# SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS (SPEA)
## FACULTY GUIDE

## TABLE OF CONTENTS

SPEA’s Mission and Guiding Values .............................................................................. 1  
SPEA’s Diversity Statement .......................................................................................... 1  
1. Human Resources ....................................................................................................... 2  
  Titles and Ranks ........................................................................................................ 2  
  Email .......................................................................................................................... 2  
  Crimson Card ........................................................................................................... 2  
  Parking ....................................................................................................................... 3  
  Payroll ....................................................................................................................... 3  
  Academic Appointee Benefits .................................................................................... 3-4  
  Leaves of Absence .................................................................................................... 4-5  
2. Contact Information .................................................................................................... 5  
  Office of the Dean ..................................................................................................... 5-6  
  Student Services Offices in SPEA ............................................................................. 6-7  
3. SPEA Faculty Governance .......................................................................................... 7  
  SPEA Administration ................................................................................................. 7-8  
  Standing SPEA Committees ..................................................................................... 8  
  Faculty Groups .......................................................................................................... 8-9  
  Faculty Support – Administrative Assistance .......................................................... 9  
4. Faculty Growth and Assessment ............................................................................... 9  
  Faculty Colleague Mentoring ................................................................................... 9  
  Promotion and Tenure ............................................................................................... 9-10  
5. Faculty Scholarship .................................................................................................... 10  
  Sponsored Research and Faculty Research Accounts ............................................. 10-11  
6. Students ...................................................................................................................... 11  
  Student Programming and Engagement ................................................................ 11-12  
  Student Organizations .............................................................................................. 12  
  Important Student Affairs Offices on Campus ....................................................... 12-13  
  Hiring Students ....................................................................................................... 13  
7. Classroom Guidelines ................................................................................................ 14  
  Cultural Competence ............................................................................................... 14  
  Course Delivery and Syllabi Requirements .............................................................. 14  
  Canvas ....................................................................................................................... 14  
  Academic Integrity .................................................................................................... 14-15  
  Student Evaluations ................................................................................................. 15  
8. Miscellaneous .............................................................................................................. 15  
  Faculty/Staff Lounge ............................................................................................... 15  
  Lactation Room ....................................................................................................... 15  
9. Additional Helpful Links ............................................................................................ 15
SPEA’S MISSION AND GUIDING VALUES

Our Mission
SPEA works to build a better world by helping people solve complex problems at the crossroads of policy, management, and science. We promote sound decisions, well-managed organizations, just and healthy societies, and a sustainable environment through education, scholarship, and civic engagement. We give our students the knowledge and skills to have a significant impact in diverse settings around the globe.

Guiding Values
Our commitment is shaped by these shared and guiding beliefs:
• All people deserve to live in thriving and sustainable communities.
• Strong, healthy communities depend on well-educated, innovative and ethical leaders, and informed and engaged citizens.
• Creative, current, and rigorous research informs sound decision-making.
• Leaders need both relevant information and the skills necessary to interpret and use information and data effectively.
• Successful leaders must be able to bridge public, private, and nonprofit sector boundaries.
• Conversation and collaboration among individuals with diverse perspectives, backgrounds, and skills leads to more vibrant ideas and solutions.

SPEA’S DIVERSITY STATEMENT

At the School of Public and Environmental Affairs, we actively strive to cultivate diversity, equity, and inclusion. Our faculty, staff, students, and alumni engage in scholarship, teaching, and professional practice to enhance democracy, increase trust in public institutions, address issues of systematic inequality, secure public health and safety, and improve the well-being of individuals, families, communities, and the environment.

As the premier school of public and environmental affairs in the world, SPEA recognizes that identifying solutions to complex and intersectional issues requires the inclusion of diverse voices. We aim to respect and elevate the voices of all community members, whose diverse perspectives span the dimensions of race and ethnicity, national origin, culture, and language; gender, gender identity, sexual orientation, and marital status; religion and political perspective; age; disability status; veteran status; and socioeconomic status. SPEA values the engagement of all faculty, students, staff, alumni, and community members in these endeavors.
1. HUMAN RESOURCES

Titles and Ranks
As an interdisciplinary school without traditional academic departments, all faculty in SPEA carry the same professorial title, except for differences of rank: Professor of Public and Environmental Affairs. Positions differ in the expectations of faculty work associated with each.

Tenure Track (TT)
- Professor (Assistant, Associate, Full) – Research, Teaching and Service

Non-tenure Track (NTT) - Teaching
- Professor of Practice – Teaching and Service
- Clinical (Assistant, Associate, Full) – Teaching and Service
- Lecturer/Senior Lecturer – Teaching and Teaching-related Service

Non-tenure Track (NTT) – Non-teaching
- Research Scientists – Research
- Academic Specialists – Service
- Research Associates – Research (short-term appointments)

Other Faculty Appointments
- Adjunct – Part-time Teaching Faculty
- Affiliated – Faculty housed in another academic unit of IU
- Visiting Appointments

Titles and Ranks Resources:
IU Titles and Ranks

Email
All university communication will be conducted via your IU email account. If you have not yet completed registration for an @iu.edu account, please do so here at your earliest convenience.

Note: To sign up for an email account, you must enter your 10-digit IU ID number. If you need information about your ID number, please contact the SPEA Human Resources Office.

Crimson Card
The Crimson Card is the official photo ID card for all Indiana University campuses, available to IU students, faculty, and staff. It provides access to a variety of essential services and features including secure entry to buildings, printing services, university libraries, and sports and recreation facilities. Faculty may obtain an ID card once all paperwork for your appointment has been received and processed by Human Resources.
Parking
Faculty are eligible for a selection of parking permits. Most SPEA faculty own either an ‘S’ (Standard) or ‘P’ (Premium) permit. If you intend to park in the garage behind the Kelley School of Business (closest garage to SPEA), you will need a ‘P’ permit. Please visit the parking operations website for more information and to secure a permit for the upcoming school year.

Guest Parking
Visiting guests are eligible for a one-day, temporary ‘P’ permit. Please contact your faculty administrative assistant for assistance with securing temporary permits.

Payroll
All faculty (both 10 and 12 month appointments) are paid on a monthly basis. Pay dates for the current year can be found here. Note: December payment will be received on the first business day of January.

Academic Appointee Benefits
Indiana University is committed to providing benefits that help protect employees’ health and welfare, strengthen their financial well-being, and provide paid time off from work. Further information on plans, services, and resources available can be found in the benefits section of the IU Human Resources website.

For all plans: If an employee is placed on leave at the time of initial employment, the employee's coverage becomes effective on the first day of active employment.

Open Enrollment
Each November, employees will have an opportunity to make election changes in benefit plans. Note: A Tobacco-free Affidavit must be completed annually to continue receiving the incentive.

Health Care Summary
Unless otherwise noted, enrollment in the plans below are initiated by the faculty member.
• Medical Coverage
• Tobacco Cessation Program
• Weight Loss Program
• 24-Hour Nurse Line
• Dental Coverage
• Employee Assistance Program (EAP)

Retirement Plans Summary
Enrollment in the Base Retirement Plan is automatic for eligible employees. Faculty are defaulted to the IU Tax Deferred Account at a 10% contribution rate unless they opt out during enrollment.
• Base Retirement Plan
• IU Retirement Plan
• Supplemental Retirement Plans
• IU Tax Deferred Account
• IU 457(b) Retirement Plan

Life and Disability Insurance Summary
• Basic Life
• Supplemental Life
• Long Term Disability
• Personal Accident Insurance

Paid Time Off
Academic employees are eligible for several types of paid time off including: personal vacation, campus breaks and holidays, and other approved leaves of absence.

IU Tuition Benefit
Indiana University’s Tuition Benefit supports the educational mission of IU and reduces the cost of IU courses for its employees and their dependents.

Benefits Resources:
• IU Academic Employee Benefits
• Academic Appointee Policies
• Health Savings Account
• Tax Saver Benefit

Leaves of Absence
Faculty members desiring a leave of absence, including (but not limited to) family and medical, parental, sick, and sabbatical leave, should make the request to SPEA’s Executive Associate Dean, Associate Dean of Faculty Affairs, and Director of Human Resources.

Family and Medical Leave
Indiana University supports an environment that offers solutions to the complex issues academic appointees face in balancing their work and family commitments. Family leave provides eligible academic appointees with up to twelve weeks of fully or partially paid leave for either or both of the following events:
• Family formation, which includes the birth or adoption of a child by the academic appointee or the academic appointee’s spouse or domestic partner
• Family care, which includes the primary care of an eligible family member with a serious health condition.

Parental Leave
A parental leave of absence is available to academic appointments who are the birth mother, biological father, adoptive mother, or adoptive father of the child. If each parent is an eligible IU faculty or staff employee, each is entitled to take up to six weeks of Paid Parental Leave.
Sick Leave
A sick leave plan for any major illness is available to full-time academic appointees with at least two semesters of employment. It provides six weeks of sick leave at full pay. An extension to the end of a semester to a total maximum of six weeks at full pay and nine additional weeks at one-half pay is provided when the prognosis for early recovery is favorable and the extension is approved by the Dean.

Sabbatical Leave
The IU sabbatical leave program exists to provide time for scholarly research and any travel incident thereto and to allow tenured members of the faculty to keep abreast of developments in their fields of service to the University. It is an investment by the University with the expectation that the sabbatical leave will significantly enhance the faculty member's capacity to contribute to the objectives of the University. A sabbatical leave is not a leave that a faculty member automatically “earns” by having been employed for a specific period of time. A sabbatical is not an entitlement but instead is granted through a competitive process. A Sabbatical Review Committee reviews all applications for sabbatical leaves for core campus SPEA faculty. Similar sabbatical-like leaves are available to SPEA’s non-tenure track teaching faculty for teaching-related developments.

Leaves of Absence Resources:
- IU Paid Family Leave for Academic Appointments
- IU Sabbatical Leave Policy
- Other Leaves of Absence
- Paid Family Leave for Academic Appointees
- Paid Parental Leave
- SPEA Sabbatical Leave
- VPFAA – Leaves of Absence

2. CONTACT INFORMATION
A complete SPEA Faculty and Staff Directory is located on the SPEA website.

SPEA Office of the Dean
John D. Graham, Dean
SPEA 300
grahamjd@indiana.edu

Michael McGuire, Executive Associate Dean
SPEA 300
mcguirem@indiana.edu

Kirsten Gronbjerg, Associate Dean for Faculty Affairs
SPEA 300
kgronbj@indiana.edu
Student Services Offices in SPEA
The list of offices below directly serve the student community of SPEA. Please use it as a guide when referring students for specific services in the building. A full list of SPEA offices with contact information for all administration can be found on the SPEA website.

Career Education and Professional Advancement - The Career Hub
SPEA 200
speacare@indiana.edu
812.855.9639

Civic Leaders Living-Learning Center
Briscoe A122
lkrznari@indiana.edu
812.855.2242

Doctoral Programs Offices
SPEA 439 (Public Affairs and Public Policy)
swangok@indiana.edu
812.855.2457

MSB II 332 (Environmental Science)
lkbrown@indiana.edu
812.855.0193
Masters Programs Office (MPO)
Suite 304A
speainfo@indiana.edu
812.855.2840

Office of Diversity, Equity, and Inclusion (DEI)
SPEA 339
br36@indiana.edu

SPEA Scholarships
SPEA 418
speaschl@indiana.edu
812.855.4953

SPEA International Office (SIO)
SPEA 201
kboshea@iu.edu
812.855.6766

Undergraduate Programs Office (UPO)
SPEA 240
speaugrd@indiana.edu
812.855.0635

SPEA Counselor in Residence
In partnership with IU Health Center’s Counseling and Psychological Services (CAPS), SPEA’s Counselor in Residence offers: individual counseling by appointment for SPEA students, same-day consultations for SPEA students with urgent situations, and consultation with faculty/staff about students of concern, as well as outreach programs.

SPEA 312H
812.855.5711

3. SPEA FACULTY GOVERNANCE
Indiana University prides itself on facilitating an environment of active faculty governance. SPEA seeks to do the same. The SPEA Governance Document describes the structure and process of school governance that all SPEA community members must abide by. Faculty governance is executed primarily through (1) administrative offices, (2) standing committees, and (3) faculty groups.

SPEA Administration
SPEA is a “Core School“ whereby two campuses—one in Bloomington and one in Indianapolis—are overseen by a single Dean. Each campus’s Dean’s Office has a single chief operating officer in the form of an Executive Associate Dean (EAD). Various other dean- and school-level
administrators exist on each campus. In Bloomington, the Dean’s Office includes the Associate Dean for Faculty Affairs (ADFA), the Director of Strategic Initiatives, and the Assistant Dean for Undergraduate Education.

**Standing SPEA Committees**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Fairness Committee</td>
<td>MSES Admissions &amp; Curriculum Committee</td>
</tr>
<tr>
<td>BAESS Program Committee</td>
<td>MES Curriculum Committee</td>
</tr>
<tr>
<td>Bloomington Promotion and Tenure Committee</td>
<td>Overseas Programs Committee</td>
</tr>
<tr>
<td>BSES Program Committee</td>
<td>Personnel Committee</td>
</tr>
<tr>
<td>Budgetary Affairs Committee</td>
<td>Policy Committee</td>
</tr>
<tr>
<td>Building Art Committee</td>
<td>Public Affairs Graduate Curriculum Committee</td>
</tr>
<tr>
<td>Core School Promotion and Tenure Committee</td>
<td>Public Affairs/Policy Ph.D. Program Committee</td>
</tr>
<tr>
<td>Diversity, Equity, and Inclusion Committee</td>
<td>Sabbatical Review Committee</td>
</tr>
<tr>
<td>Environmental Science PhD Program Committee</td>
<td>Scheduling Committee</td>
</tr>
<tr>
<td>Faculty Advisory Committee on Development</td>
<td>Staff Council</td>
</tr>
<tr>
<td>MAAA Advisory Committee</td>
<td>Student Scholarship Committee</td>
</tr>
<tr>
<td>MPA Admissions Committee</td>
<td>Undergraduate Curriculum Committee</td>
</tr>
<tr>
<td>MPA-MSES Dual-Degree Curriculum Committee</td>
<td>Undergraduate Programs Advisory Committees</td>
</tr>
</tbody>
</table>

All committee rosters are finalized by the SPEA Dean’s Office. The Dean’s Office constitutes committees by consulting with SPEA administrators, faculty chairs, and individual faculty. All faculty, tenure track and non-tenure track, are expected to participate in the SPEA community by serving on permanent and ad hoc committees or task forces, including search and screen committees. SPEA operates most effectively when all SPEA community members play an active and dedicated role in governing the school. Current SPEA Committee assignments can be found here.

**Faculty Groups**

The Dean’s Office on each campus forms a small number of faculty research groups, each led by an appointed faculty chair. The faculty groups are comprised of faculty that assist in conducting searches for new faculty, mentoring and evaluating junior faculty, and sponsoring research seminars. These faculty research groups are:

- Environmental Science (ES)
- Governance and Management (G&M)
- Policy Analysis and Public Finance (PAPF)

One other faculty group—Teaching and Learning (T&L)—focuses on pedagogy and instruction.

The faculty chairs assist in writing assessments of faculty work for third-year and tenure and/or promotion reviews when applicable and recommending external reviewers for promotion and tenure. The chairs promote research and service, and participate in faculty hiring, as called upon by the Dean’s Office.
SPEA faculty members may join any faculty group of their choice and may change their membership at any time. However, they must belong to at least one faculty group and if a member of more than one group, must specify which group they wish to be their primary group. All new faculty will automatically be included in all four faculty groups, unless they specify otherwise.

**Faculty Support – Administrative Assistance**
Each faculty member is assigned to an administrative assistant. Below is a non-comprehensive list of services they provide.

- Travel
- Book orders, including desk copies
- Reimbursements
- Office and course supplies
- Class preparation
- Class guests (speakers, panels, etc.)
- Reserving space for special events
- Logistics and event planning

**4. FACULTY GROWTH AND ASSESSMENT**

**Faculty Colleague Mentoring**
A colleague mentor is selected by a junior-rank faculty member to inform, advise, and assist the faculty member with her or his career development in SPEA. This assistance may take many forms, depending on the nature of the appointment and the relationship that is established. Examples of mentoring include providing advice and guidance concerning the development of an academic career; dealing with journals, editors, publishing companies, etc.; facilitating cooperative research projects; providing advice on teaching assignments; offering assistance with balance between the many demands placed on faculty; and the like.

The faculty member will select a colleague mentor during their first year of service with SPEA. This selection should be made in consultation with the Dean’s Office or other colleagues, but the Dean’s Office must be notified of the choice. The colleague mentor annually provides the mentee with written commentary on his or her accomplishments, with particular attention to progress toward tenure and/or promotion and to building a sound professional career.

**Faculty Mentoring Resources:**
- SPEA Colleague Mentoring

**Promotion and Tenure**
SPEA and the IUB campus provide a variety of one-on-one meetings and workshops on tenure and promotion for tenure track and non-tenure track faculty. Detailed information about promotion and tenure is on the SPEA Policies Page and IU’s Tenure and Promotion Page. All faculty pursuing tenure and/or promotion must use the eDossier system required for candidates at their respective campuses. The SPEA Core School becomes involved at two key
phases in the process: (1) review by the SPEA Core School Promotion and Tenure Advisory Committee and (2) review by the SPEA School Dean.

Third Year Review
The third year review is an opportunity to obtain feedback from the Dean’s Office on the faculty member’s progress toward promotion. In Bloomington, a dossier must be submitted to the Associate Dean of Faculty Affairs by January 15 of the candidate's third year. The ADFA, in consultation with the EAD, will identify a review committee to provide a written formative evaluation of the candidate’s progress. The evaluation is used to identify specific activities to enhance the candidate’s progress toward tenure.

P&T Resources:
- SPEA Guidance for P&T
- SPEA P&T Processes and Procedures
- SPEA P&T Standards
- SPEA Lecturer and Clinical Appointments
- SPEA Promotion and Tenure Timeline
- SPEA Third Year Review Timeline

Digital Measures Activity Insights (DMAI) – Annual Review Process
Faculty use software from Activity Insight from Digital Measures (DMAI) to organize, manage, and report on annual activities. For information and documentation on DMAI, see IU’s Activity Insight page. SPEA faculty must input and submit their research, teaching, and service accomplishments by January 15 for the prior calendar year through the DMAI portal. The annual review process also includes the submission of a required synopsis and a CV.

Each campus’s Personnel Committee assesses the quality and quantity of accomplishments of faculty members on the campus by evaluating the DMAI information, the synopsis, and the CV. Written reports are provided to the Dean’s Office and then distributed and discussed individually with each faculty member. These annual assessments by the Personnel Committee provide the basis for assigning annual merit salary increases by the Dean’s Office.

DMAI Resources:
Digital Measures – Activity Insight Portal

5. FACULTY SCHOLARSHIP
Faculty are asked to keep SPEA up-to-date on current peer-reviewed published research. You can complete or edit your faculty research and scholarship information using this link (see Faculty Scholarship section). This information is used to compile SPEA IUB’s annual Scholarship Report and for media outreach and publication tracking.
Sponsored Research and Faculty Research Accounts
All SPEA tenure-line faculty members are expected to develop an externally funded and sponsored research program. SPEA faculty are committed to the scientific process of knowledge creation regardless of funding source, which means that the school is committed to the processes that create and translate results rather than the specific results themselves. The SPEA faculty recognizes that the school has a shared reputation that is affected by the decisions of individual faculty and are encouraged to be mindful of the effect of their choices on that shared reputation. The SPEA faculty encourages transparency in funding, including posting of a list of all funding sources.

SPEA’s Finance Office staff work with individual faculty members to develop budgets, finalize proposals, and answer questions for external grants. Additional administrative support for sponsored research is provided by Indiana University’s Office of the Vice President for Research (OVPR) and Office of Research Administration (ORA).

Faculty Research Accounts (FRA)
An FRA includes funds sometimes provided when hired by SPEA (“start-up”) and/or established through indirect cost recovery from external grants. FRA funds are resources controlled by the faculty member to be used for enhancing the research infrastructure of SPEA. Such funds are SPEA/IU funds and not owned by the faculty member. Faculty can use the portion of their FRA that was supplemented by indirect cost recovery from external awards for summer salary. In order for these funds to be used, there must be research effort during that timeframe.

The funds provided in a FRA as part of a start-up/hiring package are not to be used for salary. FRAs contribute to SPEA’s and IU’s research goals when they are used to hire post-docs, doctoral students, lab managers, and other research-related expenses that expand or enhance the SPEA research infrastructure. All items purchased with FRA funds are the property of SPEA/IU and will remain with SPEA/IU in the event of separation from the university. Faculty members receive monthly account statements provided by the SPEA Finance Office.

Research Resources:
- IU Research Policies
- Office of Research Administration
- IU Research Units
- SPEA Faculty Research Accounts
- SPEA Request for Faculty Research Account (FRA) Travel
- Gift and Sponsored Research Acceptance and Disclosure Policy

6. STUDENTS
Student Programming and Engagement
Faculty are expected to be active participants in the engagement of students. SPEA offers a robust calendar of student services programming and events and encourages faculty to join as often as their schedule permits. These events range in audience from prospective and/or
admitted students to current and graduating students, at all levels (undergraduate, masters, and Ph.D.). Below are some of the major and ongoing events at SPEA in which faculty participate.

**Graduate/Undergraduate Orientation**
There are a variety of social events and academic panels throughout orientation week. Faculty participation is welcome and encouraged at these events.

**Experience and Preview Days**
During SPEA Experience and Preview Days, prospective and admitted students meet our faculty, staff, alumni, and current students. Faculty involvement ranges from providing sample lectures to participating in panel discussions, and the opportunity to attend an evening networking event.

**Town Hall Tuesday**
Every Tuesday during the academic year, faculty, staff, and students engage in conversation and debate on current events.

**Registration**
Students generally register for classes during the months of October (for spring semester) and March (for the fall and summer semesters). Faculty tend to receive a higher volume of student emails and requests for appointments during these peak times, as students that are considering your classes may wish to learn more about you and the course topic prior to registering. SPEA faculty should consider these requests seriously and do their best to respond in an acceptable timeframe.

**IU Commencement and SPEA Recognition Ceremony**
Commencement is an important milestone for our students, families, and significant others. SPEA undergraduate, masters, and Ph.D. students have the opportunity to participate in both the university-wide commencement ceremony and a SPEA-specific recognition ceremony. SPEA requests that faculty members attend at least two of the five available ceremonies. Academic apparel is required.

**Student Organizations**
There are several ways for students to build their leadership skills outside of the classroom -- with many choosing to participate in student organizations right here at SPEA. Student leaders often pursue faculty members as advisors to their group and/or for participation in group events. Please visit our website for a complete list of [SPEA-specific student organizations] – and join our students in their quest to lead for the greater good.

**Important Student Affairs Offices on Campus**
IU-Bloomington - Division of Student Affairs

- [Dean of Students]
- [Culture of Care]
Hiring Students
SPEA faculty may request the assistance of undergraduate and graduate students for additional support in teaching and research. You will receive an email from the Masters Programs Office each semester with information on how to apply for a student assistant. The typical duties performed by each type of student assistant are listed below. Note: Research Assistants are typically compensated from the faculty member’s research account and must be approved by the SPEA Finance Office.

Undergraduate Teaching Assistants (UTAs)
UTAs are available for 60 hours over the course of the semester to help administer courses through contributing to class discussions, assisting with classroom logistics, collecting/distributing assignments, holding office hours or study sessions, and in some instances, helping grade homework, tests, or other assignments using an objective grading rubric.

Graduate Teaching Assistants (TAs)
TAs are available 10 hours a week for teaching assistance for faculty/lead instructors.

Graduate Assistants (GAs)
GAs are available 10 hours a week to provide research, project, and/or administrative support to SPEA’s faculty or administrative operations.

Research Assistants (RAs)
RAs are available 10-15 hours per week to provide research assistance to faculty. Please visit the SPEA Human Resources Office to initiate the hiring process for an RA. Offers cannot be made to students without the approval of the Human Resources and Finance Offices.
7. CLASSROOM GUIDELINES

Cultural Competence
SPEA strives to create and foster a welcoming and inclusive environment, both in and out of the classroom. SPEA encourages all faculty to incorporate elements of diversity, equity, and inclusion into your courses and to be mindful and respectful of students’ beliefs and practices across all cultures. The SPEA Office of Diversity, Equity, and Inclusion can provide review of course materials, suggest resources, and deliver cultural competency trainings for your courses.

Course Delivery and Syllabi Requirements
Faculty members teaching courses have the responsibility to provide instruction as scheduled. Variations from the schedule may occur for a variety of reasons, including illness, professional activities and pedagogical considerations. When such variations occur, it is the responsibility of the faculty member both to provide equivalent academic activity for the students in the course and to notify the appropriate Undergraduate or Graduate Program Director at SPEA of the change in schedule.

Indiana University has specific requirements for syllabi and course delivery. Please see the document below for further guidance and instruction.

Course Delivery and Syllabi Resources:
SPEA Course Delivery and Syllabi Requirements Memo

Canvas
Canvas is IU's learning management system. It includes most of the standard tools found in open source and commercial management systems (assignments, discussions, announcements, quizzes, syllabus, etc.) as well as enhanced tools and features for communication, collaboration, and assessment, including real-time web conferencing, a multimedia recorder, a Google Docs integration, outcomes and rubrics, and course analytics. Information on using Canvas as an instructor can be found in the link ‘Getting Started with Canvas’ below.

Canvas Resources:
Getting Started with Canvas

Academic Integrity
SPEA does not tolerate any form of academic dishonesty. The academic misconduct procedures address two key issues: (1) whether misconduct has occurred, and (2) if so, what sanctions are appropriate.

As set out more fully in the academic misconduct link below, various people and offices play specific roles in resolving these two issues. Whether misconduct has occurred in a particular course, and if so, whether a particular academic sanction (failing grade, repeating an
assignment, etc.) is an appropriate response to a finding of misconduct in the course, is handled by the faculty member involved and, if a student appeals the faculty member’s determinations, by a hearing board within the school in which the misconduct allegedly occurred.

Academic Integrity Resources:
- Academic Misconduct Policy and Procedures
- IU Code of Student Rights, Responsibilities, and Conduct

Student Evaluations
Students are given the opportunity at both the midterm (for some instructors) and end of semester to evaluate courses. Faculty should take this process seriously and encourage students to complete the on-line evaluation. Specific instructions will be given each semester.

Shortly after the end of the semester, you will receive the results of these evaluations, including the percent of students giving each type of response category, average scores for each question, and how these averages compare to SPEA courses for your campus and for the entire system. You will also receive copies of written comments from students.

Student evaluations of teaching are used as part of the evidence for assessing teaching quality by the SPEA Personnel Committee.

8. MISCELLANEOUS
   Faculty/Staff Lounge
   A faculty/staff lounge is located on the third floor in room 379. The door will be unlocked from 7:30am to 5:30pm, Monday through Friday. If you wish to access the lounge after 5:30pm and/or on weekends, you will need your Crimson Card for entry.

   Lactation Room
   SPEA is happy to provide a space for working and visiting mothers. The lactation room is located on the ground floor of SPEA in room 165. Use of the room is on a first come, first served basis.

9. ADDITIONAL HELPFUL LINKS
- IUB University Policies
- IUB Academic Policies
- 9-Year Campus Calendar
- Accessibility at IU
- SPEA 2020 Strategic Plan
- SPEA Building and Floor Plans
- Recommended Vita Format