Iowa is accredited by the Higher Learning Commission (HLC) North Central Association of Colleges and Schools (NCA) ([http://www.ncacih.org](http://www.ncacih.org)). Accreditation review takes place every ten years. Specific information regarding our accreditation can be found at [http://www.uni.edu/accreditation/](http://www.uni.edu/accreditation/). Specific information relating to assessment is available from the UNI Office of Academic Assessment ([www.uni.edu/assessment/index.shtml](http://www.uni.edu/assessment/index.shtml)).

Several individual departments and disciplines at UNI are accredited by discipline-specific bodies. Consult individual departments or colleges for discipline-specific accreditation information.

**AFFIRMATIVE ACTION POLICIES AND PROCEDURES**

The *Affirmative Action Policies and Procedures* manual has been distributed to all deans, directors, and department heads. It consists of the University Policies and Plan for Affirmative Action and outlines affirmative action / equal opportunity information and procedures for recruiting affected class faculty and staff. A copy of the faculty recruitment manual is available in all academic departmental and dean’s offices as well as online at [http://www.uni.edu/equity/hiring-toolkit](http://www.uni.edu/equity/hiring-toolkit).

Materials for Professional and Scientific recruitment are available in the Human Resource Services office. For more information contact the Office of Compliance and Equity Management (319) 273-2311. [http://www.uni.edu/equity](http://www.uni.edu/equity).

**ALUMNI AND DEVELOPMENT**

**Alumni Association**

The University of Northern Iowa Alumni Association seeks to connect graduates and friends of Northern Iowa – past, present and future. Its Mission Statement can be found online: [http://www.unialum.org/mission-statement](http://www.unialum.org/mission-statement)

The UNI Alumni Association maintains a directory of members online: [http://www.unialum.org/online-directory](http://www.unialum.org/online-directory)
Development Campaign
The current campaign or projects are described online: http://www.uni-foundation.org/page.aspx?id=lotw36p86

Foundation, UNI
The UNI Foundation, a separate organization that has functioned since 1959 for the sole benefit of the University of Northern Iowa, its programs and its students, operates under federal tax law 501(c)3. On the general nature of the UNI Foundation, see http://www.uni-foundation.org/page.aspx?id=lotw36p39

AMERICANS WITH DISABILITIES ACT

"The Americans with Disabilities Act of 1990 (ADA) provides protection from illegal discrimination for qualified individuals with disabilities. Students requesting instructional accommodations due to disabilities must arrange for such accommodation through the Office of Student Disability Services. The ODS is located at: Student Health Clinic 103, and the phone number is: 273-2676." For more information, see http://www.uni.edu/disability


Faculty and Staff Disability Services is located in Human Resources, Gilchrist 27; the phone number is 273-6164.

ASSESSMENT

Office of Academic Assessment
http://uni.edu/assessment/index.shtml

UNI Assessment Policies and Procedures
http://uni.edu/assessment/policies.shtml

BENEFITS

Benefits
For information on the benefits offered to each employee group, visit the Human Resource Services website: http://www.vpaf.uni.edu/hrs/benefits/complete_list.shtml

Benefit Rates
For fringe benefit rates, visit the Office of Business Operations website: http://www.vpaf.uni.edu/obo/fringe_benefit_rates.shtml

BOARD OF REGENTS, STATE OF IOWA

The Board of Regents consists of a group of nine citizen volunteers appointed by Iowa’s Governor to provide policymaking, coordination, and oversight of the state’s educational institutions and affiliated centers: http://www2.state.ia.us/regents/
BUDGET AND FINANCE

Account Reconciliation Process
It is the responsibility of account holders to reconcile their accounts and abstain from deficit spending. All departments should review their accounts regularly to verify that transactions have been posted properly to their accounts. The Financial Accounting and Reporting Services department describes the processes utilized in the Account Reconciliation Process, including:

- Accounts Available for Viewing
- Budget Detail Report
- Encumbrance Summary
- Funds Available for Viewing
- Grants and Contracts Green Bar Report (G&C Accounting Financial Summary)
- MyUNIverse
- E-Business Reports
- E-Business References
- Payroll Expense Report
- Personnel Expenditures Report (Salary Savings)
- Statement of Account Financial Summary Report
- Statement of Account
- Summary Trial Balance
- Transaction Detail Report (by specific account only):
  http://www.vpaf.uni.edu/fars/accounts/recon_process.shtml

Annual Financial Report
Current and past UNI Annual Financial Reports are provided in PDF format online:
https://access.uni.edu/reports/cafr/index.shtml

Budget, UNI Fiscal
To find current Budget Reports online, go to http://access.uni.edu/reports/index.shtml#MEMFIS. Scroll down to “University Budget Reports.”

Budget Development
http://www.vpaf.uni.edu/vpaf/budget.shtml

Budget Reports and Schedules
http://www.vpaf.uni.edu/fars/online_reports/index.shtml

End-of-Year Spending
Supplies and Services and several other budgets do not “roll over” from one fiscal year to the next. Heads should make every attempt to expend their S&S budgets well in advance of the end of the fiscal year. Money from department S&S budgets not spent by July 1 reverts to a central UNI budget line. Sometimes college deans provide end of the year money to departments. Generally such money is reserved for equipment purchases.

Equipment Inventories
Department heads are responsible for the equipment housed in their units. Department equipment is inventoried by the Office of Business Operations (273-3527). Periodically, checks are made by the Controller’s Office to determine if equipment is in fact where it is inventoried. Information regarding purchase and inventory of equipment can be found on the Office of Business Operations web site:
http://www.vpaf.uni.edu/obo/index.shtml
Faculty Searches, Expenses for
Normally, college deans assist with expenses of candidates for faculty positions. Departments also pay search-related expenses (i.e., position advertisements, housing expenses for candidates in local motels, expenses for faculty members having meals with job candidates, etc.).

Local Activity Reports
(See “Self Support Funds.”)

e-BUSINESS
The University of Northern Iowa maintains a campus-wide matrix of financial management software called e-BUSINESS. It serves as software for human resources, payroll, purchasing, accounts payable, grants and contracts, projects, and budgeting: http://www.vpaf.uni.edu/ebusiness/

Self Support Funds (formerly Local Activity Reports)
Self-Support Funds are essentially from an activity that generates its own revenue; an independent budget with its own revenue source. These funds are independent of the General Fund. Department Heads complete annual worksheets, review revenues, and make projections for the next fiscal year.

Space, Allocation of and Records for
Decisions for the allocation of space for academic units are made by the Office of the Executive Vice President and Provost (273-2517). The Office of Facilities Planning (273-2611) maintains records and oversees the assignment of office, laboratory and classroom space for academic units. Space Assignment Principles and Procedures can be found at http://www.vpaf.uni.edu/fs/documents/SpaceAssignmentPrinciples.pdf.

Student Activity Fees
Student Activity Fee monies are made available to student organizations that work to meet the educational mission of the University through academic, cultural, and personal growth. Additional information can be found on the Northern Iowa Student Government web page. http://www.uni.edu/studentorgs/nisg/funding

Summer Session Budgets
UNI offers summer courses in a variety of session formats each year from early May to early August. Department heads normally plan summer session schedules in late December and early January. Summer budgets are set by the academic deans and based partly upon enrollment history and partly upon predictions of what courses will likely enroll a reasonable number of students.

Supplies and Services Budgets
Each academic unit is supported by a Supplies and Services (S&S) budget out of which most department expenses are drawn. Department S&S budgets are available online. For Budget Reports, go to “My UNIverse” on the UNI Home Page. Click on “e-Business Reports” and scroll down to “University Budget Reports.” S&S budgets may be used to pay for such items as faculty/staff travel, equipment, equipment maintenance contracts, student workers, office supplies, photocopying, telecommunications, postage, and miscellaneous purchases.

COMMITTEES

Committees, Faculty
Faculty Committees and committees reporting to the President and Executive Vice President and Provost can be found online: http://www.uni.edu/committees/. Faculty Senate Committees are found on the Faculty Senate Website at http://www.uni.edu/senate/.
Committees, University
A list of University Committees can be found at http://www.uni.edu/committees/.

University Council
The University Council is a one-hour meeting, four times each year, of key university administrative officers. The President will discuss issues of importance to the university community, often with the assistance of other university administrators. The University Council includes the President, Provost, Vice Presidents, Associate/Assistant Provosts, Associate/Assistant Vice Presidents, Deans, Associate/Assistant Deans, Directors, Department Chairs and other key personnel: http://www.uni.edu/president/university-council

COMPUTER TECHNOLOGY

Computer Consulting Center
The mission of the Computer Consulting Center is to provide the University's students, faculty, and staff with a centralized point of contact for all supported products and services. The Consulting Center is committed to quality service through teamwork and a proactive approach to problem identification and solution: http://www.uni.edu/its/support/computer-consulting-center

Computer Labs
The Student Computer Centers (SCCs) provide convenient computing and network access for students, faculty and staff in various facilities: http://www.uni.edu/its/us/sccs/

Computer Training and Workshops
The Technology 'n' Training division of ITS-Educational Technology provides free computer workshops for the UNI community as well as other faculty support services. Call us at 273-2309 or stop by room 120 in the ITTC building. http://www.uni.edu/its/tnt/

Email
UNI uses Gmail and is a Google Apps Campus: http://www.uni.edu/its/support/email

Information Technology Services (ITS)

- Accounts and Passwords
- Internet, Phone, and Video Connections
- Help and Support
- Software and Hardware
- Web Publishing
- Statistics
- E-mail
- Labs, Classrooms, and Instructional Resources
- Computer Training and Workshops
- Security and Policies
- Enterprise Services
- ITS Employment
- http://www.uni.edu/its/

ITS Educational Technology
ITS Educational Technology is a division of Information Technology Services (ITS). Its mission is to promote and support the use of educational technologies by providing services to strengthen teaching, learning, and other university endeavors: http://www.uni.edu/its/et
A faculty training calendar for Educational Technology can be accessed at http://www.uni.edu/its/services/instructional-design-and-development/faculty-workshop-calendar.

**MyUNiverse**
Faculty, staff and students may access all available UNI web resources from a single, personalized web page by clicking on the MyUNiverse link on the UNI home page. Visit http://www.uni.edu/ or call 319-273-5555.

For help using MyUNiverse and for Frequently Asked Questions, see http://access.uni.edu/help/portal.html.

**Planning Policy Committee for Information Technology (PPCIT) (Currently Inactive)**
PPCIT is responsible for making recommendations to the UNI cabinet on campus-wide information technology planning and policy. The Committee solicits input on issues that have campus-wide impact on information technology: http://www.uni.edu/its/admin/committee/ppcit/

**CONTINUING EDUCATION AND SPECIAL PROGRAMS**

**Continuing and Distance Education**
The Office of Continuing and Distance Education provides leadership in the planning, promotion, support and administration of credit courses and programs that fall outside “traditional” on-campus coursework: http://www.uni.edu/continuinged/distance

**Delivery Methods**
With more than 13,000 enrollments annually, offerings are delivered online, via interactive video conferencing, at off-campus locations or through a blended approach: http://www.uni.edu/continuinged/distance/delivery-methods

**Individual Studies**
Flexible and personalized options, including the Individual Studies major, General Studies major, Bachelor of Liberal Studies degree, National Student Exchange, Guided Independent Study courses and more: http://www.uni.edu/continuinged/is

**CURRICULUM**

**Adjunct Requests**
Academic deans normally ask department heads to submit requests for adjunct support to teach department courses and/or Liberal Arts Core courses in January of each year for the following academic year. Funds for adjuncts normally are drawn from open salary lines and/or salary savings. Sometimes the Office of the Executive Vice President and Provost provides money for adjuncts to colleges with faculty on Professional Development Assignments.

**Curriculum Process**
Faculty members within academic departments propose changes to the UNI Curriculum. Curriculum change at both the undergraduate and graduate levels generally proceeds on a two-year cycle. During the first year, proposed curriculum changes move through departments and their academic colleges. During the second year, changes are reviewed by the University Curriculum Committee, the Graduate College Curriculum Committee and the Faculty Senate. Policies and Procedures regarding curriculum changes can be found by reading UNI Policy and Procedure 2.04 Curricular Changes which can be accessed at http://www.uni.edu/provost/curriculum-review.
Experimental/Temporary Courses
Experimental courses can be offered under the x59 designation up to three times, after which the course must either be dropped or must be approved as a new course before being offered again. Since x59 courses are not a part of the established university curriculum and are not listed in the catalog, the decision to offer them, after approval by the department, is an administrative one between the appropriate department head(s) and college dean(s). Approval and scheduling of x59 courses should be reported in duplicate on Form 59 to the office of the Executive Vice President and Provost and to the Registrar.

Academic Program Review
UNI Policy and Procedure 2.02 Academic Program Review provides a review process for New or Expanded Programs at Regent Universities: http://www.uni.edu/policies/202

Schedule of Classes
This is a booklet containing courses offered during spring semester, fall semester, or summer sessions: http://www.uni.edu/registrar/schedule-of-classes

Student Outcomes Assessment (SOA)
The ongoing administration of Student Outcomes Assessment procedures for the programs of academic units is a major aspect of Academic Program Review. UNI departments employ a variety of different outcomes assessment procedures. (See “Academic Program Review”): http://www.uni.edu/assessment/documents/AcadProgRevBook-LG10-11.pdf

University Catalog
This University of Northern Iowa publication contains general information regarding fees, curricula, and related policies and procedures. Every effort has been made to make this information accurate as of the date of publication; however, all policies, procedures, fees and charges are subject to change at any time by appropriate action of the faculty, the university administration, or the Board of Regents, State of Iowa: http://www.uni.edu/catalog/.

DIVERSITY MATTERS
Learn about UNI’s commitment to diversity and view updates on activities at http://www.uni.edu/diversity/.

DIVERSITY COUNCIL
The Diversity Council is responsible for providing the leadership and coordination necessary to achieve the diversity-related goals of the university. The Vice President for Student Affairs chairs the council. Council members include the Provost/Executive Vice President; Vice President for Administration and Finance; Vice President for Student Affairs; Vice President for University Advancement; NISG Vice President; Director of the Academic Learning Center; and Assistant to the President for Compliance and Equity Management.

Responsibility for chairing the Council will rest initially with the Vice President for Student Affairs, but will rotate in the future among the vice presidents. The council meets monthly and will provide quarterly updates.

To ensure broad participation and support for planned initiatives, the council will form and charge a Diversity Advisory Committee, and will appoint a chair who will also serve on the council.

For more information, see http://www.uni.edu/committees/president/diversity-council.
e-Business

The University of Northern Iowa maintains a campus-wide matrix of financial management software called e-Business. It serves as software for human resources, payroll, purchasing, accounts payable, non-student receivables, grants, contracts, projects, and budgeting. [http://www.vpaf.uni.edu/ebusiness/index.shtml](http://www.vpaf.uni.edu/ebusiness/index.shtml)

e-Business - Contact Information
Contact name and phone numbers for specific e-Business questions can be found online. [http://www.vpaf.uni.edu/ebusiness/contacts/contacts.shtml](http://www.vpaf.uni.edu/ebusiness/contacts/contacts.shtml)

e-Business - Quick Reference Guides
This link to e-Business Quick Reference Guides provides step-by-step instructions on how to complete the various e-Business applications: [http://www.vpaf.uni.edu/ebusiness/qrg.shtml](http://www.vpaf.uni.edu/ebusiness/qrg.shtml)

e-Business - Training
For questions about e-Business training and to register online, see [http://www.vpaf.uni.edu/ebusiness/index.shtml](http://www.vpaf.uni.edu/ebusiness/index.shtml).

EMERGENCIES/CAMPUS SAFETY

The University of Northern Iowa is committed to the safety and well-being of all students, faculty and staff.

There are multiple plans and teams in place to prevent, address and solve safety concerns on campus, as well as a group equipped to respond to an actual crisis. These teams include: Assessment and Consultation Team for Students, Critical Incident Assessment and Consultation Team for Faculty/Staff, Bias Response Team, Case Management Team, UNI Issues Group, and the Crisis Response Team. Descriptions of these teams and membership lists can be found on the UNI Alert website under Resources on Prevention and Response to Critical Incidents at [http://www.uni.edu/resources/safety-health](http://www.uni.edu/resources/safety-health)

Please be an active and responsible campus citizen by doing your part to maintain our safe environment. Review the following information and address concerns where you see them.

For information on a multitude of responses to health and safety issues, go to the online brochure, “Prevention and Response to Critical Incidents at the University of Northern Iowa:” [http://www.uni.edu/resources/sites/default/files/CritIncSafeBook2012.pdf](http://www.uni.edu/resources/sites/default/files/CritIncSafeBook2012.pdf)

UNI ALERT: Emergency Notification System
UNI is working to enhance emergency notification for faculty, staff, and students. As part of this project we have created the UNI Alert emergency notification system to inform the campus community of emergencies or threats to physical safety in situations such as tornados/severe weather, violence, hazardous materials, etc. Notification is through phone (landline and cell) e-mail and text messages. External speakers with sirens and voice messaging are used for outdoor communication of emergency situations. See [http://www.uni.edu/resources/alert](http://www.uni.edu/resources/alert) for additional information. This system will only be used to inform our campus community of a broad-based imminent threat or emergency on campus.

In the event of an actual emergency, you will be given instructions of what to do in the message you receive. Go to the UNI Home page [http://www.uni.edu](http://www.uni.edu) for up-to-date information.

Faculty, staff, and students should update their personal contact information (through MyUNIverse) to ensure that timely and accurate notification can be made.
Reporting a Concern about a Student or Others
UNI faculty, staff or students who are concerned about the behavior of an individual who is potentially dangerous to self or others or is disruptive should contact the person who seems the most appropriate for the situation. Confidentiality laws don’t prevent you from reporting a concern. Initially, the team member will consult with at least one other team member to determine an initial course of action or may commence an initial response with an individual consultation within the scope of their unit. The team member will then provide follow-up and will report to the team during the next regular meeting. A team member may request a special meeting to discuss the concern.

To report a concern during business hours:
Student concern:
Counseling Center, 273-2676
Dean of Students, 273-2332
Director of Residence Life, 273-2333

Faculty concern:
Office of the Provost, 273-2519
Dean of the college or department head

Staff concern:
Director, Human Resources, 273-2619
Associate Director, Human Resources, 273-6432

Visitors:
UNI Police, 273-2712

To report a concern after business hours:
Call UNI Police at 273-2712. For emergencies, call 3-4000 or 9-1-1.

Recognizing People in Distress
Some common indicators that students (or others) are experiencing distress include:

**Depression**
Symptoms include sleep disturbances, poor concentration, change in appetite, loss of interest in pleasurable activities, withdrawal, poor hygiene, loss of self-esteem, suicidal thoughts and preoccupation with death.

**Agitation**
Symptoms include being disruptive, restless or hyperactive, being antagonistic, and may include an increase in alcohol and/or drug abuse.

**Disorientation**
Symptoms include odd or unusual thinking and behavior, lack of awareness of what is going on around them, misperception of facts or reality, rambling or disconnected speech, and behavior that seems out of context or bizarre.

**Drug and Alcohol Abuse**
Signs include intoxication during class, at work or other inappropriate times.

**Suicidal Thoughts**
Most people who attempt suicide communicate their distress through statements like “I don’t want to be here,” “No one would miss me if I were gone,” or “I’m going to kill myself.” Non-verbal messages could include giving away valued items, and putting legal, financial, and other affairs in order.
Indications of suicide should be taken seriously.

**Violence and Aggression**
This includes physically violent behavior, verbal threats, threatening e-mail or letters, harassing or stalking behavior, and papers or exams that contain violent or threatening material.

Violent and aggressive behavior may escalate and become more serious over time. Attention to the warning signs of violent and aggressive behavior in mildly or moderately troubled students may help avoid progression to the crisis behavior of severely troubled students and could help avoid the need for emergency actions. The following paragraphs describe the typical behaviors that may indicate mild, moderate or severe trouble.

Mildly troubled students may exhibit behaviors which do not disrupt others but may indicate something is wrong and that assistance is needed. Signs include:
- Significant worsening of academic performance;
- Excessive absences, especially if the student has previously demonstrated consistent attendance;
- Unusual changes in patterns of interaction such as becoming withdrawn, avoidant, or anxious.

Moderately troubled students may exhibit behaviors that indicate significant emotional distress. They may also be reluctant or unable to acknowledge a need for personal help. Signs include:
- Exaggerated or unusual emotional responses which are obviously inappropriate to the situation;
- Repeated requests for special consideration, such as deadline extensions, especially if the student appears uncomfortable or highly emotional while disclosing the circumstances prompting the request;
- New or repeated behavior which pushes the limits of decorum and which interferes with effective management of the immediate environment.

Severely troubled students exhibit behaviors that signify an obvious crisis and that necessitate emergency action. Signs include:
- Extremely disruptive behavior, such as hostility, aggression or violence;
- Overtly talking or hinting at suicidal thoughts or intentions (referring to suicide as a current and viable option);
- Threatening to harm others;
- Stalking or harassing behaviors;
- Inability to communicate clearly (garbled, slurred speech; unconnected, disjointed or rambling thoughts);
- Loss of contact with reality (hallucinations or delusions);
- Inappropriate communications, such as threatening letters, e-mail messages or voicemail.

*Seek assistance with severely troubled students immediately.*

**When to Refer a Student for Counseling**
As with many of life's problems, early intervention is more likely to be effective in dealing with issues that may lead to problem behavior. A person who receives appropriate help sooner, rather than later, may be less likely to experience more severe symptoms or problems.

Students also could benefit from counseling if they are having difficulty coping with a loss (e.g., death or relationship breakup), if they have experienced a traumatic incident (e.g., assault or accident), if they have experienced a significant stressor or whenever emotional difficulties interfere with daily functioning.

**How to Refer a Student to Counseling**
Consider the following guidelines when talking with a student:
- Talk to the student in a private setting.
- Listen carefully and express your concern.
• Use active listening and repeat back the essence of what the student tells you.
• Avoid criticizing or sounding judgmental.
• Suggest the Counseling Center as a resource to help the student.
• Inform the student that counseling is confidential and free of charge.
• Suggest that the student call or visit the Counseling Center to arrange an initial appointment.
• Offer to initiate contact with the Counseling Center.

Violent or Criminal Behavior

Call University Police at 273-2712 or 273-4000; or call 9-1-1 in an emergency.

Everyone on campus is asked to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting suspicious situations to University Police at 273-4000.

Violent occurrences (emergencies)
Emergency situations should be reported immediately to University Police. If the emergency requires emergency medical service response, University Police staff will initiate the notification.

When calling the police be prepared to provide the following information:
• What is happening?
• Location of the emergency.
• Who is involved, if known?
• Type of weapon(s) involved, if any.
• Your name and phone number.

Taking the time to provide such information will not delay the response from University Police or other emergency response units. Complete information will allow University Police officers to handle the situation more effectively.

Harassment, threats, and other potentially criminal behavior
Other situations involving harassing or obscene phone calls, mail threats, confrontations, etc., should be handled by contacting the department head or other designated person in your department or area. Please review pertinent university or departmental policies that may be available to you.

Any behavior that may violate the law should be reported to University Police at 273-2712.

Other security situations
University property:
• Property is to remain on campus in its proper location unless the department head has authorized moving the property.
• University employees and students have a responsibility to report to the department head and Public Safety the disappearance of University property.
• Areas containing valuable or confidential items should be appropriately secured.
• Report unusual or suspicious behavior or incident to University Police at 273-4000.

Personal property
• It is best to avoid bringing valuable items on campus.
• If you must bring expensive items on campus, secure them when unattended. This also applies to purses, briefcases, book bags, etc.
• Unsecured items invite theft.
• Report unusual or suspicious behavior or incidents to University Police at 273-4000.
Reporting Sexual Assault or Sexual Misconduct
The student sexual assault policy contains information on reporting sexual assaults and a variety of resources that are available to help victims. The policy can be accessed at http://www.uni.edu/policies/315.

Employee Assistance Program (EAP)
UNI offers an Employee Assistance Program through Employee and Family Resources Services available through your EAP:
- 24-Hour Telephone Access: Counselors are available 24/7/365 by calling 800.327.4692.
- In-Person Appointments: Up to six (6) sessions available for problem assessment, short-term counseling and referrals to additional resources as needed.
- Life Coaching: For those striving to make positive life changes. Telephone and web-based assistance by a trained Life Coach.
- Financial Consultation: Assistance with budgeting, credit reports, tax questions, financial planning and more.
- Legal Consultation: Consultation for a wide range of specific legal concerns including will and estate planning, divorce, child custody and more.
- Elder Care Resources: The EAP will help you assess your loved one’s needs and assist in identifying resources available in their area to meet those needs.
- RealLife Solutions Newsletter: A monthly newsletter reinforcing healthy lifestyles and workplace productivity and reminding you of your EAP benefits.
- Better Living Web Resource: Available through the EFR website at www.efr.org/eap. The website features articles and other resources to help you learn about health and nutrition, balancing work and family, managing stress and much more.

The EAP is your 24/7 direct line to free, confidential and professional help when you need it. Eligible participants include you, family members living in your home, and legal dependents who may live elsewhere. Family members may contact the EAP on their own and receive the same confidential services listed above.

More information can be obtained at this website: http://www.vpaf.uni.edu/hr/eap/or by clicking on Employee Assistance Program in the A to Z index or by calling Human Resources at 273-2422.

Line of Authority
“UNI Policies and Procedures – 1.08 Emergencies” establishes the line of administrative authority and assigns necessary functions in order to administer university operations in the event of an emergency: http://www.uni.edu/pres/policies/108.shtml

Weather Emergencies
http://www.uni.edu/resources/weather

Tornado Safety
Emergency Action: seek an area of safety on lowest floors or basement away from windows.

1. Tornado or Severe Weather Watch:
   - Conditions are right for a tornado or severe weather.
   - Staff should be alert to weather conditions.
   - Alert siren is not sounded.

2. Tornado or Severe Weather Warning:

Consult the website and locate the emergency shelter locations for buildings you frequent BEFORE the threat of
severe weather.

A tornado or severe weather is sighted or indicated on the weather radar.
- Alert siren located on Baker Hall will sound a steady tone, three-minute blast for severe weather warnings.
- When the siren sounds, remain calm.
- Proceed quickly and safely to an area of safety. No one should leave the building:
  - Areas of safety – rooms and corridors on the lowest floor or basement in the innermost part of the building.
  - Areas to avoid – stay clear of windows, corridors with windows or large freestanding expanses.
- Assist physically challenged and disabled persons during weather related emergencies.

Stay in the safe area until the severe conditions pass or an “all clear” message has been transmitted over the emergency broadcast system or local radio/television stations.
- After the tornado/severe weather has passed, evaluate the situation and if emergency help is needed, call Public Safety at 273-4000.
- Be aware of dangerous structural conditions and down power lines. Report damaged facilities to the Physical Plant at 273-4400.
- Be alert for fires, gas leaks and/or power failures.

There is no guaranteed safe area during tornado/severe weather. However, it is important to seek immediate shelter in the best location possible to minimize your exposure to injury.

Fire Safety

Call Public Safety at 273-4000 or Cedar Falls Fire Rescue at 9-1-1

*Emergency Action: Evacuate the building quickly and safely. If possible activate the nearest fire alarm as you are leaving the building.*

1. If you discover a fire:
   a. Extinguish only if you have been trained and can do so safely and quickly.
   b. After extinguishing, call UNI Police at 273-4000
   c. Fire cannot be extinguished:
      - Confine fire by closing the doors.
      - Activate the nearest fire alarm.
      - Follow general evacuation procedures.

2. General evacuation procedures:
   a. Close doors to your immediate area after emptied.
   b. Evacuate the building using the most direct route and nearest exit.
   c. **Do not use the elevators.**
   d. Once outside, move to a clear area at least 500 feet away from the building.
   e. If you have critical information about the fire or persons remaining in the building, notify a Public Safety officer at the scene.
   f. Keep walkways clear for emergency response vehicles and personnel.
   g. **Do not return to an evacuated building unless/until authorized by the University Police.**

3. Evacuation from immediate fire area:
   a. Feel the door from top to bottom. If it is hot, DO NOT OPEN, go back.
   b. If the door is cool, crouch low and slowly open the door. Close door quickly if smoke is present.
   c. If no smoke is present, exit the building by the nearest exit.
   d. If you encounter heavy smoke while en route to exit, go back and try an alternative exit.

4. If trapped in the building:
   a. Close the door and seal around the door opening to prevent smoke from entering the room.
b. Dial 273-4000 or 9-911, if possible, to inform Public Safety Dispatch of your location.
d. Do not open the window unless directed by rescue personnel.

**Sick Leave (Emergency, Funeral, Pallbearer, etc.)**

UNI Policies and Procedures – 4.57 Sick Leave (Emergency, Funeral, Pallbearer, etc.) defines the use of Sick Leave during emergencies, funerals, etc.: [http://www.uni.edu/pres/policies/457.shtml](http://www.uni.edu/pres/policies/457.shtml)

**PROVOST AND EXECUTIVE VICE PRESIDENT, OFFICE OF THE**

The website contains links to each of the colleges and academic units and programs:

[http://www.uni.edu/provost/](http://www.uni.edu/provost/)

**EXTERNAL RELATIONS**

**Governmental Relations**

The University of Northern Iowa has been educating Iowans since 1876. Among Iowa’s universities, none bears the distinctive imprint of “Iowa” like UNI. Ninety-three percent of UNI students are from Iowa, representing each of the state’s 99 counties. And, nearly 75 percent remain in the state after graduation, providing leadership for Iowa’s future.

The University of Northern Iowa is Iowa’s only public university distinguished by its emphasis on undergraduate education. Having been founded as an institution for preparing public school teachers, teaching has been at the heart of UNI’s mission ever since.

In addition to educating Iowa’s future leaders, UNI has forged strong partnerships with Iowa’s business and educational communities. Service to Iowa is an important component of UNI’s mission as we help to diversify, expand and strengthen Iowa’s economy.

At UNI, our rich history of preparing teaching professionals, our present base of undergraduate excellence, and our growing initiatives in distance learning combine to make the university. At this site you can find information on legislative updates that affect UNI and/or the Regents’ institutions, connect to UNITE, the grassroots advocacy organization maintained by the alumni association and connect directly to the Iowa legislature’s home page. [http://www.uni.edu/govrel/](http://www.uni.edu/govrel/)

**UNI Calendar of Events**

At this link find a variety of calendars including the Academic Calendar, Athletics calendar, Arts events, Meetings, Administrative calendar, Conferences and Workshops, among others.

[http://www.uni.edu/unicalendar/](http://www.uni.edu/unicalendar/)

**University Marketing and Public Relations**

[http://www.uni.edu/pubrel/](http://www.uni.edu/pubrel/)

**FACILITIES OPERATIONS**

**Cancellation of Classes**

The Executive Vice President and Provost may declare delayed start or cancellation of University classes due to severe weather. Price Lab School follows its own weather-related class cancellation policy. Such declarations apply to students and faculty members, but do not apply to other support staff.


**Classroom and Building Maintenance**

UNI Facilities Services provides basic cleaning and minor maintenance services to classrooms and
Facilities Planning Advisory Committee
The Facilities Planning Advisory Committee is advisory to the Cabinet, and all members have voting rights. Committee members are expected to act to benefit the university as a whole and make recommendations consistent with the University's Strategic Plan. A list of Committee members can be found online. http://www.vpaf.uni.edu/fs/

Facilities Planning Procedures
Facilities Services is responsible for the development and operation of campus buildings and grounds as well as keeping the university environment safe. Information regarding Facilities Planning Procedures can be found online. http://www.vpaf.uni.edu/fs/

Facilities Services
Facilities Services is responsible for the development and operation of campus buildings and grounds as well as keeping the university environment safe. Service Units are responsible for the operation and maintenance of buildings and grounds. They keep the buildings, classrooms and grounds clean and comfortable. Planning, Design and Construction manage the physical development of campus and build the university's future by planning for optimum use of university resources. Environmental Health and Safety works to keep the university environment safe. http://www.vpaf.uni.edu/fs/

Physical Plant
The Physical Plant houses UNI Facilities Services. Services provided include: the Motor Pool; Moving Services; Campus Supply; Keys and Locks; Requests for Projects/Furniture/Maintenance; Recycling and Refuse; Main Services; Space Management, etc. Detailed information can be found on the Facilities Services web site. http://www.vpaf.uni.edu/fs/

Reduced Operations
The university experiences reduced operations during the holidays. Official dates are announced on Inside UNI

University Shutdown Policies - Weather and Working Conditions
It is the policy of the University to continue normal hours of operation and maintain a regular work schedule for staff members during periods of severe weather and/or adverse working conditions. It is a basic premise of this policy that University faculty, staff and students shall have the opportunity to make their own decision about reporting to work or class with due consideration for travel safety conditions. There are three types of weather emergencies: cancellation of class, weather-related reduced operations, and working condition emergencies. http://www.uni.edu/pres/policies/407.shtml

FACULTY

Faculty Review Process
An evaluation file shall be maintained for each tenured, probationary, term and full-time temporary Faculty Member. The file shall be located in the departmental office. More information can be found in the Master Agreement, Article 3, Evaluation Procedures, in the "Information Sources and Reports" section of the Executive Vice President and Provost's web site. http://www.uni.edu/provost/resources

Faculty Roster
Rod Library maintains a database of all faculty and administrators who have served at UNI since its beginning as the Iowa State Normal School in 1876. The roster shows full names, department affiliation, academic rank, years of service, and teaching or administrative assignment. The database is searchable by any of these elements, either singly or in combination. The Faculty Roster can be found online. http://www.library.uni.edu/collections/special-collections/faculty-university-northern-iowa
The Roster of current Faculty can be found on the Faculty Senate webpage under “Resources for Faculty.”
http://www.uni.edu/senate/

The Roster of current Graduate Faculty can be found online. http://www.grad.uni.edu/graduate-faculty/graduate-faculty-list Name, campus/home address, phone number, etc., of current Faculty can be found by searching the UNI Directory online. https://java.access.uni.edu/ed/faces/searchAll.jsp

Faculty Senate
The Faculty Senate is the principal representative agency of the university faculty and it functions within the broad grant of authority delegated to it by the Faculty Constitution. Additional information can be found online. http://www.uni.edu/senate/

United Faculty (UF)
The United Faculty is recognized by the Board of Regents, State of Iowa, as the certified, exclusive and sole bargaining representative for UNI Faculty members. Its web page includes list of officers, committees, events, constitution, collective bargaining notes, etc. http://www.uni.edu/unitedfaculty/

FORMS

Forms Repository
The Forms Repository provides a site for most UNI forms online. https://access.uni.edu/forms/index.shtml

e-Business Forms
e-Business Forms can be found in the Forms Repository online: https://access.uni.edu/forms/index.shtml#E

FOUNDATIONS OF EXCELLENCE

Foundations of Excellence
The University of Northern Iowa has been selected to participate in a national higher-education project known as "Foundations of Excellence® (FoE) in the First College Year" -- a partnership with the Policy Center on the First Year of College (www.fyfoundations.org). FoE is a guided, intensive, self-study of all aspects of the first college year. http://www.uni.edu/foe/

GOVERNANCE

Academic Affairs - Organizational Chart
http://www.uni.edu/vpaa/documents/ExecutiveVPandProvostOrgChart08-09.pdf

Academic Affairs Council (AAC)
AAC advises the Executive Vice President and Provost on academic matters, including policy, programs, budget and personnel. Current membership can be found online. http://www.uni.edu/provost/administrative-leadership

Annual Report to the Dean
Prepared by each department at the end of each academic year.

Board of Regents, State of Iowa
The Board of Regents consists of a group of nine citizen volunteers appointed by Iowa’s Governor to provide policymaking, coordination, and oversight of the state’s educational institutions and affiliated centers. http://www2.state.ia.us/regents/)
**Cabinet**
The 43-member Cabinet meets monthly. The purpose of the Cabinet group is to facilitate information distribution, discussion and deliberation. Cabinet advises the Executive Management Team and provides effective leadership and recommendations. Cabinet also offers perspectives on university-wide policies and practices. Cabinet membership consists of the Executive Management Team, College Deans, presidents and chairs of employee groups and the UNI student government, and various executive directors and associate deans as appropriate based on their university position.

http://www.uni.edu/president/cabinet

**Chairperson of the Faculty**
The Chairperson of the Faculty is elected by a majority of voting faculty who cast a ballot. The duties of the Chairperson include: acting as spokesperson for the established policies and positions of the faculty to officers of administration, to the press, to student leadership representatives, and consistent with Board policies and regulations, to the Board of Regents; and communicating in writing with the faculty, or with its delegate, the University Faculty Senate, or with officers of administration on matters of faculty welfare, educational policy, or general institutional concern.

**Council of Academic Department Heads (CADH)**
The Council of Academic Department Heads serves the purpose of deliberating upon the functions and common problems of academic department needs. It recommends policies to the President, Executive Vice President and Provost, and Deans. The Council selects its chair and membership includes the heads of the academic departments and the library.

http://www.uni.edu/committees/council-academic-department-heads

**Executive Management Team**
The UNI Executive Management Team will meet on a regular basis and address issues that affect the entire university. The Team is charged with framing policy and procedures; making recommendations to the President; and with ensuring decisions reached by the Executive Management Team and Cabinet are effectively implemented. The Executive Management Team is also charged with aligning the University’s Strategic Plan and available resources to ensure that the University fulfills its mission.

http://www.uni.edu/president/executive-management-team

**Faculty Senate**
The UNI Faculty Senate was established in 1977. It is the principal representative agency of the university faculty and it functions within the broad grant of authority delegated to it by the Faculty Constitution. Within that grant of authority, Senate functions may take the following forms: policy formation, integration and coordination, consultation, and adjudication. During the Academic year, the Senate meets bi-weekly. Meetings are open to the public unless voted into executive session.

http://www.uni.edu/senate/

**Graduate Council**
The Graduate Council is the governing body for graduate education on campus. Its membership consists of elected representatives from the various graduate programs at UNI. Graduate Council members work collaboratively with the Dean of the Graduate College to determine curriculum and policy that will enhance the quality of graduate education. It serves to facilitate ideas from the graduate faculty on how best to determine standards, faculty and student development in the areas of research, teaching and service, as well as, curriculum.

**Graduate Faculty Chair**
The Chairperson of the Graduate Faculty is elected by a vote of Graduate Faculty. The Chairperson convenes regular and special meetings of the Graduate Faculty and presides over them. The Chairperson acts as a spokesperson for the Graduate Faculty and serves as an ex-officio member of the Graduate Council.

http://www.grad.uni.edu/graduate-council
Master Agreement
The Master Agreement between the Board of Regents, State of Iowa and the UNI-United Faculty can be found in the "Resources and Helpful Links" section of the Executive Vice President and Provost's web site. http://www.uni.edu/vpaa/resources.shtml

Policies and Procedures Manual
- Chapter 1: Administrative Organization
- Chapter 2: Academic Policies
- Chapter 3: Student Policies
- Chapter 4: Employment Policies
- Chapter 5: Staff Employment Policies
- Chapter 6: Faculty Employment Policies
- Chapter 7: Public Safety
- Chapter 8: Facilities/Grounds
- Chapter 9: University Services
- Chapter 10: Legal Affairs
- Chapter 11: Environmental Health and Safety
- Chapter 12: Grievance Procedures
- Chapter 13: General Policies
- http://www.uni.edu/pres/policies

Strategic Plan
UNI's Strategic Plan is the result of a collaborative effort that involved representatives from across campus as well as the University's external constituencies. The plan is based on the presumption that UNI does, and will continue to do, many things well. Therefore the plan focuses on the handful of initiatives that can have an impact over the next five years, maintaining the core of an already fine institution while moving us forward at the margins. http://www.uni.edu/provost/strategic-plan

AFSCME - America Federation of State, County, and Municipal Employees
AFSCME Local 2659 represents most Merit employees at UNI. http://www.afscme.org/

University Council
The University Council is a one-hour meeting, four times a year, of key university administrative officers. The President discusses issues of importance to the university community, often with the assistance of other university administrators. The University Council includes the President, Provost, Vice Presidents, Vice Provosts, Associate/Assistant Provosts, Associate/Assistant Vice Presidents, Deans, Associate/Assistant Deans, Directors, Department Chairs and other key personnel. http://www.uni.edu/president/university-council

GRANTS AND AWARDS

Graduate College
The Graduate College Web site provides information on grants, awards, and research: http://www.grad.uni.edu/grants-awards/internal-awards-recognition

Office of Research and Sponsored Programs
The Office of Research and Sponsored Programs is the central unit on campus responsible for overseeing most public and private grants and contracts funding to the University. RSP has two primary functions related to grants and contracts: seeking sponsored funding and implementing sponsored funding. Visit our website at http://www.uni.edu/rsp/
**Research - Faculty Research and Creative Interests**
The Office of Research and Sponsored Programs has announced a new Professional Interest (UNI/PI) searchable database of faculty and staff interests and expertise. The goal of this service is to foster awareness and communication among faculty and staff with similar or compatible interests and to encourage collaboration within the UNI community and beyond. The PI Database is accessible online to both the UNI and off-campus communities. Faculty and staff can create and update their own profile online. [http://www.uni.edu/rsp/professional-interest-database](http://www.uni.edu/rsp/professional-interest-database)

**Research Protocol**
The Office of Research and Sponsored Programs web site provides information on research support and compliance, including protection of Human Subjects Research Participants (IRB). [http://www.uni.edu/rsp/protection-human-research-participants](http://www.uni.edu/rsp/protection-human-research-participants)

**Seeking Sponsored Funding**
RSP Grant Specialists provide information and assistance to faculty and staff seeking external funding to support their research and creative projects and programs. Such assistance includes finding funding opportunities, budgeting, training, editing, peer review, and submission assistance. Grant Specialists also conduct the required budget review and electronic file review required prior to every submission.

**Implementing Sponsored Funding**
RSP staff support and monitor the implementation of sponsored funding by:
- Authorizing all sponsored funding submissions and awards
- Serving as the primary contact for business and financial issues pertaining to sponsored funding
- Setting up and monitoring spending accounts and expenditures
- Processing Personnel Action Forms for personnel being paid from sponsored funding
- Providing training for the implementation of sponsored funding

**HIRING**

**Academic Administrators**
Academic Administrators include the academic department heads, plus selected directors of academic programs. Information regarding the employment of Academic Administrators can be found online. [http://www.vpaf.uni.edu/hrs/acad/index.shtml](http://www.vpaf.uni.edu/hrs/acad/index.shtml)

**Adjunct Faculty**
Courses at UNI are taught by part-time temporary faculty members called adjuncts. Academic deans normally ask department heads to submit requests for adjunct support to teach department courses and/or Liberal Arts Core courses in January of each year for the following academic year. Funds for adjuncts normally are drawn from open salary lines, salary savings, and/or contributions from the Provost... Funds for replacement costs for faculty on Professional Development Assignments are provided through the Dean and/or Provost. Additional information regarding policies and employment of adjunct faculty can be obtained from the college/department.

**Hiring Toolkit**
Provided by the Office of Compliance and Equity Management. [http://www.uni.edu/equity/hiring-toolkit](http://www.uni.edu/equity/hiring-toolkit)

- Faculty Searches
- Advertising
- Screening Applications
- Interviewing
- References
Office of Compliance and Equity Management
The Office of Compliance and Equity Management has oversight for all equity and affirmative action issues involving compliance with federal and state laws, as well as Board of Regents and University policies dealing with civil rights issues. It works closely with all departments to ensure the University implements a dynamic recruitment strategy for those affected classes underrepresented in the current workforce.
http://www.uni.edu/equity

Staff, Merit
Merit System contract personnel consist of Blue Collar, Clerical, Security, and Technical employees. Merit contract employees are represented by the American Federation of State, County, and Municipal Employees (AFSCME) and function under provisions of Chapter 20 of the code of Iowa. Information regarding the employment of Merit staff can be found online. http://www.vpaf.uni.edu/hrs/merit/documents/merit_searchchecklist.pdf

Staff, Merit Supervisory and Confidential (SCMP)
Supervisory (clerical and non-clerical), and Confidential (clerical) personnel consist of Merit System non-contract employees. Merit System non-contract employees are represented by the Supervisory and Confidential Council Merit at the University level and by the Regents Inter-institutional Supervisory and Confidential Advisory Council (RISCAC) at the Board of Regents level. Information regarding the employment of Merit Confidential employees can be found at http://www.vpaf.uni.edu/hrs/meritconf/index.shtml. Information regarding Merit Supervisory employees can be found at http://www.vpaf.uni.edu/hrs/meritsup/index.shtml

Staff, Professional & Scientific (P&S)
Professional & Scientific (P&S) staff assist in the formation and administration of policy and aid in the execution of academic, student and administrative services as required for University operation. Professional and Scientific employees are represented by P&S Council. Information regarding the employment of P&S staff can be found online. http://www.vpaf.uni.edu/hrs/ps/search/index.shtml

Temporary Staff, Merit
Temporary Merit Staff are non-budgeted appointments and provide for services needed on a periodic basis. Applicants must be certified by Human Resources prior to their start date. Temporary employees may not work more than 780 hours and no more than four (4) consecutive months per fiscal year. http://www.vpaf.uni.edu/hrs/supervisors/temp_hire.shtml

Temporary Staff, P&S
Temporary P&S employees are designated when the services of a P&S staff member are temporarily required for an uncertain period of time to complete a particular project or to carry out certain duties and responsibilities. Such service may be rendered with a full or part-time schedule for an appointment period of time which shall not extend beyond one year (12 months). http://www.vpaf.uni.edu/hrs/supervisors/temp_hire.shtml

INSTITUTIONAL RESEARCH/DATA

Data Access and Repository Services
These services help manage data generated or utilized by UNI's information systems as a collective resource. http://www.uni.edu/its/about/information-systems

Data Request Form
UNI Faculty and Staff may obtain data by completing the "Data Request Form" online. http://www.ir.uni.edu/dbweb/datarequest.cfm

Database and Application Administration
Manages the University's administrative databases. http://www.uni.edu/its/is/
Enrollment Data
Enrollment statistics and patterns for each academic year can be found online in the Institutional Research "Fact Books." [http://www.ir.uni.edu/dbWeb/](http://www.ir.uni.edu/dbWeb/)

Grade Distribution Report
A Grade Distribution report can be requested online from the Department of Institutional Research. [http://www.ir.uni.edu/dbweb/datarequest.cfm](http://www.ir.uni.edu/dbweb/datarequest.cfm)

Reports
The Office of Institutional Research provides UNI reports online. [http://www.ir.uni.edu/dbweb/reports.cfm](http://www.ir.uni.edu/dbweb/reports.cfm)

Research - Faculty Research and Creative Interests
The Office of Research Sponsored Programs has announced a new Professional Interest (UNI/PI) searchable database of faculty and staff interests and expertise. The goal of this service is to foster awareness and communication among faculty and staff with similar or compatible interests and to encourage collaboration within the UNI community and beyond. The PI Database is accessible online to both the UNI and off-campus communities. Faculty and staff can create and update their own profile online [http://www.uni.edu/rsp/professional-interest-database](http://www.uni.edu/rsp/professional-interest-database)

Research Protocol
The Office of Research Sponsored Programs web site provides information on research support and compliance, including protection of Human Subjects Research Participants (IRB). [http://www.uni.edu/rsp/](http://www.uni.edu/rsp/)

Statistics
The Office of Institutional Research has data and reports on the university. [http://www.ir.uni.edu/dbWeb/](http://www.ir.uni.edu/dbWeb/)

Surveys
The Office of Institutional Research provides results of UNI surveys online. [http://www.ir.uni.edu/dbweb/surveys.cfm](http://www.ir.uni.edu/dbweb/surveys.cfm)

INTELLECTUAL PROPERTY/TECHNOLOGY TRANSFER

Intellectual Properties - UNI Policies and Procedures
UNI Policies and Procedures, 10.03 Inventions, Patents, Copyrights, Trademarks and Other Intellectual Properties, provides UNI's Purpose Statement and a statement of Policies and Policy Administration. [http://www.uni.edu/policies/1003](http://www.uni.edu/policies/1003)

Intellectual Property
Information regarding protecting intellectual property through patents, trade secrets, and copyrights and trademarks can be found on the Office of Sponsored Programs web site. [http://www.uni.edu/osp/protecting-intellectual-property](http://www.uni.edu/osp/protecting-intellectual-property)

INTERCOLLEGIATE ACADEMIC FUND

The Intercollegiate Academics Fund (IAF) is a yearly allocation of Student Activity Fee monies that exists to promote and support intercollegiate academic experiences for University of Northern Iowa students. Specifically, the IAF supports students in two ways 1) through a travel fund for students who participate in intercollegiate academic competitions and presentations at professional conferences; and 2) through a research fund which supports student research and creative activities. Student applicants need faculty sponsors. Guidelines and application forms are available online at: [http://www.uni.edu/vpaa/iaf/index.shtml](http://www.uni.edu/vpaa/iaf/index.shtml)
LEAVES AND ABSENCES

Absence Reports – Faculty
UNI Policies and Procedures, 6.09 Faculty Absences, requires Faculty members to request permission to be absent from regular duties by means of an absence request form in order to protect their rights under the workers’ compensation system. Compensation for travel expenses is contingent upon having an absence request approved. Absence forms can be obtained from the office of the academic department heads.

Faculty absences are also covered under Article Seven of the Master Agreement: “A Faculty Member who proposes to take or takes sick leave must file an official Faculty Absence Request form in sufficient to permit accommodation to his/her responsibilities whenever possible.” The Master Agreement can be found in the “Information Sources and Reports” section of the Executive Vice President and Provost's web site. http://www.uni.edu/provost/resources

Absence Reports - P&S and Merit Staff
Many divisions and departments have developed an internal vacation/sick leave request form for P&S and Merit staff. These forms are used internally and remain with the department.

Absence Reports, Extended Leave - Faculty
For extended leaves of one semester or more, Faculty use the Extended Leave Absence report. It can be found online. http://access.uni.edu/forms/vpa/form5pvp.pdf

Family and Medical Leave Act (FMLA)
The FMLA provides up to 12 weeks of unpaid, job-protected leave per year to eligible employees for certain family and medical reasons. During 12 weeks of leave, UNI is required to continue to pay the University share of the health and dental insurance premiums. Upon conclusion of the leave, the University is required to restore the employee to the same or equivalent position and to all benefits which he/she was eligible to receive before the leave. Human Resource Services provides information on FMLA online. http://www.vpaf.uni.edu/hrb/benefits/fmla/index.shtml

Jury Duty - Faculty
Faculty are permitted to be absent from duties if called to jury duty. An Absence Request Form must be filled out prior to serving jury duty. Payment for service is to be returned to the University. Article 7 of the Master Agreement addresses jury duty. The Master Agreement can be found in the “Information Sources and Reports” section of the Executive Vice President and Provost's web site. http://www.uni.edu/provost/resources

Jury Duty - Merit Staff
While on Jury Duty, Merit Staff are entitled to their regular compensation provided they surrender to their employing institution any pay they receive, other than reimbursement for travel or personal expenses, for such service. Such leave is to be noted on a staff member’s timecard. http://www.vpaf.uni.edu/hrs/merit/documents/merit_guide.pdf

Jury Duty - P&S Staff
While on Jury Duty, P&S Staff are entitled to regular compensation provided pay received for such service (other than travel or personal expense reimbursement) is surrendered to the University cashier. Such leave is to be noted on a staff member’s timecard. http://www.vpaf.uni.edu/hrs/ps/documents/ps_guide.pdf

Leaves and Absences - Faculty
Leaves and absences for Faculty are discussed in Section 7 of the Master Agreement. Section 7 of the Master Agreement is the most important reference for questions concerning leaves and absences. It can be found in the “Information Sources and Reports” section of the Executive Vice President and Provost's web site. http://www.uni.edu/provost/resources
**Leaves/Absences - Policies and Procedures**
Information regarding Leaves and Absences can be found online in the UNI Policies and Procedure, 6.09 Faculty Absences.  [http://www.uni.edu/pres/policies/609.shtml](http://www.uni.edu/pres/policies/609.shtml)

**Professional Development Assignment (PDA) - Application Form and Guidelines**
[http://www.grad.uni.edu/awards/development.aspx](http://www.grad.uni.edu/awards/development.aspx)

**Professional Development Assignment (PDA) - Master Agreement**
PDAs are similar to sabbaticals at some universities. PDA information can be found online in Section 7 the Master Agreement in the "Information Sources and Reports" section of the Executive Vice President and Provost's web site. [http://www.uni.edu/provost/resources](http://www.uni.edu/provost/resources)

**Sick Leave, Academic Administrators and P&S Staff**
Full time employees accrue sick leave at 12 hours (1 1/2 days) per month. Employees who are employed for 20 or more hours but less than 40 hours per week for at least an academic year accrue sick leave on a pro rata basis. Employees hired on a temporary appointment do not accrue sick leave. Additional information can be found on the HR web site. [http://www.vpaf.uni.edu/hrs/benefits/ps/sick_time.shtml](http://www.vpaf.uni.edu/hrs/benefits/ps/sick_time.shtml)

**Sick Leave, Faculty**
Sick leave is accumulated at a rate of 8.5 days per semester. [http://www.vpaf.uni.edu/hrs/benefits/faculty/sick_time.shtml](http://www.vpaf.uni.edu/hrs/benefits/faculty/sick_time.shtml)

**Sick Leave (Emergency, Funeral, Pallbearer, etc.)**
UNI Policies and Procedures – 4.57 Sick Leave (Emergency, Funeral, Pallbearer, etc.) defines the use of Sick Leave during emergencies, funerals, etc. [http://www.uni.edu/pres/policies/457.shtml](http://www.uni.edu/pres/policies/457.shtml)

**Sick Leave, Merit Staff**
Full time employees accrue sick leave at 12 hours (1 1/2 days) per month. Employees who are employed for 20 or more hours but less than 40 hours per week for at least an academic year accrue sick leave on a pro-rata basis. Employees hired on a temporary appointment do not accrue sick leave. Additional information can be found on the HR web site. [http://www.vpaf.uni.edu/hrs/benefits/merit/sick_time.shtml](http://www.vpaf.uni.edu/hrs/benefits/merit/sick_time.shtml)

**Timecards - How to Create, Review, Edit**
The e-Business Suite provides the University with electronic time entry for faculty, P&S, Merit, student employees. Once a timecard is completed and submitted, the workflow process electronically routes the timecard for approval and when approved routes to Payroll for processing. Information on how to create, submit for approval, review, and edit time cards is available online. [http://www.vpaf.uni.edu/ebusiness/hr_applications/unitime_payroll.shtml](http://www.vpaf.uni.edu/ebusiness/hr_applications/unitime_payroll.shtml)

**Holidays**
The University observes 7 traditional holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Friday after Thanksgiving Day; Christmas Day. In addition, there are 2 University holidays that are observed as scheduled by the University each year. [http://www.uni.edu/pres/policies/463.shtml](http://www.uni.edu/pres/policies/463.shtml)

**Vacations**
Eligible staff members earn vacation accruals at rates specified in appropriate employee group policies or contracts. Eligible part-time staff earn accruals at the pro-rata equivalent. Personal day earnings of 2 days per year are accrued and included in vacation balances. Vacation earning, including personal days and converted sick leave days, are capped at the level of twice the annual accrual rate. Staff members begin earning vacation accruals on their first day in pay status, and accruals continue during any period of service in a pay status. Vacation usage is limited to the currently accumulated total vacation earnings. Holidays falling within the period of a paid vacation are paid as holidays and are not charged to the staff.
member's vacation earning. Holidays are not excluded in calculating payment of vacation balances at

Vacations – P&S

LIBERAL ARTS CORE (LAC)

Liberal arts core constitutes a major component of a UNI education. As stated in the University of Northern
Iowa mission statement, the University's undergraduate programs are founded on a strong liberal arts
curriculum. The liberal arts experience in the Liberal Arts Core exposes students to the broad areas of
knowledge embodied in the whole of the environment and liberates students to further develop the
knowledge, skills and values necessary to live thoughtful, creative and productive lives. The American
Association of Colleges and Universities' "Statement on Liberal Learning" reflects the purposes of UNI's
Liberal Arts Core program. http://www.uni.edu/vpaa/lac/

LIBRARY

http://www.library.uni.edu/

Library Reserve Request
Professors who would like to place items on reserve in Rod Library can find the request form online.
http://www.library.uni.edu/

Rod Library - Faculty and Emeritus Study Rooms
Faculty study rooms are available on the third and fourth floors. Full time tenured or tenure-track instructional
faculty members should contact the Dean's Office on the second floor to apply for a faculty study room.
Applications for Emeritus study rooms may also be made in the Dean's Office.

Rod Library - Frequently Asked Questions
The Frequently Asked Questions section of the Rod Library home page will answer a number of questions
for new faculty and department heads. http://www.library.uni.edu/ask-us-research.help

Rod Library - List of Services
http://www.library.uni.edu/services/

MUSEUMS

The University of Northern Iowa Museums & Collections contribute to the education, research, and public
service missions of the University through educational programming, exhibition, collection, and
preservation. UNI Museums are open only to the UNI campus community. UNI Museums are now
administered by Rod Library. http://www.uni.edu/museum/

OFFICE PROCEDURES

Catering - Take Out and Delivery (Online Service)
For meetings and events, menu items can be picked up or delivered on campus. Food and drink items
can be ordered online. To ensure the best quality of food and service possible, arrangements should be
made a week or more in advance. If you find you have less time than that, call 273-2333.
http://www.uni.edu/catering/

Catering, Department of Residence
For event planning and catering of events, contact Department of Residence staff at 273-2333.
http://www.uni.edu/catering/

Forms Repository
A listing of most UNI forms available to faculty and staff can be found online.
http://access.uni.edu/forms/index.shtml

Hours of Operation, University-wide
All university offices are to be open for business from 8 a.m. until 5 p.m., Monday through Friday, except during a period of summer when they are to be open from 7:30 a.m. until 4:30 p.m. Summer office hours will be observed commencing with the first office day following spring commencement exercise and continuing until the Monday preceding fall semester orientation and registration.
http://www.uni.edu/pres/policies/105.shtml

Keys
Key requests for individual faculty, staff, and students must be on a Key Request Form, which is forwarded to mail code 0189. Requests must be signed by the Building Coordinator and department head or director. Information regarding the distribution of keys and the Key Request Form can be found online.
http://www.vpaf.uni.edu/fs/services/keys.shtml

Mail
U.S. stamped and intra-campus mail deliveries are provided once daily at all approved university offices located on or contiguous to the mail campus. Information regarding postage rates, procedures, and regulations can be found on the Mail Center home page.
http://www.vpaf.uni.edu/mailcenter/mailcenter.shtml

Purchasing
The Office of Business Operations provides Guidelines and Procedures regarding purchase of supplies and services from all University accounts including research, grant, gift, activity and state appropriated fund sources.

- Purchasing Guidelines & Procedures
- Procurement Card
- Sales Tax Exemption
- Staff
- Training
- Disaster Recovery & Business Continuity Plan
- Information for Vendors
- Fiscal Year Closing Schedule and Year-end Requisition Clean Up
http://www.vpaf.uni.edu/obo/purchasing/index.shtml

UNIOnline Publicity – Inside UNI
Inside UNI includes announcements that reflect significant university-wide information for both faculty and staff. The Inside UNI website is updated daily for timeliness. Submissions may be made throughout the week. http://www.uni.edu/resources/inside-uni/submission-guidelines

Voice Services - Telephone Services
Provides basic information regarding UNI Voice Telecommunications Services applicable to the entire University. This information will provide users the basic tools to place a request with UNI Voice Services, or to contact appropriate parties or access appropriate information for further assistance if necessary. For additional information go to the Voice Services home page. http://www.uni.edu/its/services/voice-services

ORGANIZATIONAL CHARTS, UNI ADMINISTRATIVE
Administrative Organizational Charts
http://www.ir.uni.edu/dbweb/orgchart/

PEER INSTITUTIONS

Peer Institutions
http://www.ir.uni.edu/dbweb/peer.cfm

PERSONNEL

Merit Staff
Merit System contract personnel consist of Blue Collar, Clerical, Security, and Technical employees. Merit contract employees are represented by the American Federation of State, County, and Municipal Employees (AFSCME) and function under provisions of Chapter 20 of the code of Iowa.
http://www.vpaf.uni.edu/hr/merit/index.shtml

Merit Supervisory & Confidential Employees
A position is identified as a confidential position due to the nature of job responsibilities which give the employee potential access to information subject to use by the employer in negotiating and/or access to information that raises a conflict of interest with other bargaining unit employees. Therefore, the position is exempt from coverage by the AFSCME Collective Bargaining Agreement. A confidential employee cannot be a member of the union and cannot pay dues to the union. A confidential position is covered by the provisions of the State Board of Regents Merit System Rules.
http://www.vpaf.uni.edu/hr/meritconf/index.shtml

Merit Supervisory employees are defined by their job classification as supervisory under the PERA and Chapter 20 of the Iowa Code; and are exempt because their responsibilities typically require them to exercise supervisory responsibilities over other Merit staff. This determination is not made by individual positions and assignments, but rather, on the basis of the classification and the typical duties or responsibilities of that classification. http://www.vpaf.uni.edu/hr/meritsup/index.shtml

Merit Supervisory & Confidential employees are represented by the Supervisory and Confidential Council at the University level and by the Regents Inter-institutional Supervisory and Confidential Advisory Council (RISCAC) at the Board of Regents level.

Position Evaluation, Professional & Scientific Staff
Information regarding P&S position evaluation, classification, and reclassification can be found online in the P&S Staff Guide http://www.vpaf.uni.edu/hr/ps/documents/ps_guide.pdf or at .
http://www.vpaf.uni.edu/hr/ps/classification/index.shtml

Professional & Scientific Staff
Professional and Scientific (P&S) personnel assist in the formulation and administration of institutional policies and aid in the execution of academic, student and administrative services as required by University operations. Professional and Scientific employees are represented by the P&S Council.
http://www.vpaf.uni.edu/hr/ps/index.shtml

Training, Merit Staff
Information can be found in the Merit System Staff Guide.
http://www.vpaf.uni.edu/hr/merit/documents/merit_guide.pdf

Training, P&S Staff
Information can be found in the P&S Staff Guide. http://www.vpaf.uni.edu/hr/ps/documents/ps_guide.pdf
POLICIES AND PROCEDURES

Policies and Procedures
A manual stating all the policies of the university. http://www.uni.edu/pres/policies/

PRESIDENT, Office of the
http://www.uni.edu/president/

PROMOTION/TENURE

Professional Assessment Committee (PAC)
Each department has its own Professional Assessment Committee consisting of the tenured members of the departmental faculty. Departmental PACs make recommendations to the department head on cases of continued probation, tenure, and promotion. Each department's PAC has its own PAC procedures and guidelines, which should be available within your own department. For general information about PACs, see Section 3.3 of the Master Agreement, available on the “Resources” section of the Executive Vice President and Provost's web site. http://www.uni.edu/provost/resources

Promotion/Tenure
Faculty promotion and tenure decisions are governed by the Master Agreement. Articles 3 and 4 and Appendix B of the Master Agreement contain the most relevant information about evaluation, promotion and tenure. The Master Agreement can be found in the “Resources” section of the Executive Vice President and Provost's web site. http://www.uni.edu/provost/resources

Suspension of Promotion/Tenure Clock
https://access.uni.edu/forms/provost/frm7pvp.dot

PUBLIC EVENTS

Calendar of Events
The University Calendar of Events web page contains a variety of calendars for the university. Important calendars to consider when planning an event are the outreach, the special events, the music and theater, and the arts, exhibits, films, and lectures calendar. Also, the events calendar page has an email link to request permission to post to the calendars. http://www.uni.edu/unicalendar/

Conference Planning Guide, Department of Residence
Event and Conference Services assists with various aspects of event preparation including housing and food. Contact University Events Coordinator or Conference Services for the Department of Residence, (319) 273-2333, toll free (866) 207-9411. http://www.uni.edu/dor/summer_conferences and/or http://www.vpaf.uni.edu/events/

PUBLIC SAFETY

Campus Police
The Police Division is the official law enforcement authority for the university. More than 25 fully certified, sworn police officers and dispatchers provide a variety of services to the community on a 24-hour basis. Trained full and part-time employees supplement agency operations. http://www.vpaf.uni.edu/pubsaf/police_division/index.shtml
Parking Regulations
Parking arrangements for events on campus must be made with Parking Services. Parking rules and regulations are published in the Parking Manual online.
http://www.vpaf.uni.edu/pubsaf/parking_division/parking_regs.shtml

Public Safety
The Department of Public Safety has two divisions, Police and Parking Services. Public Safety can be reached at 3-2712. http://www.vpaf.uni.edu/pubsaf/

RESEARCH

Office of Research and Sponsored Programs
The mission of the Office of Research and Sponsored Programs (RSP) is to advance and support creative activity and scholarly research. Access the website at http://www.uni.edu/rsp/

Accessing UNI Faculty Research, Creative Activity, and Expertise
The Office of Sponsored Programs has a Professional Interest (UNI PI) searchable database of faculty and staff interests and expertise. The goal of this service is to foster awareness and communication among faculty and staff with similar or compatible interests and to encourage collaboration within the UNI community and beyond. The PI Database is accessible online to both the UNI and off-campus communities. Faculty and staff can create and update their own profile.

Research Policies
For information regarding the protection of human research participants, animal subjects protection, UNI Policies on scholarly responsibilities, and conflict of interest: http://www.uni.edu/rsp/research-compliance

RETIREMENT

Emeritus Association (UNIEA)
http://www.uni.edu/emeritus/

Emeritus Faculty - Policies and Procedures
http://www.uni.edu/emeritus/Rights.htm

Emeritus Status, Definition of
UNI Policies and Procedures, 4.21 Emeritus Status, defines Emeritus(a) and discusses the application process. Emeritus(a) is an honorary status, conferred upon full-time or part-time members of the faculty, institutional officials, and professional-scientific staff at retirement or resignation who would qualify for and are awarded the title. Eligibility requirements include a minimum of 20 years of creditable full-time or part-time service with a minimum accumulation of 10 years of meritorious service at UNI. Privileges of those holding Emeritus(a) status are established by UNI in consultation with the Emeritus Association.
http://www.uni.edu/policies/421

Emeritus Status, Request for
The form to request Emeritus Status can be found online. http://access.uni.edu/forms/#E

Retirement
Information regarding retirement plan options can be found online.
http://www.vpaf.uni.edu/hrs/benefits/retirement/index.shtml

Retirement from UNI
http://www.vpaf.uni.edu/hrs/benefits/retirement/retiring.shtml
Retirement - Phased Retirement
The eligibility requirements for the Phased Retirement Program are 57 years of age or older and 15 or more years of service. Participation requires approval of department. For additional information, call 273-2521 or refer to HRS Retirement Page:
http://www.vpaf.uni.edu hrs/benefits/retirement/phased_retirement.shtml

Retirement Programs - IPERS
Compulsory except for those enrolled in TIAA/CREF, student employees and foreign nationals in this country as exchange scholars, trainees, professors, teachers, research assistants or specialists. For additional information, call 273-2521 or refer to HRS Retirement Page:
http://www.vpaf.uni.edu hrs/benefits/retirement/ipers.shtml

Retirement Programs - Tax-Deferred Annuity Plans
Available to all Faculty. Maximum contribution is defined by IRS Regulations. For additional information, call 273-2521 or refer to HRS Retirement Page: http://www.vpaf.uni.edu hrs/benefits/retirement/gsra.shtml

Retirement Programs - TIAA/CREF
Available to Term, Probationary and Tenure Faculty with budgeted salary of $7,800 or more. TIAA/CREF is a Defined Contribution plan. UNI pays 6 2/3% of first $4,800; 10% of all over $4,800. Employee pays 3 1/3% of first $4,800; 5% of all over $4,800. After 5 years of service, UNI pays 10% and employee pays 5%.
For additional information, call 273-2521 or refer to HRS Retirement Page:
http://www.vpaf.uni.edu hrs/benefits/retirement/tiaa-cref.shtml

SALARIES/WAGES

Pay Matrix, Merit
http://www.vpaf.uni.edu hrs/merit/documents/paymatrix_07012013.pdf

Pay Matrix, P&S
http://www.vpaf.uni.edu hrs/ps/pay_matrix.shtml

Salary, Minimum Salary Guidelines, Faculty
The Master Agreement establishes minimum salaries for faculty at each rank. Article Eight of the Master Agreement discusses the process of establishing minimum salaries. Appendix A of the Master Agreement identifies the minimum salaries. The Master Agreement can be found in the "Information Sources and Reports" section of the Executive Vice President Provost's web site.
http://www.uni.edu/vpaa/resources.shtml

SCHEDULING

Scheduling, Campus Events
For groups requesting space in GBPAC, UNI-Dome, McLeod Center or Commons Ballroom (Catering), contact those facilities directly.

Scheduling, Center for Multicultural Education (CME)
Reserve the CME Facility online. http://www.uni.edu/cme/res_form.htm

Scheduling, Classrooms
Departments or Student Organizations requesting space in academic buildings should use the Registrar's online Classroom Reservation Request system. http://www.uni.edu/registrar/faculty-and-staff/classroom-reservation Non- University Groups requesting space in academic buildings, contact the Maucker Union Administrative Office.
Scheduling, Maucker Union
Maucker Union provides a number of meeting rooms. [http://www.uni.edu/maucker/event-services/maucker.shtml](http://www.uni.edu/maucker/event-services/maucker.shtml)

Scheduling, Non-university Events
There are numerous locations on campus appropriate for events such as meetings, dinners, wedding receptions, etc. Maucker Union staff work with individuals to determine which space is the most appropriate. Contact Maucker Union facility coordinators at (319) 273-2256.

Scheduling, Outdoor Events
Outdoor Event reservations are reserved through Maucker Union Administrative Office. The form to request scheduling of outdoor events can be found online. [http://www.uni.edu/maucker/event-services/outdoor.shtml](http://www.uni.edu/maucker/event-services/outdoor.shtml)

STRATEGIC PLAN

UNI Strategic Plan – 2010-2015
[http://www.uni.edu/provost/strategic-plan](http://www.uni.edu/provost/strategic-plan)

STUDENTS

Academic Ethics/Discipline
UNI Policies and Procedures, 3.01 Academic Ethics/Discipline, discusses plagiarism and cheating and disciplinary actions taken in such cases. [http://www.uni.edu/pres/policies/301.shtml](http://www.uni.edu/pres/policies/301.shtml)

Student Conduct Code
UNI Policies and Procedures, 3.02 Student Conduct Code, prescribes the rules and procedures governing non-academic student conduct. [http://www.uni.edu/policies/302](http://www.uni.edu/policies/302)

Student Handbook
Information about expectations for student conduct and other policy matters affecting students are described in the student handbook. [https://www.uni.edu/deanofstudents/handbook/](https://www.uni.edu/deanofstudents/handbook/)

Student Sexual Misconduct Policy
UNI Policies and Procedures, 3.15 Student Sexual Misconduct Policy, describes prohibited sexual conduct involving students, including sexual assault, rape, sexual harassment and other forms of non-consensual sexual behavior, and describes the resources available to assist survivors of sexual misconduct. [http://www.uni.edu/policies/315](http://www.uni.edu/policies/315)

Student Grievances, Discipline - Graduate Assistantship Grievance
Students who hold or have held a Graduate Assistant Stipend and who have a complaint or disagreement concerning their graduate assistantship may file a grievance according to the steps outlined in the Graduate Assistantship Grievance Procedure. Information about the grievance and appeal process can be found on the Graduate College web page: [http://www.uni.edu/policies/1205](http://www.uni.edu/policies/1205)

Student Grievances, Discipline – Graduate and Undergraduate Student Academic Grievance
UNI Policies and Procedures – 12.01 Undergraduate Student Academic Grievance – provides for a process for the redress of academic grievances. Information regarding Informal and Formal Procedures can be found online. [http://www.uni.edu/policies/1201](http://www.uni.edu/policies/1201)
Student Grievances - Formal Academic Grievance Form for Undergraduate and Graduate Students
http://access.uni.edu/forms/provost/grievfrm.pdf

STUDENT RESOURCES

Academic Advising
Academic Advising, located in Gilchrist Hall, assists students who are deciding, changing majors, other first-year students, and students experiencing academic difficulties. Information on academic requirements, policies, and procedures and academic resources are also available. Resources are also available for faculty advisors as well. http://www.uni.edu/advising/

Academic Learning Center
The mission of the Academic Learning Center (ALC) is to inspire, challenge, and empower UNI students to achieve academic success. Professional educators, advisors, and trained, certified peers serve all UNI students with a variety of free academic services in an accessible, supportive environment. Additionally, professional staff serve as a resource for faculty. On the main floor of the Innovative Teaching and Technology Center, UNI students can access the ALC’s Math Center, Academic Achievement and Retention Services, Reading and Learning Center, Athletics Academic Services, Writing Center, Examination Services, and the TRIO Student Support Services Program. http://www.uni.edu/unialc

Academic Alert, Probation, and Suspension
For undergraduate students, this determination is made by the Office of the Registrar. Academic Alert, Probation, or Suspension can be determined either on current semester deficiency grade points or cumulative deficiency grade points at UNI. http://www.uni.edu/registrar/students/current-students/academic-standing

For graduate students, this determination is made by the Dean (or the Dean’s designee) of the Graduate College. Students can be placed on Probation upon completing at least 9 credit hours within their program of study with less than a 3.1 GPA. Suspensions are issued to students who either fail to improve their GPA to above 3.0 in the first registration period after being placed on Probation, or to students who have attempted at least 18 credit hours in their program of study with less than a 3.0 GPA. Students returning from Suspension who fail to improve their GPA to above 3.0 in the first registration period upon return are permanently suspended from UNI. http://www.grad.uni.edu/graduate- suspension-and-probation

Academics
UNI's Academics home page provides links to Colleges and Departments. http://www.uni.edu/resources/colleges-departments

Adding a Class
Adjustments to students' schedules should be made as early in the first week of classes as possible. Students should see their assigned academic advisor or visit Academic Advising to discuss how the change would affect their academic progress at UNI. http://www.uni.edu/advising/faq/how-do-i-add-class

Capstone Courses
The Capstone course, which is part of the Liberal Arts Core, is a course intended as "an aid in preparing UNI students for the complex world of ideas that should engage them during their lives as educated citizens." Capstone courses deal with complex issues that integrate two or more diverse disciplines or emphasize service-based learning. New Capstone courses are listed online. http://www.uni.edu/vpaa/lac/coursedescriptions.shtml#6

Career Cruising
Career Cruising is an interactive career resource designed to help individuals find the right career, explore different career options, or plan future education and training. The Career Cruising web site allows UNI
students to log in using their Student ID to search the Career Cruising online service.  

**Career Information and Job Banks - Rod Library**  
This site provides a selected list of web sites providing career-related and job bank information for college students.  
http://www.library.uni.edu/ris/career.shtml

**Career Services**  
Career Services professionals meet with students to discuss their interests and skills and how they relate to majors and/or careers. Students can visit the Office of Career Services and the Career Center located in 102 Gilchrist Hall.  
http://www.uni.edu/careerservices/

**Center for Multicultural Education (CME)**  
The CME, located in Maucker Union, fosters success in American racial and ethnic minority students, contributes to the cultural competence of all students, and promotes an appreciation of diversity in the University community. The CME provides programs and services intended to support students and to raise awareness and appreciation for diversity across campus. The CME also provides educational resources to faculty and staff regarding American racial and ethnic minority issues.  
http://www.uni.edu/cme/

**Change of Registration Form**  
The Change of Registration Form is available in the Office of the Registrar, 115 Gilchrist Hall/Follon Student Services Center, Academic Advising (102 Gilchrist Hall/Follon Student Services Center), or in most departments or departmental advising offices. Guidelines on completing the form are at  
http://www.uni.edu/advising/faq/what-change-registration-form

**Cooperative Education/Internship Program**  
The Co-op/Internship Program is an academic, credit-bearing program. Each academic department establishes the requirements for participation. The College of Business Administration, College of Education, College of Humanities and Fine Arts, College of Natural Sciences, and the Graduate College web sites provide detailed information regarding the GPA required for participation, special course requirements, and faculty contact information for obtaining faculty approval for a co-op/internship.  
http://www.uni.edu/careerservices/students/co-op/

**Counseling Center**  
The Counseling Center provides a variety of short-term counseling services free of charge to UNI students who have paid the Student Health Fee. Services include: individual counseling; group counseling; couples counseling; medication evaluation and consultation from a Health Clinic physician or psychiatrist, referrals to community agencies, and consultation with faculty, staff, friends, or family members who have concerns about a student.  
http://www.uni.edu/counseling

**Dean of Students**  
The Dean of Students Office administers the Student Conduct Code, assist students, faculty, and staff in managing and responding to concerns, including classroom disruption, emotional distress, family emergency, etc. In addition, the Dean of Students provides assistance to students and their families in times of crisis and concern and oversees new student orientation programs.  
http://www.uni.edu/studentaffairs/deanofstudents

**Declaring/Changing a Major**  
Information regarding declaring or changing a major can be found online.  
http://uni.edu/advising/faq/how-do-i-declare-or-change-my-major-minor-certificate

**Degree Audits**  
All undergraduate students will receive a degree audit, which serves as a guide for scheduling classes.
It lists degree requirements and shows how courses completed or being taken apply to the degree requirements. Degree audits are accessible via the web at the Plan of Study or through My UNIverse.

Information provided on the degree audit includes:

- Major(s) and status (declared or prospective)
- Minor(s) and status (declared or prospective)
- Assigned advisor(s)
- Grade Point Averages (Transfer, Cumulative, UNI, Major, Teacher Education)
- All coursework taken at UNI or transferred to UNI
- Course grades
- Semester courses taken (at UNI)
- Current courses enrolled in at UNI
- Liberal Arts Core requirements
- Major(s) and minor(s) requirements

http://www.uni.edu/pos/degaud/degaud_list.htm

Department of Residence
The Department of Residence provides on-campus housing in traditional residence halls along with suite and apartment style housing. Educational programming facilitated by the department supports the academic success of students, while providing an array of opportunities for student involvement. The department also manages campus dining including: residential dining, catering, and retail operations.

http://www.uni.edu/dor/

Dropping a Class
Adjustments to students’ schedules should be made as early in the first week of classes as possible. Students should see their assigned academic advisor or visit Advising and Career Services to discuss how the drop would affect their academic progress at UNI.

http://www.uni.edu/advising/faq/how-drop-class

Financial Aid
Enrollment Services provides Financial Aid information online.

http://www.uni.edu/finaid/

- Application for Financial Aid - Eligibility, FAFSA, Deadlines, Application Process
- Paying for College - Scholarships, Loans, Grants, Jobs
- Managing Money - Budgeting, Credit Cards, Financial Planning
- Course Changes and Special Situations - Dropping Classes, Guided Independent Study, Study Abroad, National Student Exchange, Camp Adventure

Honors Program
The University Honors Program provides outstanding educational, social, and leadership opportunities for talented and motivated students. Honors students are eligible to take specialized sections of courses that emphasize discussion and participation. A variety of co-curricular and extra-curricular activities are offered to encourage community among high- ability students.

http://www.uni.edu/honors/

Honors Program, Presidential Scholars
Twenty Presidential Scholarships are awarded each year by the University Honors Program to high school seniors with a history of outstanding academic performance. Presidential Scholarships are worth $32,000 over four years ($8,000 per year). Top recipients will be those whose strong academic credentials are matched by personal involvement in leadership and service activities.

http://www.uni.edu/honors/content/presidentialscholarship

Intercollegiate Academics Fund (IAF)
The Intercollegiate Academics Fund (IAF) is a yearly allocation of Student Activity Fee monies that exists to
promote and support intercollegiate academic experiences for University of Northern Iowa students. Specifically, the IAF supports students in two ways 1) through a travel fund for students who participate in intercollegiate academic competitions and presentations at professional conferences; and 2) through a research fund which supports student research and creative activities. www.uni.edu/vpaa/iaf/

**Individual Studies**
Flexible and personalized options, including the Individual Studies major, General Studies major, Bachelor of Liberal Studies degree, National Student Exchange, Guided Independent Study courses and more.
http://www.uni.edu/continuinged/is

**Innovative Teaching and Technology Center (ITTC)**
The ITTC (formerly the East Gym) provides a venue through the ITS Educational Technology department for technology workshops, one-on-one consultations, digital design and audio/video services, the Computer Consulting Center, the Geography and Computer Science Departments, as well as Sociology, Anthropology and Criminology labs, classrooms and offices.

**International Students, Undergraduate**
Provides a checklist for International Students online. http://access.uni.edu/stdt/ugintlchecklist.html

**International Study Program**
UNI Policy and Procedures, 3.14International Study Programs, describes student and faculty participation in University and Regent sponsored international activities. http://www.uni.edu/pres/policies/314.shtml

**Jump Start**
The UNI Jump Start Orientation Program provides new students from ethnically, culturally, and socio-economically diverse backgrounds with a "jump start" on their first year at the University. Jump Start is a special orientation program that provides students with an opportunity to make a smooth transition to the University. http://www.uni.edu/orientation/jumprostart

**Liberal Arts Core (LAC)**
Liberal Arts constitute a major component of a UNI education. The UNI Mission Statement states "The University of Northern Iowa is a comprehensive institution dedicated to providing a personalized learning environment, founded on a strong liberal arts curriculum. It is committed to being an intellectually and culturally diverse community." The LAC web site provides faculty and staff with information related to teaching Liberal Arts Core courses and advising students, such as category statements for use on course syllabi, LAC forms, purpose of the categories, and course descriptions by category.
http://www.uni.edu/vpaa/lac/

**Major/Minor**
This web site provides links to information on majors and minors in the various colleges.
http://www.uni.edu/pos/

**Maucker Union**
Provides leadership for student co-curricular and extra-curricular involvement including: student organizations, Greek organizations, and Northern Iowa Student Government (NISG). Maucker Union also coordinates the Student Leadership Center and is home to a variety of meeting rooms and conference space, including: a student computer lab, and space for student organization planning and meetings.
http://www.uni.edu/maucker/

**Overseas Fair**
UNI's Overseas Placement Service for Educators connects international K-12 schools with certified educators year round. Services offered include the UNI Overseas Recruiting Fair, credential and referral services, and related publications. UNI is home to the original international fair for educator.
http://www.uni.edu/placement/overseas/
Plan of Study
The UNI Plan of Study provides a planning and advising support system for faculty and students.  
http://www.uni.edu/pos/

Program of Study
Graduate students, when admitted to a degree program, have a Program of Study automatically generated, based on the approved curriculum listed in the catalog. Students (and their advisors and program coordinators) can access their Program of Study through MyUNIverse. Changes to a Program of Study require a student request filed through the Graduate Student online request system in MyUNIverse.

Registrar
The Registrar maintains all student records and provides assistance with course registration, transcript requests, grades, and degree audits. The Registrar also coordinates graduation and assists students in ensuring graduation requirements are being met. http://www.uni.edu/registrar/

Registration Information
- The Office of the Registrar's web page provides registration links:
  - Web Registration
  - Registration Dates and Times
  - Undergraduate Degree Requirements/Degree Audit
  - Available Liberal Arts Core by Semester
  - New Student Registration Available Course List by Semester
  - Schedule of Classes
http://www.uni.edu/registrar/schedule-of-classes

Sexual Assault and Misconduct, Stalking, and Rape
See “Violence Intervention Services.”

Student Assessments
The Professional Assessment Committee (PAC) for each academic department shall develop written assessment procedures consistent to the provisions of Article Three of the Master Agreement and subject to the approval of the Department Head and the Dean of the College. These procedures may be amended by the Professional Assessment Committee with the approval of the Department Head and the Dean. The procedures may include delegation of responsibility for conducting assessments to a subcommittee, and shall provide for addition of members from outside the department whenever the membership falls below three (3) or whenever the Professional Assessment Committee decides to do so. The Master Agreement can be found in the “Information Sources and Reports” section of the Executive Vice President and Provost’s web site. http://www.uni.edu/vpaa/resources.shtml

UNI is committed to the assessment of student learning for purposes of the ongoing improvement of curriculum, programs, and services offered by the university and for accreditation processes. Students, faculty, staff, and administrators all play a role in student learning and all benefit from the creation of useful and meaningful assessment strategies and information.

Assessment activities at UNI are conducted by academic, administrative, and student services departments and units and may take the form of surveys, standardized tests, program evaluation forms, focus groups, student projects, student reflective activities, or any of a variety of other mechanisms. Some assessment instruments are given to specific groups of students; others are given to randomly selected groups of students. Assessments may be administered both inside and outside of the classroom. Some assessments may be voluntary; others may be required.

Assessment-related data are kept confidential for individual students and are released only in aggregate
form. Unless the assessment tool is also part of the assignments for a course, student performance in the assessment activity does not affect course grades or progress toward graduation.

Questions about assessment at UNI can be directed to the Office of Academic Assessment and the Office of Institutional Research

For 2013-2014, all student assessments, except for those which are informational, are suspended per the Master Contract, Appendix I.

Student Disability Services
This site explains the rights and responsibilities of students with disabilities attending post-secondary schools. It also explains the obligations of a post-secondary school to provide academic adjustments, including auxiliary aids and services, to ensure that the school does not discriminate on the basis of disability. http://www.uni.edu/disability/

Student Grievances, Discipline - Graduate Assistantship Grievance
Students who hold or have held a Graduate Assistant Stipend and who have a complaint or disagreement concerning their graduate assistantship may file a grievance according to the steps outlined in the Graduate Assistantship Grievance Procedure. Information about the grievance and appeal process can be found on the Graduate College web page: http://www.uni.edu/policies/1205

Student Grievances, Discipline – Graduate and Undergraduate Student Academic Grievance
UNI Policies and Procedures – 12.01 Undergraduate Student Academic Grievance – provides for a process for the redress of academic grievances. Information regarding Informal and Formal Procedures can be found online. http://www.uni.edu/policies/1201

Student Grievances - Formal Academic Grievance Form for Undergraduate and Graduate Students
http://access.uni.edu/forms/provost/grievfrmnew.doc

Student Health Clinic
The Student Health Clinic specializes in college health. The Clinic offers high quality primary and urgent care services provided by Board Certified Family Practice Physicians and Board Certified Physician Assistants. Additional staff includes a pharmacist, nurses, and a lab technologist.
http://www.uni.edu/health/

Student Leadership Center
The Student Involvement Center in Maucker Union provides leadership development for students through a variety of activities and programs, networking opportunities, and professional development.
http://www.uni.edu/siac/leadership/

Student Requests
The student request process is the official avenue students must pursue to request an exception from university policies regarding coursework. For example, if a student would like to add or drop a course after the deadline, to withdraw from the university after the deadline, to substitute for a required course, to graduate out of residence, or to receive graduate credit as an undergraduate, the student would need to submit a student request form and obtain the required signatures to process the student request. The signatures required for each specific request are listed on the back of the student request form.

There are two separate student request forms: one for undergraduates and another for graduate students. The undergraduate student request form is available from departmental offices or online at http://access.uni.edu/forms/provost/studrqst.pdf. Questions about the undergraduate student request process or form should be directed to the Office of the Executive Vice President and Provost (x32518). Graduate student requests must be processed electronically. Graduate students initiate their student
requests through My UNIverse. Questions about the graduate student request process, please contact the Graduate College (x32748).

Transfer Students
The Office of Admissions provides Transfer Students information about admission requirements, search for scholarships, how to find a place to live, student organizations, transfer credits, course equivalencies, requirements for majors, multicultural resources, and resources for out-of-state students.
http://www.uni.edu/admissions/transfer/

Violence Intervention Services
The Office of Violence Intervention Services provides assistance to students who may be victims of sexual misconduct, sexual assault, rape, and other forms of relationship violence. The Office provides a trained victim advocate who provides counseling and medical referrals; assistance with safe housing and academic and financial concerns related to the sexual misconduct; and information concerning victim’s rights. Assistance is also provided concerning University, civil and criminal complaints, including how to file such complaints. http://www.uni.edu/wellrec/wellness/sexualabuse/

Wellness Recreation Center (WRC)
The WRC enhances the personal, professional and academic lives of students, faculty and staff through structured and self-directed activities, educational programs and services, skill- and leadership-building activities, and campus-wide initiatives. The WRC provides a wide-variety of recreational opportunities, fitness activities and classes, and information on student and employee health and wellness.
http://www.uni.edu/wellrec/

Writing Center Help Page
Come on in and help yourself. Navigate our resources by identifying yourself (Graduate Assistant/Test Taker/ESL Writer/Business Writer) or the situations with which you need help.
http://www.uni.edu/unialc/WritingCenter/Self_Help.html

Writing Guide, Online
The Writing Center’s Services are free and open to all UNI undergraduate and graduate students, faculty, and staff. At the Writing Center, you will find the support you need to complete writing projects with less stress and the highest possible quality. http://www.uni.edu/unialc/writingcenter.html

SUSTAINABILITY AT UNI

Information on sustainability initiatives and the Sustainability Council can be accessed at:
http://www.vpaf.uni.edu/energy/

TEACHING

Academic Advising
Academic Advising works with individuals who are deciding, changing majors, first-year students, and experiencing academic difficulties. It can help students develop meaningful educational plans compatible with their life and career goals. Academic Advising provides information and assistance concerning: choosing/changing a major, exploring minors and certificates, academic requirements, policies and procedure, resources and experiences for success. http://www.uni.edu/advising/

Faculty - Beginning Date
Department Heads notify faculty each year of the expected date of return to campus.
Faculty - Office Hours
Faculty members are required to schedule weekly office hours, typically three hours per week.

Faculty Workload

Final Exam Policy
No final comprehensive examination shall be administered to a class within the last two weeks prior to the officially scheduled final examination period (excluding summer sessions or half-semester courses). The policy for scheduling events during final examinations can be found online.
http://www.uni.edu/pres/policies/209.shtml

Make-up Work Policy
Policy 3.06 Class Attendance and Make-Up Work. http://www.uni.edu/policies/306

Student Assessment, Guidelines
Student Assessments shall be administered by the Department Head or designee. Individual Faculty Members may assist and cooperate in the administration of the student assessment but a Faculty Member shall not be required to do so involuntarily.

For 2013-2014, all student assessments, except for those which are informational, are suspended per the Master Contract, Appendix I.”

Syllabus
Faculty members are required to distribute syllabi to students enrolled in their classes. A required statement should be included regarding students with disabilities.

Test Scoring
Faculty who use True-False or Multiple Choice examinations for their classes will find Test Scoring Services to be a valuable time saver. A description of Test Scoring services and an outline of the procedures for having exams scored and analyzed can be found online.
http://www.uni.edu/its/services/test-scoring

TELECOMMUNICATIONS

Educational Technology
The Educational Technology (ITS-ET) staff support the use of technology in teaching and learning. =
http://www.uni.edu/its/services/educational-technology

eLearning
UNI eLearning is the centrally-supported online learning management system (Blackboard Inc.) for UNI. A web-based interface for developing a customized learning environment, UNI eLearning supports traditional, hybrid and distance learning courses. http://www.uni.edu/elearning/about-uni-elearning

Video Conferencing
Interactive video conferencing allows for real-time interaction between instructors and students, without the cost of commuting to campus. Adobe Connect links course participants via the web from a location most convenient for them. The Iowa Communications Network (ICN) is a statewide interactive fiber-optic educational television system with more than 750 sites around the state.
https://www.uni.edu/continuinged/delivery/video-conferencing
Voice Services
http://www.uni.edu/its/services/voice-services

TRAVEL

Carpool/Motor Vehicles
Facilities Services maintains a fleet of vehicles to support departmental missions and travel needs. They are available to faculty and staff under short or long-term rental agreement with departmental approval. UNI’s Motor Vehicle Usage Policy can be found online. http://access.uni.edu/forms/index.shtml#

Travel Authorization/Reimbursement Form
All employee travel must be authorized prior to departure by the appropriate administrator (vice president, dean, director, or department head). Employees must complete a Travel Authorization form, sign it, and obtain the signature of the appropriate administrator. The Travel Authorization/Reimbursement Form can be found online in the Accounts Payable section of the OBO web page, http://www.vpaf.uni.edu/obo/accounts_payable/index.shtml, or in the Forms Repository: http://access.uni.edu/forms/index.shtml#

Travel Guidelines
The Office of Business Operations provides information and guidelines on UNI travel:

- Authorization for Travel
- Advance Payment for Travel Expenses
- Airline Tickets
- Conference Registration
- Hotel Deposits
- Travel Advances
- Clearing Cash Advances
- Reimbursement for Domestic Travel
- Transportation
- Air Travel
- Charter Air Travel
- Personal Airplane
- Automobile
- Maps, Directions
- Mileage Guides - for Iowa and Out-of-State
- Mileage Reimbursement Rates
- Rental Car
- Rental Car Insurance
- Parking, Bridge, and Road Tolls
- Taxi or Local Common Carrier
- Rail Travel
- Lodging
- Meals
- Reimbursements, International Travel
- Reimbursements, Miscellaneous
- Reimbursements, Persons other than Faculty and Staff
  http://www.vpaf.uni.edu/obo/accounts_payable/tguide.shtml

Travel with Students
Students traveling for the benefit of UNI should complete a travel authorization, i.e. if UNI is paying part of the expense. If students are traveling as part of a Study Abroad program individual authorization forms
would not be required and the accompanying staff or faculty should create a list of students traveling with them and attach it to the Travel Authorization/Reimbursement form. This form can be found on the Accounts Payable section of the OBO web page http://www.vpaf.uni.edu/obo/accounts_payable/index.shtml or in the Forms Repository.

Travel, Student Drivers
Departments may authorize student drivers of University, departmental or personal vehicles to attend conferences, meeting or other programs when the following criteria are met:
1. The event or program is directly related to the academic program in the department and the student travelers are currently registered students in that academic program.
2. The students’ attendance at the event or program is at the request of the department head and the trip is supported by the department.
3. Written departmental authorization must be provided to the University's Fleet Manager for prior review and approval. All authorized drivers be they students, faculty or staff must provide authorization for the release of motor vehicle reports so the Fleet Manager can conduct a driving history inquiry.
4. Authorized passengers include those in official University sponsored or authorized programs, university employees, agents or volunteers while on authorized University business.
5. Regarding use of personal vehicles: A person driving his/her personal vehicle should have automobile liability insurance in an amount not less than $300,000 per each accident. In the event there is an accident with a personal vehicle, the owner’s insurance becomes primary and the Regent's Self-Insurance Program is secondary. University Policy 9.63 offers additional information about use of personal vehicles. http://www.uni.edu/policies/963

Travel Abroad
The International Students and Scholars Office provides visa services, travel safety, and travel health referrals to faculty and staff traveling abroad on University business. The Office does not charge for its services, but faculty and staff are liable for the cost of visas including agent fees (if required) and postage. See: https://www.uni.edu/internationalservices/uni-faculty-staff-traveling-university-business


UNIONS

American Federation of State, County, and Municipal Employees - AFSCME
AFSCME Local 2659 represents most Merit employees at UNI. http://www.afscme.org/

United Faculty - UF
The United Faculty is recognized by the Board of Regents, State of Iowa, as the certified, exclusive and sole bargaining representative for UNI Faculty members. Its web page includes lists of officers, committees, events, constitution, collective bargaining notes, etc. http://www.uni.edu/unitedfaculty/

Master Agreement
The Master Agreement between the Board of Regents, State of Iowa and the UNI-United Faculty can be found in the "Information Sources and Reports" section of the Executive Vice President and Provost's web site. http://www.uni.edu/vpaa/resources.shtml

WELLNESS AND RECREATION

Wellness and Recreation
Wellness and Recreation Services offers a variety of programs and services for students and staff: http://www.uni.edu/wellrec/
FIND IT

UNI ADMINISTRATION

For the Administration Organization Chart, which lists the names of the President, his Assistants, the Provost, and Vice Presidents visit http://www.ir.uni.edu/dbweb/orgchart/

For an index of administrative division visit http://www.uni.edu/resources/academics

For the Office of the President visit http://www.uni.edu/president/.

For the Office of the Executive Vice President and Provost visit http://www.uni.edu/provost/

HELPFUL URL LISTS

<table>
<thead>
<tr>
<th>Administrative Departments</th>
<th><a href="http://www.uni.edu/resources/administrative-departments">http://www.uni.edu/resources/administrative-departments</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics - Colleges, Departments, and Programs</td>
<td><a href="http://uni.edu/majors/">http://uni.edu/majors/</a></td>
</tr>
<tr>
<td>Fine and Performing Arts at UNI</td>
<td><a href="http://www.uni.edu/gbpac">http://www.uni.edu/gbpac</a></td>
</tr>
<tr>
<td>Athletics at UNI</td>
<td><a href="http://www.unipanthers.com">http://www.unipanthers.com</a></td>
</tr>
<tr>
<td>Information Technology Services at UNI</td>
<td><a href="http://www.uni.edu/its/">http://www.uni.edu/its/</a></td>
</tr>
<tr>
<td>Rod Library</td>
<td><a href="http://www.library.uni.edu/">http://www.library.uni.edu/</a></td>
</tr>
<tr>
<td>Employee Resources and Organizations</td>
<td><a href="http://www.uni.edu/resources/faculty-staff">http://www.uni.edu/resources/faculty-staff</a></td>
</tr>
<tr>
<td>Maps &amp; Directions</td>
<td><a href="http://uni.edu/campusmap/">http://uni.edu/campusmap/</a></td>
</tr>
<tr>
<td><a href="http://www.uni.edu/resources/visit-uni">http://www.uni.edu/resources/visit-uni</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours of Facilities</th>
<th><a href="http://www.vpaf.uni.edu/fs/services/building_access.shtml">http://www.vpaf.uni.edu/fs/services/building_access.shtml</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Information - Financial Reports</td>
<td><a href="https://access.uni.edu/reports/index.shtml#">https://access.uni.edu/reports/index.shtml#</a></td>
</tr>
<tr>
<td>Human Resources Services</td>
<td><a href="http://www.uni.edu/hr/s">http://www.uni.edu/hr/s</a></td>
</tr>
</tbody>
</table>

WHO TO CALL WHEN....

The Administrative Organization Chart lists the names of the President, his Assistants, the Provost, and Vice Presidents. It can be found in the UNI Telephone Directory and online. http://www.uni.edu/president/sites/default/files/OrgChart_Sept_12-1.pdf

Other key figures:

<table>
<thead>
<tr>
<th>Assistant to the President for Compliance and Equity</th>
<th>3-2846</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Provost for Information Management</td>
<td>3-6815</td>
</tr>
<tr>
<td>Assistant Provost for International Programs</td>
<td>3-6807</td>
</tr>
<tr>
<td>Assistant Provost for Research and Sponsored Programs</td>
<td>3-3217</td>
</tr>
<tr>
<td>Assistant Vice President &amp; Executive Director, Residence</td>
<td>3-2333</td>
</tr>
<tr>
<td>Assistant Vice President, Outreach and Special Programs</td>
<td>3-3526</td>
</tr>
<tr>
<td>Associate Director of Residence</td>
<td>3-2333</td>
</tr>
<tr>
<td>Associate Provost for Academic Affairs</td>
<td>3-2518</td>
</tr>
<tr>
<td>Associate Provost for Faculty Affairs</td>
<td>3-2519</td>
</tr>
<tr>
<td>Associate Registrar</td>
<td>3-2112</td>
</tr>
<tr>
<td>Associate Vice President, Facilities Planning</td>
<td>3-2611</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>3-3050</td>
</tr>
<tr>
<td>Controller/Secretary/Treasurer</td>
<td>3-3576</td>
</tr>
<tr>
<td>Dean, College of Business Administration</td>
<td>3-6240</td>
</tr>
<tr>
<td>Dean, College of Education</td>
<td>3-2717</td>
</tr>
<tr>
<td>Dean, College of Humanities, Arts and Sciences</td>
<td>3-2725</td>
</tr>
</tbody>
</table>
GLOSSARY OF ABBREVIATIONS

FACULTY AND STAFF
P&S Professional and Scientific Staff
AFSCME American Federation of State, County, and Municipal Employees (Merit Union)
EAP Employee Assistance Program
IPERS Iowa Public Employee’s Retirement System
TIAA-CREF Teachers Insurance and Annuity Association and College Equities Fund
PAF Personnel Action Form
FAR Faculty Activity Report
UF United Faculty
BOR Board of Regents
HLC Higher Learning Commission
FoE Foundations of Excellence
WRC Wellness Recreation Center
LAC Liberal Arts Core
NCA North Central Association
NCAA National Collegiate Athletic Association
PDA Professional Development Assignment
PAC Professional Assessment Committee
APR Academic Program Review
SOA Student Outcomes Assessment

STUDENTS
UNI-CUE University of Northern Iowa-Center for Urban Education
NISG Northern Iowa Student Government
ADA Americans With Disabilities Act
FERPA Family Education Rights and Privacy Act
EOP Educational Opportunity Programs

COLLEGES
CBA College of Business Administration
OTHER RESOURCES


Wergin, Jon F. DEPARTMENTS THAT WORK: Building and Sustaining Cultures of Excellence in Academic Programs. Williston, Vermont: Anker Publishing