ACADEMIC AWARDS

Awards-Faculty

- Class of 1943 Faculty Award for Excellence in Teaching - [http://www.uni.edu/vpaa/1943facultyaward/index.shtml](http://www.uni.edu/vpaa/1943facultyaward/index.shtml)
  - Awarded to tenured faculty for meritorious internal and external service.
  - Rewards tenured faculty for sustained excellence in teaching, scholarship and service.
- Veridian Credit Union Community Engagement Award [http://www.uni.edu/resources/veridian-credit-union-community-engagement-award](http://www.uni.edu/resources/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](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](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](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/grants-awards/internal-awards-recognition/graduate-college-outstanding-faculty-teaching-award](http://www.grad.uni.edu/grants-awards/internal-awards-recognition/graduate-college-outstanding-faculty-teaching-award)
  - Recognizes outstanding teaching in the graduate programs by tenure track or tenured faculty employed at least three years as graduate faculty.

Awards-Student

  - Provide financial assistance to University of Northern Iowa alumni to pursue full-time graduate education at any accredited post-baccalaureate graduate or professional school. Updated form available Spring 2011.
- Outstanding Creative Master’s Thesis Award – [http://www.grad.uni.edu/grants-awards/internal-awards-recognition/outstanding-masters-research-paper-award](http://www.grad.uni.edu/grants-awards/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 a seven year cycle. 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.ncacihc.org. Accreditation review takes place every ten years. Specific information regarding our accreditation can be found at http://www.uni.edu/accreditation/.

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 Hiring Guide for Faculty Recruitment 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/documents/Hiring%20Guide%20for%20Faculty%20Recruitment.pdf.

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) 273-2846. 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/about-us

The UNI Alumni Association maintains a directory of members online: 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; phone number is 273-6164.

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/
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/pres/committees.shtml

Committees, University
A list of University Committees can be found online. http://www.uni.edu/pres/committees.shtml

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/et/tnt/

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 training calendar for Educational Technology can be accessed at: http://www.uni.edu/its/et/tnt/c.shtml.

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

For help using My UNIverse and for Frequently Asked Questions: 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/committe/ppcit/

CURRICULUM

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/pres/policies/204.shtml.

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), and Executive Vice President and Provost. 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

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/vpaa/documents/MicrosoftWord-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. Council members include the Executive Vice President and Provost; 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.
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/alert/resources

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 more information and resources, visit www.uni.edu/alert

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 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) for up-to-date information.

Faculty, staff, and students should update their personal contact information (through my Universe) 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.

Reporting 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 Executive Vice President and Provost, 273-2519
Dean of the college or department head

Staff concern:
Interim Director, Human Resource Services, 273-6432

Visitors:
UNI Police, 273-2712

Reporting a concern after business hours:
Call UNI Police 273-2712 or 9-1-1 in an emergency
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.

The following signs may indicate a need to refer a student to the Counseling Center:
- Depression
- Suicidal thoughts or feelings
- Substance abuse
- Abrupt changes in behavior
- Inappropriate crying
- Outbursts of anger
- Low self-esteem
- Debilitating anxiety

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.

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

2. Harassment, Threats, and Other Potentially Criminal Behavior.
   a. 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.
   b. Any behavior that may violate the law should be reported to University Police at 273-2712.

3. Other security situations.
   a. 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.

b. Personal property:
>It is best to avoid bringing valuable items on campus.
>lIf 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](http://www.uni.edu/policies/315)

**Employee Assistance Program (EAP)**
UNI offers an Employee Assistance Program through Allen Hospital. EAP offers initial assessment/referral and short-term counseling for employees and their immediate family members to address problems affecting personal relationships, health and work performance. To schedule a confidential appointment, call (319) 235-3550, or toll free at 1-800-303-9996, Monday through Thursday, from 8:00 a.m. to 8:00 p.m. and Friday, from 8:00 a.m. to 3:00 p.m. Evening appointments are available.

More information can be obtained at this website: [http://www.vpaf.uni.edu/hrs/eap/index.shtml](http://www.vpaf.uni.edu/hrs/eap/index.shtml) or by clicking on Employee Assistance Program in the A to Z index or by calling Deedra Dahlager at 273-7162 or 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](http://www.uni.edu/pres/policies/108.shtml)

**Weather Related Emergencies**
Go to: EMERGENCY PROCEDURES REFERENCE GUIDE UNIVERSITY OF NORTHERN IOWA

Available online at: [http://www.vpaf.uni.edu/pubsaf/_documentation/emergency_mgt_prep_guide.pdf](http://www.vpaf.uni.edu/pubsaf/_documentation/emergency_mgt_prep_guide.pdf)

**Tornado Safety:**

**Emergency Action:** Seek an area of safety on lowest floors or basement away from windows.

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

2. **Tornado or Severe Weather Warning:**

Emergency shelters for each campus building are listed at: [http://www.vpaf.uni.edu/fs/healthsafety/tips/shelters.shtml](http://www.vpaf.uni.edu/fs/healthsafety/tips/shelters.shtml)

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

a. A tornado or severe weather is sighted or indicated on the weather radar.
   b. Alert siren located on Baker Hall will sound a steady tone, three-minute blast for severe weather warnings.
   c. When the siren sounds, remain calm.
   d. 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.
e. Assist physically challenged and disabled persons during weather related emergencies.
f. 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.
g. After the tornado/severe weather has passed, evaluate the situation and if emergency help is needed, call Public Safety at 273-4000.
h. Be aware of dangerous structural conditions and down power lines. Report damaged facilities to the Physical Plant at 273-4400.
i. 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.

After extinguishing, call UNI Police at 273-4000
   b. 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. 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.
   c. If there is a window in your room, attempt to attract the attention of emergency response personnel.
   d. Do not open the window unless directed by rescue personnel.

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Executive Vice President and Provost, 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/

**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/

**University Marketing and Public Relations**
http://www.uni.edu/pubrel/

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**FACILITIES OPERATIONS**

**Cancellation of Classes**
The Executive Vice President and Provost may declare a 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. http://www.uni.edu/pres/policies/407.shtml

**Classroom and Building Maintenance**
UNI Facilities Services provides basic cleaning and minor maintenance services to classrooms and administrative buildings. http://www.vpaf.uni.edu/fs/serviceunits/building.shtml

**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 UNIOnline.
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 are also available in the "Resources and Helpful Links" section of the Executive Vice President and Provost's web site at http://www.uni.edu/vpaa/09-11facultycontract/index.shtml.

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/gateway/facultyroster/

The Roster of current Graduate Faculty can be found online. http://www.grad.uni.edu/graduate-faculty/graduate-faculty-list

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

MEMFIS Forms
MEMFIS Forms can be found in the Forms Repository online. https://access.uni.edu/forms/index.shtml#m

FOUNDATIONS OF EXCELLENCE

Foundations of Excellence
The University of Northern Iowa participated in a national higher-education project knows 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/ProvostChart10-11.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](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/](http://www2.state.ia.us/regents/)

Cabinet
The Cabinet coordinates the main administrative divisions of the university, acts as the final budget recommending and reviewing body, and functions, when necessary, as the final appeals body. Its membership consists of the President, the Executive Vice President and Provost, the Vice President for Student Affairs, the Vice President for Administration and Financial Services, the Vice President for University Advancement, and the Special Assistant to the President for Board and Governmental Relations. [http://www.uni.edu/committees/president/presidents-cabinet](http://www.uni.edu/committees/president/presidents-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/vpaa/dept_head_manual/procedures.shtml](http://www.uni.edu/vpaa/dept_head_manual/procedures.shtml)

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/](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. [http://www.grad.uni.edu/graduate-council](http://www.grad.uni.edu/graduate-council)

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.

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](http://www.uni.edu/vpaa/resources.shtml)
Policies and Procedures Manual
A Manual showing all the policies and procedures of the university.

- 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/strategicplan/

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. President Allen 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, 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:
Grants & Awards - http://www.grad.uni.edu/grants-awards

Office of Sponsored Programs
The Office of Sponsored Programs is the central unit on campus responsible for overseeing most public and private grants and contracts funding to the University. OSP has two primary functions related to grants and contracts: seeking sponsored funding and implementing sponsored funding. Visit our website at http://www.uni.edu/osp

Research - Faculty Research and Creative Interests
The Office of 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/osp

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

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/is/

Data Definitions
An A-Z Index of Data Definitions can be found on the Department of Institutional Research web site.
http://www.ir.uni.edu/dbWeb/glossary.cfm?Letter=A

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
The University's administrative databases are managed by IR. 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/

Grade Distribution Report
A Grade Distribution report can be requested online from the Department of Institutional Research.
http://www.uni.edu/instrsch/form.shtml

Reports
The Office of Institutional Research provides UNI reports online. http://www.ir.uni.edu/dbWeb/reports.cfm

Statistics
http://www.uni.edu/registrar/reports-and-statistics The Registrar's web site provides links to statistics in several areas:

- UNI Student Profile Summary
- Age Data
- Enrollment Data: All Students
- Enrollment Data: Graduate Students
- Enrollment Data: International Students
- Enrollment Data: Minority Students
- Grade Index Data
- Grade Distribution Data
- Persistence & Graduation Rate Data

Surveys
The Office of Institutional Research provides results of UNI surveys online. http://www.ir.uni.edu/dbWeb/surveys.cfm
INTELLECTUAL PROPERTY/TECHNOLOGY TRANSFER

Intellectual Properties - UNI Policies and Procedures

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

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

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 her/his responsibilities whenever possible." The Master Agreement 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

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/hrs/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 "Resources and Helpful Links" section of the Executive Vice President and Provost's web site. http://www.uni.edu/vpaa/resources.shtml

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 "Resources and Helpful Links" section of the Executive Vice President and Provost's web site. http://www.uni.edu/vpaa/resources.shtml
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

Professional Development Assignment (PDA) - Application Form and Guidelines
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 the Master Agreement in the "Resources and Helpful Links" section of the Executive Vice President and Provost's web site. http://www.uni.edu/vpaa/resources.shtml

Sick Leave, Faculty
Sick leave is accumulated at a rate of nine days per semester. Detailed information can be found in Article 7 of the Master Agreement in the "Resources and Helpful Links" section of the Executive Vice President and Provost's web site. http://www.uni.edu/vpaa/resources.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

Time Cards - How to Create, Review, Edit
MEMFIS 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/memfis/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

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 termination, however. http://www.uni.edu/pres/policies/463.shtml

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 Question
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/distance-learners/frequently-asked-questions

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

MEMFIS

MEMFIS - Modern Executive Management and Financial Information System
The University of Northern Iowa maintains a campus-wide matrix of financial management software called MEMFIS. It serves as software for human resources, payroll, purchasing, accounts payable, grants, contracts, projects, and budgeting. http://www.vpaf.uni.edu/memfis/

MEMFIS - Contact Information
Contact name and phone numbers for specific MEMFIS questions can be found online. http://www.vpaf.uni.edu/memfis/contacts/memfis_contacts.shtml

MEMFIS - Quick Reference Guides
This link to MEMFIS Quick Reference Guides provides step-by-step instructions on how to complete the various MEMFIS applications. http://www.vpaf.uni.edu/memfis/qrg.shtml

MEMFIS - Training
For questions about MEMFIS training and to register online: http://www.vpaf.uni.edu/memfis/

MUSEUMS

UNI Museums are free and open to the public. 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. For the campus and general public, the Museums foster lifelong learning and the exchange of ideas, as well as a respect for our natural resources and the human heritage of the world. 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://ryan.dor.uni.edu/webcatering/main.asp

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

UNI Online
UNI news items may be submitted online. Items may only run three times in any three-week period. Submissions will be rejected if sponsorship by a university department, program or organization is not explicitly stated. http://www.uni.edu/unionline/

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/policies/956

ORGANIZATIONAL CHARTS, UNI ADMINISTRATIVE

Interactive Administrative Organizational Charts
http://www.ir.uni.edu/dbweb/orgchart/

PERSONNEL

Confidential Employees (Non-contract)
Confidential Employees are defined as those in classifications contained in the bargaining unit who work in a human resources office or who have access to confidential information that may be used in collective bargaining negotiations. Confidential employees have transfer rights that allow them to exercise seniority to other contract-covered positions within their classification but not to other confidential positions. http://www.vpaf.uni.edu/hrs/meritconf/index.shtml

Merit Supervisory and Confidential Employees, Non-contract
Supervisory and Confidential (non-contract) employees are represented by the Supervisory and Confidential Merit Personnel (UNI-SCMP) at the University level and by the Regents Inter-institutional Supervisory and Confidential Advisory Council (RISCAC) at the Board of Regents level. Additional information can be found online. http://www.vpaf.uni.edu/hrs/

Position Evaluation, Professional & Scientific Staff
Supervisory Employees (Non-contract)
Supervisory Employees are exempt from collective bargaining because their responsibilities typically include supervisory responsibilities over other Merit staff. http://www.vpaf.uni.edu/hrs/meritsup/index.shtml

Training, Merit Staff

Training, P&S Staff

POLICIES AND PROCEDURES

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

PRESIDENT, OFFICE OF THE

Office of the President
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. http://www.uni.edu/vpaa/09-11facultycontract/3.shtml

Promotion/Tenure
Promotion and tenure decisions are governed by the Master Agreement. Articles 3 and 4 of the Master Agreement contain the most relevant information about evaluation, promotion and tenure. The Master Agreement 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

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) 73-2333, toll free 866-207-9411. http://www.uni.edu/dor/conferences/

PUBLIC SAFETY

Campus Police
The Police Division is the official law enforcement authority for the university. UNI has fully certified, sworn police officers and dispatchers who 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](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/](http://www.vpaf.uni.edu/pubsaf/)

**RESEARCH**

**Office of Sponsored Programs**
The mission of the Office of Sponsored Programs (OSP) is to advance and support creative activity and scholarly research. Access the website at [http://www.uni.edu/osp/](http://www.uni.edu/osp/)

- **Accessing UNI Faculty Research, Creative Activity, and Expertise**
The Office of 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 by visiting [http://www.uni.edu/osp](http://www.uni.edu/osp).

- **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/osp](http://www.uni.edu/osp)

**RETIREMENT**

**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/pres/policies/421.shtml](http://www.uni.edu/pres/policies/421.shtml)

- **Emeritus Association (UNIEA)**
[http://www.uni.edu/emeritus/](http://www.uni.edu/emeritus/)

- **Emeritus Faculty - Policies and Procedures**
[http://www.uni.edu/emeritus/Rights.htm](http://www.uni.edu/emeritus/Rights.htm)

- **Emeritus Statue, Request for**
The form to request Emeritus Status can be found online. [http://access.uni.edu/forms/#E](http://access.uni.edu/forms/#E)

- **Retirement**
Information regarding retirement eligibility, compensation, benefits, etc., can be found online. [http://www.vpaf.uni.edu/hrs/benefits/retirement/index.shtml](http://www.vpaf.uni.edu/hrs/benefits/retirement/index.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/index.shtml](http://www.vpaf.uni.edu/hrs/benefits/retirement/index.shtml)

- **Retirement Benefits Checklist**

- **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. IPERS is a Defined Benefit plan.
UNI pays 5.75 percent of salary. Employee pays 3.7 percent of salary. For additional information, call 273-2521 or refer to HRS Retirement Page: http://www.vpaf.uni.edu/hrs/benefits/retirement/index.shtml

Retirement Programs - Supplement Tax Sheltered Annuities (TSA)
Available to all Faculty. Tax deferred contributions only from employee's salary. UNI does not contribute toward this program. 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/index.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/index.shtml

SALARIES/WAGES

Salary, Minimum Salary Guidelines
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 "Resources and Helpful Links" 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, contact those facilities directly.

Scheduling, Center for Multicultural Education (CME)

Scheduling, Classrooms
Department or Student Organizations requesting space in academic buildings, contact the Registrar's/Scheduling Office directly (273-2110). Non-University Groups requesting space in academic buildings, contact the Maucker Union Administrative Office (273-2256).

Scheduling, Maucker Union
Maucker Union is the hub of events for the University of Northern Iowa. From weddings to conferences, meetings to concerts, Maucker Union has the flexibility to accommodate almost any need. Renovated in 2003, Maucker Union represents more than 115,000 square feet of opportunity awaiting you and your next function. A description of rooms available in Maucker Union can be found at: http://www.uni.edu/maucker/event-services/maucker-roomdescr.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

STRATEGIC PLAN

UNI Strategic Plan 2010-2015 - http://www.uni.edu/strategicplan/
STUDENT POLICIES

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

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

Student Handbook
Information about expectations for student conduct and other policy matters affecting students are described in the student handbook. http://www.uni.edu/studentaffairs/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

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.grad.uni.edu/assistantships/-graduate-assistantship-system

Student Grievances, Discipline - Graduate Student Academic Grievance
UNI Policies and Procedures – 12.01 Graduate 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/pres/policies/1201

Student Grievances - Formal Academic Grievance Form for Graduate Students
http://www.vpaf.uni.edu/hrs/ps/documents/ps_grievanceform.pdf

Student Grievances, Discipline - Undergraduate Student Academic Grievance
UNI Policies and Procedures – 12.02 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/pres/policies/1202.shtml

Student Grievances - Formal Academic Grievance Form for Undergraduate 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 Warning, Probation, and Suspension
For undergraduate students, this determination is made by the Office of the Registrar. Students can be academically suspended after their first semester enrolled. Academic Warning, Probation, or Suspension can be determined either on current semester deficiency grade points or cumulative deficiency grade points at UNI. http://www.uni.edu/catalog/undergraduate-academic-warning-probation-and-suspension

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 3.0 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.uni.edu/policies/301

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

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. http://www.careercruising.com/home/lib_sch_login.asp

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/library-instruction/subject-guides/career-related-information-job-banks

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, contribute to the cultural competence of all students, and promote 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 should be taken to the Scheduling Office for processing. A signature is NOT required from the instructor or an advisor on this form to drop a class. http://www.uni.edu/advising/faq/what-change-registration-form

Continuing and Distance Education
The Continuing and Distance Education Office serves between 9,000 and 10,000 enrollments annually via the Iowa Communications Network (ICN), WWW, and on-site classes. http://www.uni.edu/continuinged/icn/index.shtml

Continuing Education and Special Programs
As the University pursues the multiple missions of teaching, research and public service, Continuing Education provides the leadership and support services that enable the University to fulfill its rapidly expanding service role. Information
regarding Continuing and Distance Education, Iowa Communications Network (ICN), Individual Studies, and UNI Museums can be found online. [http://www.uni.edu/continuinged/about/mission.shtml](http://www.uni.edu/continuinged/about/mission.shtml)

**Co-op Education/Internship Orientation Schedule**
[http://www.uni.edu/careerservices/students/co-op/](http://www.uni.edu/careerservices/students/co-op/)

**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/](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](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](http://www.uni.edu/studentaffairs/deanofstudents)

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

**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/](http://www.uni.edu/dor/)

**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](http://www.uni.edu/pos/degaud/degaud_list.htm)

**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](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/

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 Major
The Individual Studies Office strives to provide programs that appeal to students interested in educational experiences that differ from the norm. An Individual Studies Major enables students to create an individualized major by selecting courses reflecting specific personal and career objectives. It provides an opportunity to explore interdisciplinary areas of study before they are officially adopted as a departmental or interdepartmental major. http://www.uni.edu/continuinged/is/index.shtml

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. http://www.uni.edu/infosys/tour/ittc.shtml

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

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/
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/

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

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, has 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/registration

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

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 "Resources and Helpful Links" section of the Executive Vice President and Provost's web site. http://www.uni.edu/vpaa/resources.shtml

Assessing Student Learning at UNI
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.

**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/](http://www.uni.edu/disability/)

**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/](http://www.uni.edu/health/)

**Student Leadership Center**
The Student Leadership 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/maucker/leadership/](http://www.uni.edu/maucker/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](http://access.uni.edu/forms/provost/studrqst.pdf). Questions regarding undergraduate student request process or form should be directed to the Office of the Executive Vice President and Provost (x3-2518). Graduate student requests must be processed electronically. Graduate students initiate their student requests through My UNIverse. Questions about the graduate student request process should be directed to the Graduate College (x3-2748).

**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/](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/](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/](http://www.uni.edu/wellrec/)

**SUSTAINABILITY AT UNI**

Information on sustainability initiatives and the Sustainability Council can be accessed at: [http://www.vpaf.uni.edu/energy/](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 at least 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
It is the expressed focus of the University of Northern Iowa to further the educational development of each of its students. On occasion events will necessitate a student’s absence from class. In order for both faculty and students to effectively plan for these absences, the following procedures are recommended.

1. All parties involved should be made aware of scheduled absences well ahead of the date(s) of absence. In the case of extra-curricular activities, a semester-long schedule should be prepared and distributed at the beginning of the semester. In instances where semester-long schedules are not feasible, two weeks written notification shall be given for all absences. This notification shall take place even if the absence is potential rather than definite. Assuming that appropriate notification has been provided, students and faculty shall mutually agree as to how assignments, lectures, exams, etc. shall be made up. The type and extent of make-up work shall be at the discretion of the faculty member.

2. Occasionally situations will occur where two weeks notice is impossible. On these occasions, students, faculty, and others concerned should work closely together to ascertain whether special arrangements can and/or should be made.

3. Faculty shall not penalize a student for missing a class or exam for and educationally, appropriate activity, including university sponsored or sanctioned events.

4. Where situations of irreconcilable disagreement occur which are not resolved at the department level, a panel comprised of the Vice President for Academic affairs, or that officer's designee, the Department Head of the academic department involved, and a representative of the extra-curricular program (where applicable) shall meet at their earliest convenience with the faculty member and the student to mediate the matter.

(Approved by the President's Cabinet April 23, 2001. Approved by Faculty Senate April 24, 2001)

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. http://www.uni.edu/assessment/policy.pdf

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
Test Scoring – Scanner for Optical Mark Reading
ITS has acquired a new scanner to perform optical mark reading. The new scanner provides the capability to add functionality to test scoring services in the future. It also adds a few additional requirements to exam batches that are submitted. Hopefully, the impact of these will be very minimal. [http://www.uni.edu/its/services/test-scoring/using-test-scoring-2](http://www.uni.edu/its/services/test-scoring/using-test-scoring-2)

**TELECOMMUNICATIONS**

**Educational Technology - Audio/Video Production Services**
Audio Production Services for recording, mixing, and editing audio materials either in a studio or on-location. ET staff assist in the selection of music and sound effects as well as in the hiring of narrators. Video Production Services records and edits video materials in a studio or on-location providing graphics and special effects as needed. [http://www.uni.edu/its/services/audio-and-video-production](http://www.uni.edu/its/services/audio-and-video-production)

**Education Technology - Digital Design Services**
Digital Design Services provides a diverse selection of production services ranging from digital graphics to complex design of World Wide Web pages and UNI eLearning coursework themes. Services include: Digital Design Schemas; Digital Graphics and Imaging; Website design; PowerPoint Template Design; UNI eLearning Coursework Themes; Digital Motifs, Logos, and Portfolio Designs. [http://www.uni.edu/its/services/graphic-design](http://www.uni.edu/its/services/graphic-design)

**Educational Technology**
Educational Technology, a division of Information Technology Services, provides assistance to, and partners with, those who use technology in teaching and learning. Educational Technology provides the following services:

- Audio/Video Production - Event recordings, DVD authoring, Post-production audio and video editing
- Multimedia - Disk duplication, Label Printing, Color Photo Printing, Scanning Svcs, DVD Creation/Manipulation
- Classroom Technology - ET Managed Rooms
- Help and Training - Lists courses and calendar
- Web Authoring - UNI eLearning, Digital Design, The Production House, Training Calendar
- Media Distribution - Cable, Streaming, Disk Duplication, Video Conferencing

[http://www.uni.edu/its/et/](http://www.uni.edu/its/et/)

**Internet, Phone and Video Connections**

- Wireless - Setting up your wireless connection, wireless locations, and resolving connection problems.
- ResNet - The Residential Network (ResNet) provides internet access through the Department of Residence.
- Voice Services - Basic information regarding voice Telecommunication Services.
- Audio & Video Production Services - records, mixes and edits audio materials either in a studio or on location.
- Cable Television - Provides education access channels for the city of Cedar Falls, IA.
- Iowa Communications Network (ICN) - ICN classrooms are end-to-end fiber optic digital transmission sites connected to regional ICN classrooms all over Iowa.

[http://www.uni.edu/its/policies/internetinternet2-provisioning-guideline](http://www.uni.edu/its/policies/internetinternet2-provisioning-guideline)

**Iowa Communications Network (ICN)**
ICN classrooms are end-to-end fiber optic digital transmission sites connected to regional ICN classrooms all over Iowa. Faculty members who teach via the ICN are provided individual assistance and training sessions to become familiar with the technology. In addition, UNI Continuing Education staffs each ICN session with a technician who assists faculty members while they teach. [http://www.uni.edu/continuinged/icn/index.shtml](http://www.uni.edu/continuinged/icn/index.shtml)

**MyCourses**
MyCourses is a computer conferencing program developed by Blackboard Inc. for faculty members who wish to develop learning courses. No prior experience with MyCourses or specialized knowledge of the web required. MyCourses is administered by Continuing and Distance Education and ITS. Information regarding using MyCourses with Continuing and Distance Education can be found online [http://www.uni.edu/continuinged/faculty/mycourses/index.shtml](http://www.uni.edu/continuinged/faculty/mycourses/index.shtml)

Information regarding obtaining MyCourses accounts and their use for on campus courses can be found online. [http://elearning.uni.edu/forms/course_request.html](http://elearning.uni.edu/forms/course_request.html)
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://www.vpaf.uni.edu/fs/services/motorpool/usage_policy.shtml

Travel Authorization/Reimbursement Form
The Travel Authorization/Reimbursement Form can be found online 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
- American Express Corporate Card
- 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
Create a list of students traveling with you and attach it to the Travel Authorization/Reimbursement form. This form can be found in the Forms Repository. http://access.uni.edu/forms/index.shtml#T

Travel, Student
Staff members using their own automobiles to transport students on field trips, inspection trips, etc., are required to carry auto insurance of at least the minimum required by the State of Iowa. In general, it is not necessary that students purchase travel insurance for university-sponsored events. However, any unusual or unique aspects of a program should be discussed with the University’s Risk Manager to determine if any special arrangements are necessary or may be beneficial. http://www.vpaf.uni.edu/fs/services/motorpool/usage_policy.shtml

Travel Abroad
An online Travel Planning Guide provides resources for student travelers, such as Passport and Visa information and application, foreign entry requirements, insurance, etc. http://www.uni.edu/studyabroad/
UNIONS

**American Federation of State, County, and Municipal Employees - AFSCME**

AFSCME Local 2659 represents most Merit employees at UNI. [http://www.afscme.org/](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/](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 "Resources and Helpful Links" section of the Executive Vice President and Provost's web site. [http://www.uni.edu/vpaa/resources.shtml](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/](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/pdf/facts/factbook_0910/chart.pdf](http://www.ir.uni.edu/dbweb/pdf/facts/factbook_0910/chart.pdf).

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

For the Office of the President visit [http://www.uni.edu/president/](http://www.uni.edu/president/).

For the Office of the Executive Vice President and Provost visit [http://www.uni.edu/vpaa](http://www.uni.edu/vpaa).

For Key Administration/Faculty/Staff/Students visit [http://www.uni.edu/pubrel/newsroom/facstaff/index.shtml](http://www.uni.edu/pubrel/newsroom/facstaff/index.shtml)

**COUNCIL OF ACADEMIC DEPARTMENT HEADS (CADH)**

The CADH is made up of all the academic department heads in the University, including Rod Library. The Council meets three to four times per semester for the purposes of hearing from the Executive Vice President and Provost, receiving information from various units on campus, and discussing current issues of interest to Heads. [http://www.uni.edu/committees/council-academic-department-heads](http://www.uni.edu/committees/council-academic-department-heads).
HELPFUL URL LISTS

Administrative Departments
Academics - Colleges, Departments, and Programs
Fine and Performing Arts at UNI
Athletics at UNI
Information Technology Services at UNI
Rod Library
Employee Resources and Organizations
Maps & Directions
Hours of Facilities
Budget Information - Administrative Departments
Budget Information - Financial Reports
Human Resources Services

http://www.uni.edu/infosys/administration.shtml
http://www.uni.edu/resources/colleges
http://www.uni.edu/gbpac
http://www.unipanthers.com
http://www.uni.edu/its/
http://www.library.uni.edu/
http://www.uni.edu/resources/faculty-staff
http://www.uni.edu/infosys/maps.shtml
http://www.uni.edu/infosys/hours.shtml
http://www.uni.edu/infosys/administration.shtml
https://access.uni.edu/reports/index.shtml#MEMFIS
http://www.uni.edu/hrs/
WHO TO CALL WHEN.....

Something goes wrong with the building ........................................................................................................... Physical Plant - 3-4400
You have an emergency ........................................................................................................................................... Public Safety - 3-4000
A student needs counseling ........................................................................................................................................... Counseling Center - 3-2676
You need to talk about the needs of a disabled student ......................................................................................... Disability Services: Counseling Center - 3-2676
You would like to talk about the needs of a minority student ..................................................................................... Educational Opportunities Programs - 433-1230
You have a behavioral problem with a student ........................................................................................................ Dean of Students - 3-2332
A student has a request for exception on the Program of Study, or to withdraw from the University ........................................................................................................................................................................................................................................................................... Office of the Executive Vice President and Provost - 3-2518
You have a question on scheduling a course ........................................................................................................... Registrar’s - 3-2241
You want to schedule a classroom for an event ...................................................................................................... Registrar’s: Scheduling - 3-2110
You have a question on hiring faculty ...................................................................................................................... Compliance and Equity Management - 3-2846
You want to hire a new staff person ........................................................................................................................ Human Resources - 3-2422
There is a problem with your computer network services or E-Mail........................................................................... ITS Network - 3-5555
You want to cater an event ......................................................................................................................................... Dining Services/Catering - 3-2333
You need help with your telephone ........................................................................................................................ Telephone Services - 3-2436
You would like the President to attend an event ...................................................................................................... Office of the President - 3-5085
You have a question on advising .......................................................................................................................... Academic Advising - 3-3406
Someone is interested in donating to your department ............................................................................................ Development - 3-6078
You want publicity for an event .............................................................................................................................. Marketing and Public Relations - 3-2761
You are planning an event that will involve participants from off campus ...................................................................................................................... Event Planning 3-5141/ Parking 3-3179
You need help with furnishing or interiors .......................................................................................................... Interior Design Services/ Facilities Planning 3-2611
You want to talk to someone about ordering texts ................................................................................................. University Book and Supply 266-7581
You want information on the faculty Union ........................................................................................................... United Faculty 3-7475
You need help getting in touch with alumni ......................................................................................................... Alumni Relations 3-2355
You want to schedule something in Maucker Student Union .................................................................................. 3-2256
You have question about mail ............................................................................................................................... Mail Center 3-3230
You have a legal question ......................................................................................................................................... University Counsel 3-3241
WHO’S WHO ON CAMPUS

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.ir.uni.edu/dbweb/orgchart/

Other key figures with whom Heads often interact:

Assistant to the President for Compliance and Equity ................................................................. 3-2846
Assistant Provost for International Programs ............................................................................. 3-6807
Assistant Provost for Sponsored Programs .................................................................................. 3-3217
Assistant Vice President & Executive Director, Residence .......................................................... 3-2333
Assistant Vice President, Outreach and Special Programs ......................................................... 3-3526
Associate Director of Residence ................................................................................................. 3-2333
Associate Provost for Academic Affairs and Dean of the Graduate College ......................... 3-2518
Associate Provost for Faculty Affairs .......................................................................................... 3-2519
Associate Registrar .................................................................................................................. 3-2112
Associate Vice President, Facilities Planning .............................................................................. 3-2611
Chief Information Officer ........................................................................................................... 3-5050
Controller/Secretary/Treasurer ................................................................................................. 3-3576
Dean, College of Business Administration ............................................................................... 3-6240
Dean, College of Education ....................................................................................................... 3-2717
Dean, College of Humanities and Fine Arts ................................................................................ 3-2725
Dean, College of Natural Sciences ............................................................................................. 3-2585
Dean, College of Social and Behavioral Sciences ....................................................................... 3-2221
Dean, Continuing Education and Special Programs ................................................................. 3-2121
Dean, Graduate College ............................................................................................................. 3-2748
Dean, Library ............................................................................................................................... 3-2737
Dean of Students ......................................................................................................................... 3-2332
Director, Academic Advising ..................................................................................................... 3-3406
Director, Academic Learning Center ......................................................................................... 3-2179
Director, Admissions .................................................................................................................. 3-2281
Director, Career Services .......................................................................................................... 3-6857
Director, Counseling Center ...................................................................................................... 3-2676
Director, Dining Services .......................................................................................................... 3-2333
Director, Facilities .................................................................................................................... 3-4400
Director, Physical Plant Administration ..................................................................................... 3-3189
Director, Public Safety ................................................................................................................ 3-2712
Director, Residence Facilities .................................................................................................... 3-2333
Events Coordination .................................................................................................................. 3-5141
Executive Director, University Relations .................................................................................... 3-2761
Human Resource Services .......................................................................................................... 3-2422
Human Resources Coordinator - Professional and Scientific Staff ........................................... 3-6110
Human Resources Coordinator – Merit Staff ............................................................................. 3-6300
Print Services .............................................................................................................................. 3-2448
University Registrar ................................................................................................................. 3-2244
Vice President, Student Affairs ................................................................................................. 3-2331
# GLOSSARY OF ABBREVIATIONS

## FACULTY AND STAFF

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;S</td>
<td>Professional and Scientific Staff</td>
</tr>
<tr>
<td>MERIT</td>
<td>All other Staff</td>
</tr>
<tr>
<td>AFSCME</td>
<td>American Federation of State, County, and Municipal Employees (Union)</td>
</tr>
<tr>
<td>AEOP</td>
<td>Association of Educational Office Personnel</td>
</tr>
<tr>
<td>EAP</td>
<td>Employee Assistance Program</td>
</tr>
<tr>
<td>IPERS</td>
<td>Iowa Public Employee’s Retirement System</td>
</tr>
<tr>
<td>TIAA-CREF</td>
<td>Teachers Insurance and Annuity Association and College Equities Fund</td>
</tr>
<tr>
<td>PAF</td>
<td>Personnel Action Form</td>
</tr>
<tr>
<td>FAR</td>
<td>Faculty Activity Report</td>
</tr>
<tr>
<td>UF</td>
<td>United Faculty</td>
</tr>
<tr>
<td>BOR</td>
<td>Board of Regents</td>
</tr>
<tr>
<td>HLC</td>
<td>Higher Learning Commission</td>
</tr>
<tr>
<td>FoE</td>
<td>Foundations of Excellence</td>
</tr>
<tr>
<td>WRC</td>
<td>Wellness Recreation Center</td>
</tr>
<tr>
<td>LAC</td>
<td>Liberal Arts Core</td>
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<tr>
<td>NCA</td>
<td>North Central Association</td>
</tr>
<tr>
<td>NCAA</td>
<td>National Collegiate Athletic Association</td>
</tr>
<tr>
<td>PDA</td>
<td>Professional Development Assignment</td>
</tr>
<tr>
<td>PAC</td>
<td>Professional Assessment Committee</td>
</tr>
<tr>
<td>APR</td>
<td>Academic Program Review</td>
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<tr>
<td>SOA</td>
<td>Student Outcomes Assessment</td>
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</table>

## STUDENTS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>UNI-CUE</td>
<td>University of Northern Iowa-Center for Urban Education</td>
</tr>
<tr>
<td>NISG</td>
<td>Northern Iowa Student Government</td>
</tr>
<tr>
<td>ADA</td>
<td>Americans With Disabilities Act</td>
</tr>
<tr>
<td>FERPA</td>
<td>Family Education Rights and Privacy Act</td>
</tr>
<tr>
<td>EOP</td>
<td>Educational Opportunity Programs</td>
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</table>

## COLLEGES

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>CBA</td>
<td>College of Business Administration</td>
</tr>
<tr>
<td>COE</td>
<td>College of Education</td>
</tr>
<tr>
<td>CHFA</td>
<td>College of Humanities and Fine Arts</td>
</tr>
<tr>
<td>CNS</td>
<td>College of Natural Sciences</td>
</tr>
<tr>
<td>CSBS</td>
<td>College of Social and Behavioral Sciences</td>
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</tbody>
</table>