

# **Bloomsburg University of Pennsylvania**

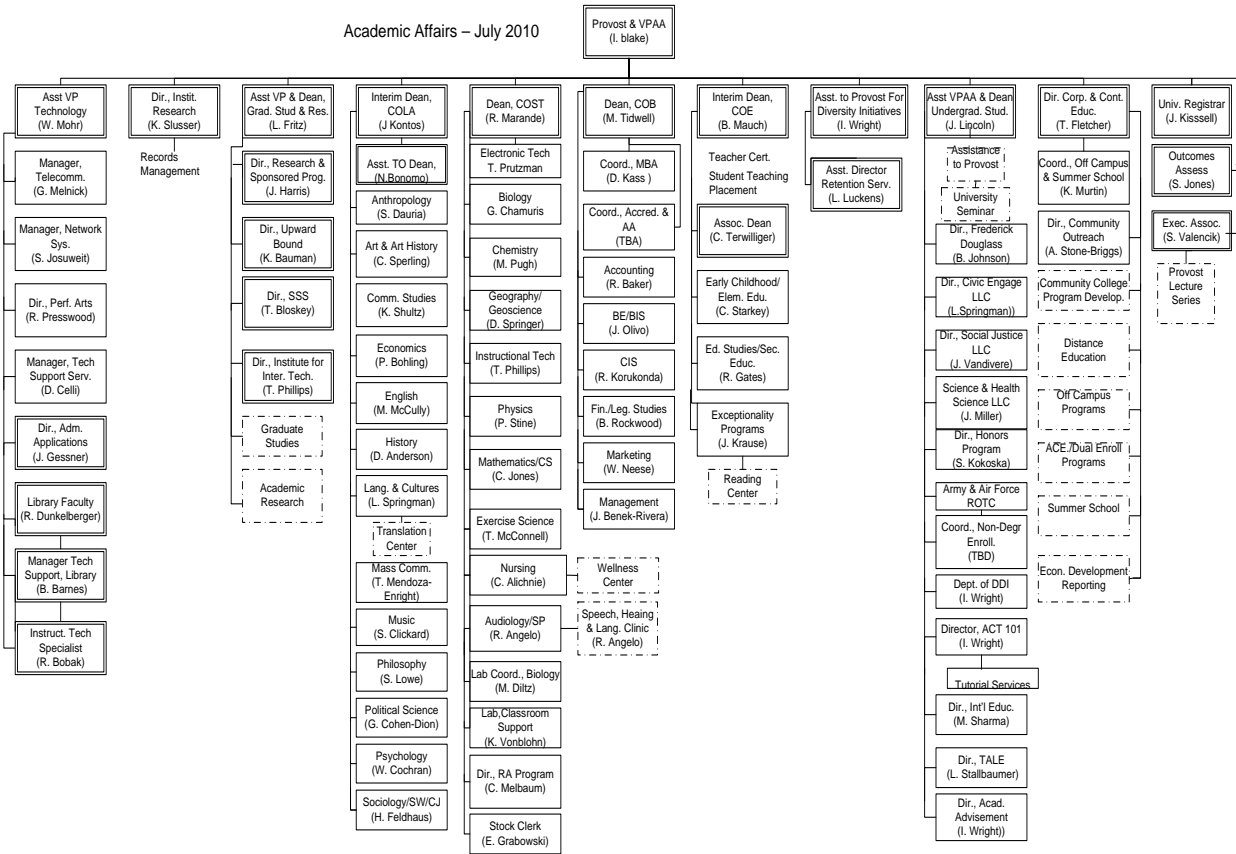
A Member of Pennsylvania's State System of Higher Education

## **Faculty Handbook**

**2010 - 2011**

Bloomsburg University of Pennsylvania is committed to equal educational and employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability, or veteran status. The University will implement positive actions to provide such educational and employment opportunities. Inquiries may be directed to: Office of Social Equity, Waller Administration Building - Room #115, Bloomsburg University of Pennsylvania, Bloomsburg, PA 17815. The telephone number is (570) 389-4553.

Academic Affairs – July 2010



# TABLE OF CONTENTS

A.	COLLEGES AND DIVISIONS _____	7
B.	COUNCILS AND COMMITTEES _____	11
C.	ACADEMIC DEPARTMENTS AND DEPARTMENT CHAIRPERSONS _____	13
D.	GRADUATE FACULTY _____	13
E.	CAMPUS GOVERNANCE _____	14
II.	INSTRUCTIONAL POLICIES _____	17
A.	CATALOGS _____	17
B.	ACADEMIC YEAR _____	17
C.	DEGREES _____	17
D.	ACADEMIC ADVISEMENT _____	18
E.	FULL-TIME & PART-TIME STUDENTS _____	18
F.	CURRICULUM _____	18
G.	CLASS LISTS _____	18
H.	AUTHORITY OVER CLASS ENROLLMENTS _____	18
I.	FACULTY GRADE AND ATTENDANCE BOOKS _____	19
J.	ATTENDANCE FEE _____	19
K.	AUDITING OF COURSES _____	19
L.	CLASS ATTENDANCE _____	19
M.	GRADES _____	19
N.	ACADEMIC EXAMINATIONS _____	20
O.	WITHDRAWAL FROM THE UNIVERSITY _____	20
P.	NEW COURSES AND PROGRAMS _____	21
Q.	CHOICE OF TEXTBOOKS _____	21
R.	SYLLABI _____	21
S.	FIELD TRIPS _____	21
T.	ACADEMIC INTEGRITY _____	21
U.	PRINCIPLES GOVERNING REGULATIONS OF STUDENT ACADEMIC LOAD _____	21

V.	RATIONALE FOR ACADEMIC RETENTION PROVISIONS _____	22
W.	CLASSROOM RESERVATIONS _____	22
III.	INSTRUCTIONAL RESOURCES AND SERVICES _____	22
A.	HARVEY A. ANDRUSS LIBRARY _____	22
B.	COMPUTER OPERATIONS CENTER _____	28
C.	FACULTY COMPUTING _____	29
D.	ACADEMIC SUPPORT SERVICES _____	31
E.	GRANTS AND ACADEMIC RESEARCH _____	35
F.	INSTRUCTIONAL MEDIA SERVICES (IMS) _____	36
G.	INSTITUTE FOR INTERACTIVE TECHNOLOGIES _____	36
H.	INSTITUTIONAL RESEARCH _____	36
I.	TALE CENTER _____	37
J.	PLANNING AND ASSESSMENT _____	35
IV.	CONDITIONS OF FACULTY EMPLOYMENT _____	38
A.	FACULTY RESPONSIBILITIES _____	38
B.	FACULTY ABSENCES _____	38
C.	SALARY AND BENEFITS _____	38
D.	SUMMER SESSIONS FACULTY _____	38
E.	PROFESSIONAL RESPONSIBILITIES: SUMMER SCHOOL _____	39
F.	MINI-COURSE FACULTY _____	40
G.	FACULTY OFFICE HOURS _____	40
H.	BACHELOR'S AND MASTER'S COMMENCEMENTS _____	40
I.	FACULTY MEETINGS _____	41
J.	CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER _____	41
K.	FACULTY GRIEVANCES _____	41
L.	NEWS RELEASES _____	41
M.	PUBLICATIONS _____	41
N.	PERSONNEL FILE _____	42
O.	STUDENT EVALUATIONS OF FACULTY _____	42
V.	PROFESSIONAL DEVELOPMENT _____	42
A.	LEAVES OF ABSENCE _____	42
B.	PROFESSIONAL LEAVE _____	42
C.	LOCAL PROFESSIONAL DEVELOPMENT OPPORTUNITIES _____	42
VI.	NON ACADEMIC PRACTICES _____	43

A.	CAMPUS AND OUTGOING MAIL SERVICES _____	43
B.	EQUIPMENT AND SUPPLIES FROM STOREROOM _____	43
C.	BUDGET PURCHASING POLICY AND PRACTICE _____	43
D.	DUPLICATING AND PRINTING _____	44
E.	KEYS _____	44
F.	UNIVERSITY PARKING REGULATIONS _____	44
G.	LONG DISTANCE TELEPHONE CALLS _____	45
H.	TRAVEL PROCEDURES _____	45
I.	EXTERNAL REPORTS _____	46
J.	BLOOMSBURG UNIVERSITY WEB SITE _____	46
VII.	STUDENT LIFE _____	47
A.	IDENTIFICATION CARDS _____	47
B.	COMMUNITY GOVERNMENT ASSOCIATION AND COMMUNITY ACTIVITIES _____	47
C.	KEHR UNION BUILDING _____	49
D.	UNIVERSITY STORE _____	53
E.	CENTER FOR COUNSELING AND HUMAN DEVELOPMENT/ORIENTATION SERVICES _____	53
F.	FINANCIAL AID _____	56
G.	RESIDENCE LIFE _____	56
H.	CAREER DEVELOPMENT _____	60
I.	STUDENT RECORD KEEPING _____	61
J.	CAMPUS CHILD CENTER _____	61
K.	WOMEN'S RESOURCE CENTER _____	61
VIII.	ALUMNI AFFAIRS _____	61
IX.	OFFICE OF SOCIAL EQUITY _____	62
X.	STUDENT AFFAIRS _____	62
XI.	UNIVERSITY ADVANCEMENT _____	63
XII.	BLOOMSBURG UNIVERSITY FOUNDATION _____	63
XIII.	COMMUNICATIONS _____	63
XIV.	OFF-CAMPUS HOUSING _____	64
XV.	TESTING ADMINISTRATION & CONFERENCE SERVICES _____	64
XVI.	ADMINISTRATION AND FINANCE _____	66
XVII.	SECRETARIAL SUPPORT _____	66



# **I. ORGANIZATION**

## **A. COLLEGES AND DIVISIONS**

The division of Academic Affairs is organized into four colleges and one school. The College of Liberal Arts, the College of Science and Technology, the College of Education, and the College of Business have faculty and students while the School of Graduate Studies has students but no designated faculty. A dean who reports to the Provost and Vice President for Academic Affairs (VPAA) heads each college. The School of Graduate Studies is headed by the Assistant Vice President and Dean for Graduate Studies and Research who reports to the Provost and VPAA.

### **COLLEGE OF LIBERAL ARTS**

The College of Liberal Arts comprises thirteen academic departments offering twenty-six bachelor's degree programs. The Departments of Anthropology, Art and Art History, Communication Studies, Economics, English, History, Languages and Cultures, Mass Communications, Music, Theatre & Dance, Philosophy, Political Science, Psychology, and Sociology, Social Work and Criminal Justice offer B.A. degrees. The Department of Sociology, Social Work and Criminal Justice offers a B.S. degree. The College also provides many of the courses in General Education as well as the university's Honors Program. It offers many academic minors, the pre-law program, as well as many concentrations and tracks. It has exchange programs with several universities in China, Russia, France, Germany, Ghana and Puerto Rico, and offers study abroad opportunities in China, Italy, Mexico and Spain. Liberal Arts faculty are outstanding scholars-teachers proud of their excellent teaching as well as their scholarly productivity. Nearly 40% of the University's students are Liberal Arts majors. The Office of the Dean of the College of Liberal Arts is in Room 206 Centennial Hall; its telephone extension is 4410.

### **COLLEGE OF SCIENCE AND TECHNOLOGY**

The College of Science and Technology is comprised of nine academic departments: Audiology & Speech Pathology, Biological and Allied Health Sciences, Chemistry and Biochemistry, Exercise Science and Athletics, Geography and Geosciences, Instructional Technology, Mathematics, Computer Science and Statistics, Nursing and Physics and Engineering Technology. All departments offer a B.A. or B.S. degree with several departments offering an M.S. degree and an Audiology Doctorate, AuD.

The College of Science and Technology is committed to providing high quality undergraduate and graduate programs for all students. Faculty are highly committed to providing the best instruction and academic experience for their students. The College serves as a resource of knowledge for the community and welcomes partnerships with industrial, educational and governmental entities. Faculty and students are also committed to being a community of scholars who teach, learn, engage in research, disseminate latest findings in science, technology, and Health Sciences. Also, the faculty and students share their knowledge with scholars nationally and internationally. Faculty aggressively seek grants to expand resources to acquire

and maintain state-of-the-art facilities and equipment which enhances teaching and learning.

Students are encouraged to do research with faculty and present their results at regional and local meetings. To remain in academic good standing in the College of Science and Technology, students must attain a 2.00 minimum grade point average.

The Dean of the College of Science and Technology, Dr. Robert P. Marande, is located in Room 176 Hartline Science Center, telephone extension 5333.

## **COLLEGE OF EDUCATION**

The College of Education offers undergraduate and/or graduate programs in teacher education, education of the deaf/hard of hearing, interpreting for the deaf/hard of hearing and reading specialist. The majority of programs offered in this college are accredited/approved by state and national organizations, which ensures that program quality is maintained.

The Teacher Education Program collaborates across all four colleges – the College of Education (COE), the College of Business (COB), the College of Liberal Arts (COLA), and the College of Science and Technology (COST) to provide programs which prepare teachers to apply for certification. Regardless which college houses the program; all students apply for certification through the College of Education. COE houses the following teacher education programs: early childhood education PreK-4, Mid-Level/Elementary 4-8 with content in mathematics, reading/language arts, science or social studies, special education Pre K-8 (dual certification with early childhood education), education of the deaf/hard of hearing N-12. COE also houses the secondary education program (7-12), which includes biology, chemistry, communication, citizenship (history), earth and space science, English, mathematics, physics, general science, as well as foreign languages K-12 (French, German, or Spanish). All secondary education and foreign language education majors are dual majors in secondary education and in their discipline.

The College of Business houses the business education, computer and information technology K-12 program. For information, see <http://www.bloomu.edu/cob>.

The College of Liberal Arts houses the music education K-12 program. For information, see <http://www.bloomu.edu/cola>.

The initial teacher education programs are among approximately 500 programs in the United States that have achieved accreditation by the National Council for Accreditation of Teacher Education (NCATE). The deaf/hard of hearing program is accredited by the Council for Education of the Deaf (CED). All teacher education areas of study have received program approval by the Pennsylvania Department of Education (PDE) to recommend certification for teaching in the areas listed previously.

Graduate programs in the College of Education include Special Education, Education of the Deaf/Hard of Hearing, Reading, Exceptionalities, Early Childhood Education, Counseling and Student Affairs, Elementary Education and Curriculum and Instruction. Teacher certification may be obtained at the graduate level in early childhood, elementary, secondary, and special education. Educational Specialist programs are available at the graduate level in instructional

technology K-12, school nurse K-12, elementary school counselor K-6, secondary school counselor 7-12, and speech pathologist. Supervisory certificates are available at the graduate level in special education supervisor K-12 and curriculum and instruction supervisor K-12. Administrative certificates are available at the graduate level in School Administrator Principal K-12. An alternate teacher certification program, Teacher Intern Certificate, is available for all secondary education programs and is administered through the Department of Educational Studies and Secondary Education.

Please visit the following websites for more information:

<http://www.departments.bloomu.edu/coe> - regarding the College of Education

<http://www.bloomu.edu/policies> - regarding policies related to Teacher Education, PRP 3810, PRP 3050, PRP 3602.

## **COLLEGE OF BUSINESS**

The College of Business offers undergraduate and graduate programs in business administration and business education and other specialized courses and programs such as Information and Technology Management and information systems. All undergraduate majors in the College, as well as the Master of Business Administration (MBA) graduate program, are accredited by AACSB International - The Association to Advance Collegiate Schools of Business. AACSB is the premier accreditation in business at the collegiate level with only 15% of the business schools in the U.S. possessing it. The Business Education program is also accredited by NCATE – the National Council for Accreditation of Teacher Education.

Effective teaching is the primary objective of the College. The faculty are committed to maintaining a global, ethical, and culturally diverse educational environment. Critical thinking and assimilation, integration, and synthesis of information by students are encouraged. Information technology plays a major role in instruction. Research and other scholarly activities are highly valued. Members of the faculty serve as consultants and educators in both the public and private sectors. Active student organizations complement classroom activities through interaction with professional societies.

Students enrolled in other colleges within the university who wish to transfer to a business curriculum must have completed a minimum of 15 semester hours at Bloomsburg to be eligible for consideration.

The Office of the Dean of the College of Business is temporarily located in room room 103 of the Waller Administration Building, Ext. 4745.

## **SCHOOL OF GRADUATE STUDIES**

The School of Graduate Studies serves students pursuing degrees in 19 master's programs and one clinical doctoral program as well as several graduate certificate programs. Also included are non-degree students enrolled in graduate courses. Courses for graduate credit are offered by departments in the four colleges of the university. Courses for students in a degree program are scheduled through and with the approval of the appropriate program coordinator. Courses for

non-degree students are scheduled through and with the approval of the Dean of Graduate Studies.

The Office of the Assistant Vice President and Dean of Graduate Studies and Research is located in Room 212 Centennial Hall, telephone extension 4015, FAX: 389 3054.

## **CORPORATE AND CONTINUING EDUCATION**

The Division of Corporate and Continuing Education (CCE) promotes lifelong learning opportunities for citizens of the region. This is accomplished by providing mini-courses in a wide range of topics, as well as customized workforce training programs that are developed in response to the needs of business and industry. CCE promotes the economic development needs of the region by assisting in the identification of grants and other funding sources to meet workforce training needs. In addition, other collaborative efforts that link the services of Bloomsburg University to the community at large are established.

Benefits for Pennsylvanians involved in Divisional activities include instruction by student-acclaimed teachers, access to lots of information over a short span of time, meeting others who share similar interests, learning in a relaxed environment, affordable cost, guaranteed satisfaction, and just plain fun.

Services provided by Corporate and Continuing Education include central Pennsylvania's largest and most diverse mini-course program; on-line noncredit courses; online certificate programs; workforce training, including administration of the WEDnetPA Guaranteed Free Training Grant; a very unique meeting/retreat site – the Magee Center; guest suite management; and computer training.

Offices are in the Magee Center (adjacent to the fairgrounds), 700 West Main Street, Bloomsburg, PA 17815-1301. Phone: (570) 389-4420. Fax: (570) 389-5060. Website: [www.bloomu.edu/ce](http://www.bloomu.edu/ce).

## **B. COUNCILS AND COMMITTEES**

### **PRESIDENT'S ADVISORY COUNCIL**

The President's Advisory Council, chaired by the President, includes the Provost and Vice President for Academic Affairs, the Vice President for University and Student Affairs, Assistant Vice President for University and Student Affairs, Vice President for Administration and Finance, Assistant Vice President for Administration and Finance, Vice President for University Advancement, Assistant Vice President for External Relations, Deputy to the President for Social Equity, Executive Assistant to the President, Director of Communications, Director of Human Resources, Director of Admissions, members of the Deans' Council, Director of Athletics, University Forum Chair, President of AFSCME, President of APSCUF, President of SCUPA, President of CGA. Each member has authority that is derived from the President, and

collectively, the President's Advisory Council serves in an advisory role to the President in the formation of administrative policy and procedure.

### **DEANS' COUNCIL**

The Provost and Vice President for Academic Affairs presides at biweekly meetings throughout the calendar year of the Deans' Council which includes the Assistant Vice President for Academic Affairs and Dean of Undergraduate Education, the Assistant Vice President and Dean of Graduate Studies and Research, the Deans of the Colleges of Liberal Arts, Science and Technology, Education, and Business, the University Registrar, the Assistant to the Provost & VPAA for Diversity Initiatives, the Director of Library Services, the Director of Institutional Research, the Assistant Vice President of Technology, the Director of Corporate & Continuing Education, and the Director of Planning & Assessment. The role of the Council is to advise the Provost and deliberate issues in the areas of academic administration, policies, and procedures.

### **GRADUATE COUNCIL**

The Graduate Council is an advisory body to the Assistant Vice President and Dean of Graduate Studies and Research. It recommends faculty to the Assistant Vice President and Dean for appointment to the Graduate Faculty of the university and serves as the final appeals committee in matters of graduate academic dismissal. The Graduate Council guides in the formation and modification of policies, rules, and procedures for the School of Graduate Studies. The Graduate Council serves as the Curriculum Committee for the School of Graduate Studies.

The Assistant Vice President and Dean of Graduate Studies and Research chairs the Graduate Council which includes the Deans of the Colleges of Liberal Arts, Science and Technology, Education, and Business as well as one graduate faculty coordinator from each graduate program.

### **PLANNING AND BUDGET COMMITTEE**

An integral part of the university's governance structure, the Planning and Budget Committee advises the President. Committee members represent faculty, staff, students, administrators, and members of the local community. The committee is co-chaired by the Provost and the President of APSCUF/BU. Staff support services to the committee are provided by the Office of the Provost.

The jurisdiction and responsibilities of the Planning and Budget Committee include:

- A. The Planning and Budget Committee makes recommendations regarding the academic budget priorities of the university.
- B. Semi-annually, Budget and Planning reviews, with the appropriate administrative representatives, the institution's overall operating budget and reports their findings to the president.
- C. The Planning and Budget Committee makes recommendations regarding the university's planning process, including future priorities.

- D. The Planning and Budget Committee makes recommendations for space utilization and establishes long-range planning for facilities.
- E. The Planning and Budget Committee shall play a proactive role in all planning processes relating to facilities planning, financial planning and enrollment management.
- F. The Planning and Budget Committee shall place its emphasis on the strategic elements of planning and budget, focusing primarily on the basic mission of the university, the clientele to be served by the university, the major goals and objectives to be pursued, specific programmatic priorities of the university, and the means by which the university seeks to differentiate itself from other institutions.
- G. The Planning and Budget Committee shall coordinate decisions required to implement strategic goals and objectives such as enrollment and facilities plans, the operating and capital budgets, and the development of new degree programs.
- H. The Planning and Budget Committee shall operate with the philosophy that the academic priorities of the university shall determine enrollment, facilities planning, financial planning, and other administrative processes.
- I. The Planning and Budget Committee shall have three standing subcommittees: Budget, Space and Facilities, and Enrollment Management. The subcommittees will provide their reports to the Planning and Budget Committee members one week prior to a Planning and Budget Committee meeting.
- J. The Planning and Budget Committee will have access to all official reports.
- K. The president shall inform the Planning and Budget Committee of his/her decision regarding recommendations received from the Planning and Budget Committee.

Meetings of the Planning and Budget Committee are listed on the university's Master Meeting Schedule and are open to all members of the university community.

## **C. ACADEMIC DEPARTMENTS AND DEPARTMENT CHAIRPERSONS**

The purpose of an academic department is to promote scholarship and teaching of a discipline or a group of related disciplines. Administrative functions such as advisement and committee work mandated by the Collective Bargaining Agreement (CBA) are delegated to an academic department.

A member of the department is designated as chairperson. The procedure for the initial selection of a chairperson and for his/her review every three years is defined in the CBA. The duties of a department chairperson are described in Article 6 of the CBA. It may be inferred that by common consent the chairperson also is regarded as an educational leader. Article 6 (A1) is interpreted as granting the chairperson a reasonable degree of autonomy in speaking and acting for the department.

## **D. GRADUATE FACULTY**

The graduate faculty is composed of individuals who have earned terminal degrees in their

discipline and are active scholars. Individuals not possessing the terminal degree may be appointed to the graduate faculty only when their record of scholarship and subject mastery, as evidenced through peer review, is exceptional. Graduate faculty are uniquely qualified to teach graduate classes as well as to guide and evaluate research and creative activities of graduate students.

The Assistant Vice President and Dean of Graduate Studies and Research appoints individuals to the graduate faculty upon recommendation of the relevant College Dean and the Graduate Council.

Temporary appointments can be made to the graduate faculty by the Assistant Vice President and Dean of Graduate Studies and Research for a period generally not to exceed one year. Such appointments are recommended to the Assistant Vice President and Dean of Graduate Studies and Research by the cognizant department chair in consultation with the program coordinator. The Assistant Vice President and Dean of Graduate Studies and Research may limit course or committee assignments during the temporary appointment.

Qualified individuals who are not members of the Bloomsburg University faculty may teach graduate courses and may serve on student thesis committees (but may not chair a thesis committee). They are appointed as Adjunct Graduate Faculty by the Assistant Vice President and Dean of Graduate Studies and Research upon recommendation of the department chair in consultation with the program coordinator. Adjunct Graduate Faculty appointments are renewable for up to 3 years.

## **E. CAMPUS GOVERNANCE**

The governance structure of Bloomsburg University is founded on the principle that academic concerns, guided by a curriculum developed by the faculty, are the basis of our institution and that the student is the focus of the resulting educational program. This governance model acknowledges our strengths and traditions and our collective bargaining agreements. We recognize the proprietary interests, rights, and responsibilities of the various university constituencies. Foremost, we are sensitive to the value of open communication in our university community.

An essential dimension of the governance structure is the University Forum. It is intended to allow an opportunity for deliberation and information gathering, to provide a democratic component, and to assure a mechanism for review of present and proposed university policies, procedures, and issues. A University Forum Secretariat ensures the efficient coordination of the University Forum business.

The University Forum interfaces with four standing committees, as outlined below, which report directly to the appropriate vice presidents and the Planning/Budget Committee, which reports to the President. The committees are empowered to create subcommittees for in-depth examination of issues. The framework meets the requirements of a successful governance model and the needs of our university community. The decision-making process is streamlined; proprietary

interests of various constituencies are reflected in the committee structure; major groups on campus are given representation.

The four standing committees are: Bloomsburg University Curriculum Committee, Student Life Committee, General Administration Committee, and University Relations Committee.

Each of the standing committees assumes jurisdiction coinciding with the jurisdiction of one of the four vice presidents of the university as appropriate, for example, the Bloomsburg University Curriculum Committee with the Provost and Vice President for Academic Affairs.

Each standing committee initiates, reviews, and recommends policies and procedures to the appropriate vice president. The Planning/Budget Committee initiates, reviews, and recommends actions and strategies to the President that are appropriate to the mission and goals of the university.

Each standing committee serves as a general advisory committee to the appropriate vice president. Each standing committee interacts with other vice presidential committees where there may be issues of interest common to more than one area. This interaction is facilitated by the sharing of standing committee reports at meetings of the Secretariat and the University Forum.

Please see the Governance Structure document for further information.

## **FACULTY ASSOCIATION**

The Association of Pennsylvania State College and University Faculties (APSCUF) is the sole bargaining agent for Bloomsburg University faculty and coaches. Working conditions at the 14 universities that comprise the State System of Higher Education are completely defined by the statewide Collective Bargaining Agreement (CBA). This document is an agreement between the Board of Governors of the State System, the State University Councils of Trustees, and APSCUF. The CBA includes formal articles regarding salary schedules, fringe benefits, tenure, sabbatical, promotion policies, and work-related matters. Unresolved issues are considered monthly by a statewide Meet and Discuss team, while local policies are negotiated and implemented by a campus Meet and Discuss committee.

APSCUF represents approximately 5600 faculty and coach members across the state. The Faculty Association is a national leader in protecting and advancing faculty rights and the CBA insures faculty involvement in governance. The APSCUF Grievance Procedure also guarantees enforcement of rights stipulated in the CBA. APSCUF has a nationally acclaimed record for its successes in grievance and arbitration actions that protect faculty rights.

APSCUF/BU General Membership meetings are held regularly each semester during the academic year. Any member of the faculty, full-time or part-time, regular or temporary, is eligible to join the Faculty Association. APSCUF/BU operates through a committee structure. Any member of the Faculty Association may run for election to President, Vice President,

Treasurer, Secretary, Assembly Delegate, Grievance Committee, Legislative/CAP, Meet & Discuss, Membership, Negotiations, Nominations/Elections, Public Relations, Health & Welfare, BUCC, Faculty Professional Development, Social or Gender Issues and Social Justice Committee.

APSCUF was instrumental in the passage of Act 188 of 1982, the law establishing the State System of Higher Education, creating university status and autonomy for the university system. The Faculty Association has one of the most impressive records of any higher education faculty union in the nation in defending faculty rights, successful negotiations and contract implementation, and protecting academic freedom.

### **BLOOMSBURG UNIVERSITY CURRICULUM COMMITTEE**

The Bloomsburg University Curriculum Committee (BUCC) is the university curriculum committee designated in the CBA. It makes recommendations to the Provost and Vice President for Academic Affairs on all academic matters. The BUCC is responsible for acting upon curriculum proposals at the institution-wide level and serves as a coordinating committee for curricular proposals emanating from all components of the academic community. Proposals are submitted using the Omnibus Form (which is available on the “S” drive in the BU Documents, Omnibus folder as Omnibus 2009.doc). Questions about proposals should be addressed to the chair of the BUCC. BUCC meetings are held on Wednesday afternoons and are open to the University. The BUCC is composed of 14 voting faculty and nonvoting, ex-officio students and members of the administration. The faculty are elected to the BUCC for two-year terms through a procedure that guarantees the representation of at least one faculty member from each of the five academic areas: business, humanities, natural sciences and mathematics, professional studies, and social sciences. Elections take place each fall semester. Please consult the new governance document for more specific information.

### **UNIVERSITY-WIDE COMMITTEES**

The CBA provides for university-wide committees to deal with tenure, promotion, and sabbatical leave applications. These committees evaluate the applications of individual faculty members, along with departmental recommendations, and report their recommended decisions directly to the Administration. Members of these committees are elected from the faculty as a whole. In addition, there is a university Faculty Professional Development Committee established by the local Meet and Discuss team. Reassigned time and monetary grants are recommended by this elected faculty committee.

### **OTHER**

Other campus groups involved in governance are academic department committees and committees working directly with a particular administrator, such as advisory and ad hoc committees. All academic departments have committees such as tenure, sabbatical, and promotion, which recommend to the corresponding university-wide committees as stipulated in the CBA.

## **II. INSTRUCTIONAL POLICIES**

### **A. CATALOGS**

Bloomsburg University produces catalogs containing degree requirements and course descriptions for graduate and undergraduate degree programs. The Office of Communications produces these materials for Academic Affairs on the university's website at [www.bloomu.edu/catalog/](http://www.bloomu.edu/catalog/), with pdf versions of the entire catalog available for download.

#### **UNDERGRADUATE CATALOG**

The undergraduate and graduate catalogs are produced annually. Deans of the undergraduate colleges and graduate studies approve all content. Students obtain information from the university's website at [www.bloomu.edu/catalog/](http://www.bloomu.edu/catalog/), which includes downloadable sections of the catalog.

#### **GRADUATE CATALOG**

The Graduate Catalog is available on the web; no printed catalog is available. Students may obtain information from the university website, which includes downloadable sections of the catalog.

### **B. ACADEMIC YEAR**

The academic year consists of two semesters. In addition, the academic calendar includes three summer sessions. The standard semester consists of 14 weeks of class work plus one week for final examinations. The semester beginning in August is referred to as "fall semester" or Semester I. The semester beginning in January is "spring semester" or Semester II. The summer consists of two six-week sessions and one twelve-week session.

### **C. DEGREES**

Consistent with the nomenclature recommended by the Middle States Association, Bloomsburg University offers two classes of degrees -- academic and professional.

The academic degrees are Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Master of Arts (M.A.), and Master of Science (M.S.). The professional degrees are Bachelor of Science in Business Administration (B.S. in Bus. Adm.), Bachelor of Science in Education (B.S. in Ed.), Bachelor of Science in Nursing (B.S.N.), Bachelor of Science in Office Administration (B.S. in O.A.), Master of Education (M.Ed.), Master of Accounting (M.Acc.), Master of Business Administration (M.B.A.), Master of Science in Nursing (M.S.N.) and Doctor of Audiology (Au.D.). In addition, the university is authorized to award the Associate of Science in Health Services (A.S.).

## **D. ACADEMIC ADVISEMENT**

The Director of the Academic Advisement Center is Irvin Wright, 41 Warren Student Services Center, Ext. 4492. For additional information, please see the Faculty Academic Advisement Handbook located at <http://www.bloomu.edu/documents/advisement/AdvisingHandbook.pdf>

## **E. FULL-TIME & PART-TIME STUDENTS**

See Policy #3442 Definition of Full-Time Student.

## **F. CURRICULUM**

Refer to the university catalogs for all programs and courses. Also see Policy #3602 Majors, Minors, Career Concentrations, and Teacher Certification; Policy #3222 Undergraduate Degrees; and Policy #3223 Graduate Degrees.

## **G. CLASS LISTS**

At the beginning of a semester each instructor goes online to the Office of the Registrar homepage and creates an electronic preliminary class list for each section which he/she is assigned. This is a tentative list, which is valid until the end of the student schedule change period. Faculty can continue to review class lists continuously. The instructor must report any discrepancies to the Registrar. Failure to report discrepancies will result in student name errors on the grade lists at the end of the semester. If there are any changes of student enrollment, the changes will be evident via the online class list application. If a student does not attend a class, the instructor should notify the Registrar, who will in turn notify the student that he/she must drop or withdraw from the class.

## **H. AUTHORITY OVER CLASS ENROLLMENTS**

If enrollment in a class is limited by considerations other than seating capacity of a classroom or number of student stations in a laboratory or studio, the number of students that may be enrolled is recommended by the department chairperson subject to approval by the dean.

Assignment of a student to a class is determined by the registration procedures. It is the duty of an instructor to challenge membership in class of a student who does not have the stated prerequisites. (Please refer to the class schedule booklet for each semester.)

Consent of an instructor is not prerequisite to student withdrawal from a course, but the instructor or the Chair of the instructor's department must sign the student's course withdrawal form as a means of notification to the instructor of the student's withdrawal from the class.

## **I. FACULTY GRADE AND ATTENDANCE BOOKS**

Grades must be assigned in accordance with the grading system explained to students during the first week of the semester. Each instructor must maintain a record of all grades assigned to each student during the course of a semester, and the record must be kept by the instructor for at least one full year. (Grade books are supplied by the university.)

## **J. ATTENDANCE FEE**

An individual may pay a \$25 attendance fee and attend any class on a "space available" basis. No record of the attendance is maintained by the Registrar, the individual's name does not appear on the class lists, and the course does not appear on the individual's academic record. The application for attendance fee is made with the Business Office.

## **K. AUDITING OF COURSES**

See Policy #3456 Auditing of Courses.

## **L. CLASS ATTENDANCE**

See Policy #3506 Class Attendance.

## **M. GRADES**

See Policy #3522 Grades, Quality Points, and Quality Point Averages.

## **WITHDRAWAL FROM A COURSE**

See Policy #3462 Withdrawal from a Course.

## **PASS/FAIL**

See Policy #3454 Pass/Fail.

## **REPORTING OF GRADES**

Great care must be exercised in the reporting and recording of grades. Procedures must be followed carefully and all deadlines met. The following guidelines for grade reporting apply:

1. Fall and Spring semester grades are to be reported to the Registrar 96 hours (four {4}days) after the last examination.
2. Summer session grades are to be reported to the Registrar 72 hours (three {3}days) after the last class. In the event a legal university holiday occurs within the 72 or 96 hours,

with the exception of Sunday, the day of the holiday will be excluded when determining the deadline.

Chairpersons, deans, and the Office of the Provost will be notified of faculty who submit their grades after the announced deadline.

All grades reported must be based on official definitions and deadlines. They should be determined in accordance with the faculty member's pre-arranged/established course requirements as outlined in the course syllabus. The grades of "W," "I," "R," and "X" must be used only for the purpose for which they are intended. Grades of "P" and "F" are issued for sections with zero credit and for courses approved for "P" and "F" grading.

The Registrar's Office is responsible for the entering of all grades on official academic records. Faculty have access to their grade verification reports on FCINF and via the online grading application.

Students view their grades via the Student Information System (STINF) immediately after grades are posted by the Registrar. No printed grade reports are sent except for those students who request an unofficial or official transcript.

### **CHANGE OF GRADE**

See Policy #3536 Change of Grade.

### **TRANSFER OF CREDITS FROM OTHER INSTITUTIONS**

See Transfer Credit Section of "Academic Policies" on the University's web page.

## **N. ACADEMIC EXAMINATIONS**

See Policy #3516 Academic Examinations.

## **O. WITHDRAWAL FROM THE UNIVERSITY**

Students may withdraw from Bloomsburg University by contacting the Registrar either in person or in writing using the official paper or online withdrawal forms. The date the Registrar is contacted becomes the official date of withdrawal. Students who withdraw or who are dismissed must apply for readmission before registering for classes.

The university has defined several categories of absence when students are not in actual attendance. In addition to a permanent withdrawal, students may be classified as "leave of absence" if the student wishes to resume his/her degree program at some future date, generally within a year, and if the student meets the criteria for leave of absence at the time of leaving the university.

Other categories of absence include provisions for students participating in a clinical experience (such as the medical technology year), foreign study abroad, temporary enrollment at another institution with an intent to complete the degree program at Bloomsburg University, and a mandatory leave for medical or psychological reasons or for suspension (Refer to Policy #3581).

## **P. NEW COURSES AND PROGRAMS**

See Policy #3224 Guidelines for Course Numbering System, Policy #3233 Required Format for Course Syllabi, and Policy #3230 Course and Program Development.

## **Q. CHOICE OF TEXTBOOKS**

The primary responsibility of choosing textbooks for a course resides with the instructor. Good academic practice would dictate that the choice of text be endorsed by the department. The department is expected to exercise sufficient control over the choice of textbooks to insure continuity in multisection courses. The faculty are responsible for reporting to the University Store, in accordance with instruction forms provided by the University Store, the titles of textbooks for each course and the number of books needed.

## **R. SYLLABI**

See Policy #3233 Required Format for Course Syllabi and Policy #3264 Student Course Requirements and Progress Information.

## **S. FIELD TRIPS**

Faculty may include a field trip as a course requirement as long as the following conditions are met:

1. All matters related to university liability are worked out in advance.
2. Arrangements are agreed to whereby a student who must be absent from other classes in order to go on a field trip is not penalized for the absence or whereby a student will be excused from a field trip in order not to be absent from another class, the absence from which would cause a hardship for the student.

If the field trip is based on voluntary participation, only the university liability condition must be met and non-participants must not be penalized.

## **T. ACADEMIC INTEGRITY**

See Policy #3512 Academic Integrity.

## **U. PRINCIPLES GOVERNING REGULATIONS OF STUDENT**

## **ACADEMIC LOAD**

The regulations which limit student academic loads are set to conform to two standards: 1) An undergraduate degree student may carry courses with total equivalent to one semester hour per week for the term in question; and 2) One semester hour represents the equivalent of 15 50-minute class meetings of lecture and/or discussion (or recognized equivalent in case of laboratory and studio work) plus a final examination. Thus the normal student academic load is 15 semester hours per semester although a student may schedule as many as 18 semester hours. An undergraduate student carrying 12 to 18 semester hours is considered full-time. A superior student may petition his/her advisor and department chairperson to carry more than 18 semester hours and there is an additional charge for each semester hour over 18. For the twelve - week summer sessions the normal student load is one credit per week with a maximum credit load of 14 credits.

Students failing to meet the minimum criteria of the satisfactory progress policy may be limited to 16 or fewer semester hours per semester. Students reinstated by the Academic Review Board following an academic dismissal are limited to a maximum of 13 semester hours. Non-degree students are limited to seven semester hours per semester unless authorized by the Coordinator of Adult Advisement.

## **V. RATIONALE FOR ACADEMIC RETENTION PROVISIONS**

See Policy #3446 Satisfactory Progress.

## **W. CLASSROOM RESERVATIONS**

The Registrar assigns facilities for classes and final examinations. For other functions, including make-up classes and examinations, room reservations are made with the Facilities Coordinator, except for the Kehr Union Building (KUB), Mitrani Hall in the Francis B. Haas Center for the Arts (HCA), and the Kenneth C. Gross Auditorium in Carver Hall (CH). Reservations for KUB are handled by the Student Activities Office and for Mitrani Hall and Gross Auditorium by the Manager and Technical Director of Performing Arts and Facilities.

## **III. INSTRUCTIONAL RESOURCES AND SERVICES**

### **A. HARVEY A. ANDRUSS LIBRARY**

#### **ORGANIZATION**

The Harvey A. Andruss Library operates as an administrative division of Academic Affairs and is administered by the Director of Library Services. The library is organized by function: Access Services, Collection Development, Reference Services, Government Documents, and Technical Services (Acquisitions and Cataloging), the University Archives/Special Collections,

and Administration. Professional librarians who are not managers are faculty organized as an academic department for personnel actions.

## **FACILITIES**

Harvey A. Andruss Library is a structure of 105,000 square feet with study seating for more than 900 and stack space for 500,000 volumes. Computer access to the library's online catalog, CD-ROM databases on a local area network, and national and international databases via the Internet are available through 240 PCs and MACs in the public area. Other features include photocopying/computer printing rooms and word processing rooms on all four floors, a color photocopier on the first floor, twenty group study rooms, an extended hours study, a graduate study, and a library classroom/computer laboratory. Information/emergency telephones throughout the building provide immediate access to the Reference and Circulation Desks and the University Police.

## **FACULTY STUDY**

The Faculty Study in Room 419 provides carrels with computers as well as lounge furniture for faculty use. Faculty may request lockers for their work materials at the Circulation Desk on first floor. Lockers are assigned for an academic year.

## **RESOURCES**

The library has more than 400,000 volumes including bound periodicals and 2.1 million microforms. The entry level contains current periodicals, bound periodicals from 1987, newspapers, microtexts, the reserve collection, phonodiscs, compact discs, and videos. The Reference Collection, the Juvenile/Young Adult Collection, the Curriculum Collection, and Government Documents Collection are located on the second floor; the General Collection on the third and fourth floors; and bound periodicals prior to 1987 on the fourth floor. The University Archives and Special Collections Reading Room is on the third floor.

The public access online catalog, which is available through the University network, contains bibliographic records for all books and phonorecords in the General, Juvenile/Young Adult, Phonographs, Compact Disc, Reference and Special Collections, and records of selected resources in the University Archives. The online catalog also contains bibliographic records for most microforms and non-book materials.

Microtexts (microfilm, microfiche, ultramicrofiche, and microcards) and microform readers and reader/printers are administered by the Circulation Desk.

The Andruss Library is a member of the Susquehanna Library Cooperative. The resources of the member libraries are available to students and faculty to use in each library. The libraries participating include the James V. Brown Library, Bucknell University, Geisinger Health System, Guthrie Healthcare System, Lock Haven University, Lycoming College, Mansfield University, Pennsylvania College of Technology, PPL Susquehanna, Susquehanna Health

System, and Susquehanna University.

## **UNIVERSITY ARCHIVES/SPECIAL COLLECTIONS**

The University Archives contains official records and other materials relating to the history of Bloomsburg University, including nearly 500 artifacts, 25,000 photographs, 6,000 slides, 800 films and 1200 books and theses. Special Collections comprises materials on a variety of research topics, including 10,000 items in the Art Exhibition Catalog Collection, records of the Bloomsburg Theatre Ensemble and publications of radical labor and political organizations. The Reading Room for these collections is open during the academic year on weekdays from 10 a.m. to 12 noon and 1 p.m. until 4 p.m., except Wednesdays when the schedule is 1 p.m. to 4 p.m. and 7 p.m. to 9 p.m.

## **COLLECTION DEVELOPMENT**

The collections of the Harvey A. Andruss Library, in various formats, are representative of the curriculum of the University. An approval plan with a major vendor has been established to meet the basic requirements of each department. The vendor automatically sends books selected through a profile shortly after publication for approval and retention for the collections. In addition, faculty, students, and staff are encouraged to recommend books and other materials that are appropriate for a university library collection. Recommendations can be sent through a direct link on the library's web page to the Coordinator of Collection Development or forwarded to the Subject Specialist assigned to each academic department.

## **RESERVES**

Faculty are urged to plan reserves as far in advance as possible and to share plans with the Supervisor of Circulation and Reserves. An outline of reserves policies and procedures is available through the Supervisor of Circulation and Reserves (extension 4220). In addition to the regular reserves, the library offers electronic reserves so students can access them via the Internet.

## **CIRCULATION**

Faculty members and administrators may borrow materials from the General Collection that will be due at the end of the academic year. Books may be renewed one time using the PILOT online catalog or multiple times at the Circulation Desk. Books will be recalled by the library if requests have been received for them. Before the end of the academic year, Circulation will send each faculty a notice listing materials due. A second notice will be sent if necessary. Fines will be assessed for overdue materials following the end of the academic year. If overdue fines are not paid, a bill will be forwarded to the Business Office, which will assume the responsibility for collecting this debt.

Faculty members, staff, and managers must pay for the replacement of lost materials. If the material is found and returned, reimbursement will be made by the Business Office.

Faculty are responsible for all materials checked out with their I.D. cards. They are urged not to lend library books and materials to students or others or to let their I.D. cards be used by anyone else. The disappearance of I.D. cards should be reported to the Circulation Desk immediately in order to limit liability for the use of the card after the time of reporting.

Occasionally faculty may want to use a Reference Collection item in class or for some other special purpose. Arrangements can usually be made for the brief loan of such materials (which normally do not circulate) through the faculty librarian at the Reference Desk.

### **CLASSIFICATION**

The library uses the Library of Congress classification system for the General Collection, the Dewey Decimal classification for the Juvenile/Young Adult Collection, the Superintendent of Documents classification for United States Government Documents, and accession numbers for microform, phonodisc and compact disc, and video collections.

### **REFERENCE SERVICES**

The Reference Desk (extension 4204) is located on the second floor. Reference Services are available during class and examination periods. The Reference Desk is staffed by library faculty during the Fall and Spring Semesters as follows:

Monday – Thursday	8 AM – 10 PM
Friday	8 AM – 4:30 PM
Saturday	9 AM – Noon, 1 – 5:00 PM
Sunday	2 – 5 PM, 6 – 10 PM

### **LIBRARY CATALOG AND DATABASE RESOURCES**

Andruss Library's online catalog, PILOT, is available at computer stations within the Library and via the Internet from the Library's Web site, <http://library.bloomu.edu>. PILOT also provides access to UBorrow, a union catalog of the 14 Pennsylvania State System of Higher Education university libraries and the State Library of Pennsylvania, via the 'Other Catalogs/UBorrow' link.

The Andruss Library Web site is the gateway to over 30,000 electronic and print journals (accessed via the 'Periodical Title List' link) and more than 100 electronic subscription databases (accessed via the 'Databases A-Z' and 'Find Articles & More' links). Electronic journals and databases are available both on- or off-campus over the Internet. The Library employs 'Article Linker', an OpenURL link resolver, which enables users to easily locate articles available in other databases in electronic format or in the Library in print format. Article Linker appears as an icon or link within databases (including Google Scholar) and uses the data from the Periodical Title List.

A partial list of databases includes:

- *ACM Digital Library*
- *ACS Publications* (American Chemical Society)
- *America: History & Life* and *Historical Abstracts* (ABC-CLIO)
- *Annual Reviews* (Biomedical, Physical, and Social Sciences)
- *AnthroSource*
- *BioOne*
- EBSCOhost databases: *Academic Search Premier*, *Art Abstracts*, *Biological Abstracts*, *Business Source Premier*, *CINAHL*, *Communication & Mass Media Complete*, *Education Abstracts*, *ERIC*, *Geo Ref*, *MEDLINE*, *MLA Int'l. Bibliography*, *Music Index*, *PsycINFO*, *Soc Index with Full-Text*, *SPORTDiscus*
- *Ethnography Collection (eHRAF)*
- *Grove Music*
- *IEEE Computer Society Digital Library*
- *JSTOR*
- *Lexis-Nexis Academic*
- *MathSciNet*
- *Philosopher's Index*
- *Project Muse*
- ProQuest databases: *ABI/Inform*, *Research Library*, *National Newspapers*
- *SciFinder Scholar*
- *Social Work Abstracts*
- *Web of Science (Science Citation Index Expanded and Social Science Citation Index)*
- *World Cat*

In addition, the Library provides access to a number of CD-ROM databases on-campus, such as the *Official Records of the Union and Confederate Armies (Civil War Official Army Records)*, by means of a dedicated workstation in the 2<sup>nd</sup> floor Reference Department.

### **INTERLIBRARY LOAN/DOCUMENT DELIVERY**

Andruss Library offers interlibrary loan services through three different systems, all accessible from your office or home computer. For a full explanation with suggestions which system may be best under what circumstances, please see "Interlibrary Loans" under "Services" on the Andruss Library home page at <http://library.bloomu.edu/>. You will need to log on with your library ID number. This is located in the lower left corner of your Bloomsburg University ID card. Most items arrive in a week or less. Articles are forwarded electronically to your Bloomsburg University email address. If you need assistance, contact the Reference Desk.

Electronic document delivery of articles from journals owned by Andruss Library that are not online is provided by Stephen Wiist. Requests may be made to his email address at [swiist@bloomu.edu](mailto:swiist@bloomu.edu).

## **PHOTOCOPYING SERVICES**

Photocopiers are available on all four floors for rapid copying of printed material for a fee. Color copies may be obtained at the Circulation Desk at a cost based on quantity. Reader/printers on the first floor in the Microform area are available for making prints from microfilm, microfiche, and ultramicrofiche. The charge is ten cents per impression, applicable to faculty and students. A microfiche duplicator is also available with copies costing twenty-five cents.

## **HOURS**

Fall and Spring Semester hours are:

Monday – Thursday	7:30 AM – Midnight
Friday	7:30 AM – 4:30 PM
Saturday	9 AM – 5 PM
Sunday	Noon – Midnight

Summer Session hours are:

Monday – Thursday	8 AM – 10 PM
Friday	8 AM – 4 PM
Saturday	CLOSED
Sunday	2 PM – 10 PM

Extended hours during examination periods and hours for intersessions and holidays are posted on the library bulletin board and the library's Web pages.

## **LIBRARY INSTRUCTION**

The faculty of Reference Services offer a broad range of instructional services for the classroom faculty. Orientation is available on the library's World Wide Web homepage. Faculty are available to present course-specified lectures on research skills and to work with faculty to develop effective library-based assignments.

For more information contact the Reference Instruction Coordinator at extension 4124.

## **LIBRARY BOOK AND MATERIALS SELECTION POLICY**

See Policy #3820 – Library Book and Materials Selection.

## **GIFT AND EXCHANGE POLICY**

See Policy #3824 – Gift and Exchange Policy.

## **LIBRARY BOOK AND MATERIALS WITHDRAWAL POLICY**

See Policy #3828 – Library Book and Materials Withdrawal.

## **B. COMPUTER OPERATIONS CENTER**

The Computer Operations Center is located in Benjamin Franklin Hall and serves the university's overall computing needs. The Center provides centralized services such as network operations, administrative systems, network servers, university web servers, and test scanning.

The main administrative computing system is based upon UNISYS ClearPath server that couples a traditional Unisys mainframe with an Intel computer. This system, also known as the Faculty Information System (FCINF), provides a web interface for faculty to modify student schedules, post grades, verify grades posted, display course offerings and course offering history, display class lists, advisees and other student academic work and course information. Faculty will be assigned appropriate level of access by the university Registrar. More information about available services and login points to these services can be found at <http://bloomu.edu/technology>. These products are available to any authorized faculty user.

The Center also houses the campus Microsoft Office and Exchange servers that provides a number of network-based services to faculty, staff and lab computers. This includes: Outlook, group computing software (e-mail, calendaring, scheduling) for faculty and staff and departmental and campus file sharing.

### **ACCESS AUTHORIZATION:**

How to obtain access to information is described in the document Access Authorization Request form which is located on the network "S:" drive at this location: S:\Bu documents\Access Authorization Request.doc

### **ACCESS HOURS**

If you have unique requirements beyond the hours listed, please contact Operations at extension 4099.

#### **Operations Staffed Hours**

Monday - Friday 7:30AM- 4:30 PM, closed noon to 1:00 pm for lunch.

#### **The Faculty Information System (FCINF)**

Monday through Friday, 8:00 am to midnight, Saturday 9:00 am to midnight, Sunday noon to midnight.

#### **Curriculum Advisement and Course planning (CAPS)**

Seven days week; 24 hours per day

#### **Test Scanning Services**

Monday – Friday 8:00 am to noon and 1:00 pm to 4:30 pm. The hours for final exam week are expanded and are announced via e-mail the week prior to finals.

Test scanning services and statistical analyses are available to all faculty members.

Directions and scanning forms are available at the Data Services window in the ground floor of Benjamin Franklin Hall. A faculty member also has the ability to create input data files through the scanner for use with the SPSS processor. Please refer to the scanning section on the following web page: <http://bloomu.edu/technology/operations>

### **Miscellaneous Web-based systems**

Seven days week; 24 hours per day

Web-based systems include downloadable class lists and other student and course-related information. Detailed information is available here: <http://bloomu.edu/technology> look the Fac/staff support link.

### **Financial Systems**

These systems are generally available 24 hours a day, Monday through Saturday, with downtime scheduled each Sunday morning for back-ups.

The financial systems are provided through the shared administrative system using SAP software. The servers that run the system are located at Millersville and Shippensburg Universities and are centrally administered by The Pennsylvania State System of Higher Education Technology Consortium (SyTEC). Information about the systems may be found here: <http://bloomu.edu/technology/sap>

## **C. FACULTY COMPUTING**

### **FACULTY FACILITIES**

All faculty have an office computer that includes a suite of Microsoft and Adobe applications. These computers are on an automatic 4-5 year replacement schedule.

Major software on campus:

E-mail:	Outlook
Statistical programs:	Minitab, SPSS, SAS
Word processing:	Word
Spreadsheets:	Excel
Database:	Access
Flowcharts, diagrams:	Visio
Page layout:	Publisher
Internet:	Internet Explorer and FireFox
Presentation:	PowerPoint
Webcourse:	Blackboard
Webpage development:	Dreamweaver
Virus protection:	McAfee

Buildings have a TSS person specifically assigned to support faculty and staff office computing. In addition, there are specially trained student workers stationed in most of the buildings. These

students have offices in the assigned buildings and can provide immediate support when problems arise.

## **STUDENT COMPUTING FACILITIES**

Student computing facilities are located throughout the campus. There are over 1400 computers in labs, classrooms, general access work areas and specialized labs. All computers are connected to the network and are able to print to a laser printer.

The major open access computer work areas are in Kehr Games Room, Hartline Lobby and the Library. Other work areas can be found in Sutliff, Centennial, Bakeless and McCormick. Some computer classrooms are open to students for general access between classes and on the weekends.

Most general lab areas are open 7 days a week during the fall and spring semesters. The schedules of current open hours for labs and classrooms are posted at each location and can be found on the Office of Technology web site - <http://www.bloomu.edu/technology> Typically, the hours for the major work areas are: Monday-Thursday 8am-10:00 p.m.; Friday 8am to 5 p.m.; Saturday Noon to 5 p.m. and Sunday Noon to 10:00 p.m. Work areas are monitored by student consultants who are available to help students with problems using the equipment and basic software. These PC and Macintosh computers have access to word processing, spreadsheet and other programs. In addition, these computers provide students with access to the Library Pilot system, library databases and mainframe computer for scheduling.

All students have a Microsoft Live@edu e-mail account upon entering the university. All residence hall students have the opportunity to connect their personal computer to the campus network and the Internet through a high-speed Ethernet connection.

## **GETTING HELP**

Our Help Desk service has three different ways you can contact us:

- 1) Phone number
- 2) Online Service Request Form
- 3) E-mail address

What to expect from calling our help desk via the telephone:

Dial HELP (4357) from 8:00AM until 4:30PM, Monday through Friday, holidays not included, will allow direct contact with the Help Desk staff. You will be able to report technology problems via this number, get the status of the network and servers, and receive first level support for many problems. If the help desk staff cannot solve your technology related problem via the telephone, they will enter your request into our system via the online service request form, and have it routed to the appropriate support staff, and that support staff person will follow up with you and solve your technology problem.

What to expect from using our Online Service Request Form: (<https://helpdesk.bloomu.edu>)

The requests that you will enter on our system are reviewed and dispatched to the appropriate support staff. Your request is assigned to our staff's "to do list" and is tracked via this website. You can use this same website to track the assignment of the service ticket, or just review the e-mail status updates you will receive if you entered your e-mail address on the request.

Technology Support Services offices are located in the Benjamin Franklin Building. Please visit our web site at <http://bloomu.edu/technology> for the most current information about computing on campus.

## **D. ACADEMIC SUPPORT SERVICES**

### **ACADEMIC INTERNSHIPS**

The Academic Internships Program provides opportunities for students to combine academic experiences with off-campus work experiences and is designed to complement the academic program and individual career interests in organizations in the public and non-profit sectors. An example of this are students who do DNA/RNA research for medical centers; historical research at an archaeology lab; collect forensic evidence for live cases; or video production and news-story research.

All interns earn academic credit. Faculty members supervise and evaluate student performance, awarding a grade at the end of the semester or summer term. Although internship course standards and criteria for student participation vary by department, internship Guidelines and Best Practices, developed by a college-wide faculty committee were approved by Meet and Discuss to establish university wide procedures for internships.

Internship experiences arouse student curiosity, help to develop thinking, and frequently intensify later study. Students are forced to develop dependence on their own judgment, to develop a sense of responsibility to themselves and to their employers earlier than most, and to build skills in human relations with mature and experienced colleagues. A meaningful internship experience instills in the student a sense of seriousness of life and makes for a smoother transition into the world of work following graduation.

For more information please visit the Academic Internship website at <http://internships.bloomu.edu> or contact Alison Stone-Briggs, Director, at x4962, Rm #144 Warren Student Services Center.

### **DEPARTMENT OF DEVELOPMENTAL INSTRUCTION**

The mission of the Department of Developmental Instruction is to provide academic advisement, instruction, tutoring, and other support to maximize students' opportunity for success in college, especially those students who enter through Act 101 / EOP. Success in college is defined as achievement of academic good standing and graduation. Services include credit courses

(College Reading & Study Skills, College Study Skills, and Mindsets & Mindfulness) and non-credit developmental courses in reading, writing, and mathematics; developmental lab; the University Tutorial Center; and academic advisement. The department supports the university's retention effort, especially among at-risk groups and underrepresented ethnic groups at the university. The Office of Admissions administers Accuplacer reading, writing, and math placement tests.

### **ACT 101/EDUCATIONAL OPPORTUNITY PROGRAM**

Students admitted to Bloomsburg University through Act 101/EOP receive special support in instruction, academic advising, counseling, tutoring, financial aid advising, and other support as necessary in maximizing their opportunity for success in college. To ensure appropriate placement in courses, we administer Accuplacer reading, writing, and math placement tests.

As a condition of admission to Bloomsburg University through Act 101/EOP, students must participate and successfully complete a pre-college summer enrichment experience. Exceptions to the above are granted for special cases.

### **UNIVERSITY TUTORIAL SERVICES**

The University Tutorial Center offers assistance designed to support and enhance the successful matriculation of undergraduate university students. Peer tutoring is available upon request in a variety of courses and is provided by students who have distinguished themselves through superior academic performance. Any student desiring tutorial assistance need only complete a brief application to request this free service. For a limited number of courses, there will be a professional tutor available and supplemental instruction.

Faculty who wish to consult with this office concerning student referrals or requests are encouraged to call the University Tutorial Director at extension 4192 (faculty office) or 2720.

### **ACCOMMODATIVE SERVICES FOR STUDENTS WITH DISABILITIES**

The Office of Accommodative Services for Students with Disabilities provides a wide range of services designed to support and enhance the performance of university students who bring additional needs to the university. These services are highly prescriptive, largely dependent upon individual requests, and mandated under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Interpreters for the deaf and hard of hearing, notetakers, readers, and various accommodative testing practices are a few examples of the services available. These services are designed and implemented towards the goal of lessening the effects of the disability in the learning process. They are not designed to require less of the student in reference to curriculum, course content, or academic standards

Faculty members who wish to consult with office staff members concerning students with disabilities are encouraged to call the director at extension 4491.

## **ADULT ADVISEMENT**

Adult Advisement, a service available in the Academic Advisement Center, is the home of the BU, part-time, Non-Degree-Credit program, designed to permit enrollment of individuals into undergraduate credit courses without the more formal application process. Credits earned as a non-degree student are applicable to a degree program once the student is accepted through the Admissions Office or the credits are also transferrable to other colleges.

Adults receive one-to-one advisement to discuss their future goals as well as any past college experiences. There are certificate programs available for those adults who are unsure of their long-term goals but who would like the opportunity to complete a specific program by earning only 24 to 30 credits.

The Academic Advisement Center is located in Room #216, Warren Student Services Center, at Extension 4003.

## **POLICY AND PROCEDURE FOR FACULTY-LED SUMMER/SEMESTER BREAK STUDY ABROAD PROGRAMS**

In order that planning for Bloomsburg's special summer programs may be done in the most efficient and unified manner, providing for flexibility and creativity while at the same time offering to the university community a balanced and realistic schedule, the Office of International Education has formulated the following policy:

1. Proposals must be endorsed by the department chair and the dean of the college before their review by the international educational advisory board.
2. All proposals for new study-abroad programs must be submitted to the Office of International Education no later than March 15 of the preceding year. Such proposals should include a brief outline of course requirements and student learning outcomes, a tentative itinerary or location abroad, and an estimate of the cost to the students. These proposals will be reviewed by the International Education Advisory Board (IEAB) after submission to the Office of International Education.
3. Proposals are approved by the department Chair, Dean, Director of International Education, International Education Advisory Board, and Provost. Once proposals are approved, the International Education Office will route for information purposes to Finance and Business Services, Purchasing, Registrar and Financial Aid Offices.
4. A request for continuing and established short-term study abroad course must be submitted for by March 15 of the preceding year. Continuation of established programs must be approved by the Department Chairperson, Dean of the College and the Provost or designee prior to advertising the program. A preliminary budget is required to be submitted with prior approval form.

5. All fees collected for faculty-led study abroad courses shall be deposited with and administered through the Business Office of the University; the International Office will monitor the funds. Disbursement of funds will follow Business Office policy and procedures.
6. Advanced deposits to guarantee enrollment are required; a deposit is typically \$500 and is NON-REFUNDABLE. A Cancellation/Withdrawal Policy for deposits, program fees and tuition needs to be provided to each participant.
7. All programs must generate Bloomsburg University credits; all students participating must be registered with the university.
8. Departments must add study abroad courses to the summer schedule using standard procedures; courses must be designated as off-campus with appropriate notes added regarding location and additional fees required. Refunds of tuition follow the university refund policy (PRP# 1983-19-A).
9. Approved programs for the ensuing summer will be incorporated into the summer session program and publicized by the Office of International Education.
10. The university's name may not be used as a source of producing profit for private firms or individuals.
11. A fund center for each program will be established and reported through the IEO. The set-up form should include a program budget, list of student participants, payment plans (deposit deadline and payment due dates), along with course number and number of credits. All purchasing is processed by the International Education Office in collaboration with the Purchasing, Accounts Payable, and Business offices. Appropriate lead time is necessary (10 weeks) for service contracts, travel payments, bidding procedures, etc. No expenses may be incurred before program fees have been collected.
12. Student participants are required to complete a FERPA Release Form.

To obtain sample proposals, budgets, prior approval forms, cancellation/withdrawal policy, etc., please contact the International Education Office.

### **POLICY AND PROCEDURE FOR STUDENT TEACHING ABROAD**

Student teaching abroad is currently under review.

### **POLICY AND PROCEDURE FOR INSTITUTIONAL LINKAGES OVERSEAS**

All proposals for institutional linkages overseas must adhere to the following sequence:

1. Submission of a written proposal to the Director of International Education for discussion
2. Approval by the department chairperson
3. Approval by the college dean
4. Endorsement by the International Education Advisory Board which functions as a recommending body to the Provost and Vice President for Academic Affairs
5. Approval by the Provost and Vice President for Academic Affairs after consultation with the University Legal Council

## **E. GRANTS AND ACADEMIC RESEARCH**

The Director of Research and Sponsored Programs is responsible for coordinating all requests for outside financial assistance for grant projects. The office disseminates current information on government and foundation funding opportunities, helps locate potential sponsors for projects, assists faculty in the preparation and submission of proposals, and provides appropriate follow-up services. The Office of the Director of Research and Sponsored Programs is located in Room 212, Centennial Hall, telephone extension 4129, FAX: 389-3054.

The Director of Research and Sponsored Programs works closely with the Business Office in maintaining an internal control structure to provide reasonable assurance for compliance with laws, regulations, and award terms on all grant projects for the protection of both the principal investigator and the university.

University employees are encouraged to conduct preliminary discussions regarding research and programmatic matters with prospective grantors or contractors, with the prior knowledge of the appropriate dean/administrator and vice president, but may not bind the university to enter into formal agreements. ***Faculty at Bloomsburg University are not authorized to commit the institution to any legally binding agreement with any outside agency.*** The Office of Research and Sponsored Programs should be informed of all arrangements which may result in a grant agreement, contract, or consortium. Budget development must include discussion with the Office of Research and Sponsored Programs and submission to the granting agency must be by the Office of Research and Sponsored Programs.

Research activities involving animal subjects, human subjects, biological safety, or radioisotopes must be reviewed and approved by the appropriate institutional committee. Guidelines and policies are available from and approved protocols must be on file in the Office of Research and Sponsored programs prior to beginning research.

## **F. INSTRUCTIONAL MEDIA SERVICES (IMS)**

Instructional Media Services (IMS) exists to meet the media needs of faculty, staff, and students at Bloomsburg University. A wide variety of equipment, facilities, and services are available for media projects or productions that enhance the educational mission of the university or assist it in meeting its electronic communication objectives. These include High Definition television studios, digital video editing suites, DVD duplication, international standards conversion, and off-air recording services. IMS also has equipment for loan including digital video and still photo cameras, laptop computers, data/video projectors, overhead projectors, projection screens, televisions and VCR's. Instructional Media Services also consults with faculty and staff in the evaluation, specification, purchase, and installation of media technologies used in the delivery of instruction. In addition, IMS serves as technical advisor to WBUQ-FM, the student-operated radio station. For a more detailed listing of facilities, equipment and services visit the department website (<http://www.bloomu.edu/technology/ims>), call the main office at extension 4231 or stop by McCormick 1233.

## **G. INSTITUTE FOR INTERACTIVE TECHNOLOGIES**

The Institute for Interactive Technologies (IIT) is a unique service agency that provides consulting, training and multimedia development services to Bloomsburg University, corporations, government agencies, and other educational institutions. The IIT is a consortium of faculty, staff and graduate students in Bloomsburg University's Master of Science in Instructional Technology program. This strategic relationship offers opportunities for faculty and staff to mentor students in practical hands-on experiences as they apply theoretical knowledge to real-life projects.

The IIT offers research, education, training, and entrepreneurial assistance to: 1) improve university teaching by soliciting and encouraging the use of interactive activities to enhance and supplement classroom instruction; 2) establish a consortium of partnerships with business, government, and education whereby the IIT will serve as a resource center for supporting interactive technological innovations; and 3) support students in the Master of Science program in Instructional Technology by continuing to offer graduate students real-life employment opportunities. The IIT is located in Room 2221 McCormick Center for Human Services (MCHS). Faculty are encouraged to take advantage of this facility by contacting the Director of the IIT at extension 4506.

## **H. INSTITUTIONAL RESEARCH**

The Office of Institutional Research conducts, analyzes, and publishes studies which contribute to the administration and planning of the university. It offers services, clearance, and records for all external reports (with heavy emphasis on state and federal reporting) and questionnaires which involve information about the university. This office serves as a liaison with the Office of the Chancellor, State System of Higher Education, and various offices within the Pennsylvania

Department of Education in matters of institutional research, information requests, and data retrieval. This office provides staff support services for a variety of committees and task forces operating under the University's Planning/Budget Committee. This office is responsible for the coordination of students' evaluation of faculty. In addition, the University Records Center operates as a sub-unit of this office.

## **I. TALE CENTER**

The Teaching and Learning Enhancement (TALE) Center facilitates dialogue among faculty (adjunct, untenured, and tenured) about the art and science of university teaching. Programs and services are designed to encourage discussion and exchange of ideas; to disseminate information; to develop projects and conduct inquiries that enhance the knowledge and practice of university instruction; to stimulate and enable the development of strategies and technologies; to provide new faculty with information and support; to respond to faculty needs; and to promote a commitment to teaching excellence.

Faculty members are encouraged to attend seminars, share their experience through seminars or online venues, participate in sessions on how to incorporate technology into teaching, join in book discussions, apply for Teacher-Scholar Grant Award opportunities, borrow books from the TALE library, and engage in discussions with faculty from all disciplines on research strategies.

Please visit the TALE web site, <http://orgs.bloomu.edu/tale> where you can find recorded seminars, online teaching ideas, essential information for new faculty, reading ideas, and links to instructional support available on campus. The TALE Center and Office in 419-420 Andruss Library; office hours are posted on our web site. Contact the TALE Director Lisa Stallbaumer-Beishline, who also is on the faculty of the History Department, [lstallba@bloomu.edu](mailto:lstallba@bloomu.edu) or call 389-4310 for further information or suggestions.

## **J. THE OFFICE OF PLANNING AND ASSESSMENT**

The mission of the Office of Planning and Assessment is to provide vision and leadership for evidence based decision making at Bloomsburg University. To accomplish its mission, the Office of Planning and Assessment supports improvement, planning, and assessment initiatives at the unit and institutional level that guide the University in fulfilling its purposes, accomplishing its mission, and determining how well it is achieving its goals. Responsibilities of the Office of Planning and assessment include:

- Working effectively with university-wide committees
- Supporting the monitoring process of the Bloomsburg University Strategic Plan
- Providing support, analysis, and reporting of the System Accountability Plan
- Implementing and coordinating University-wide Assessment
- Conducting surveys of students and faculty for the assessment of programs and services (e.g., National Survey of Student Engagement (NSSE) AND Faculty Survey of Student Engagement)

- Providing assistance with the University's Middle States accreditation process and other program-level accreditation processes
- Supporting the implementation and assessment of the new General Education Program and associated Student Learning outcomes
- Supporting the improvement of academic and non-academic programs through systematic assessment of established student learning outcomes and program level outcomes, including the 5-year program reviews
- Providing supports to collect, organize, maintain, and analyze institutional and other data to support University management, operations, decision making and planning
- Providing leadership and administrative support for the University's learning outcomes assessment processes through one-on-one and group mentoring, faculty development opportunities, unit consultation, and technical support (TracDat)

The Office of Assessment and Planning is located in 111-112 Waller Administration Building (389-4024/4027).

## **IV. CONDITIONS OF FACULTY EMPLOYMENT**

### **A. FACULTY RESPONSIBILITIES**

Faculty duties and responsibilities are outlined, in part, in Article 4 of the Collective Bargaining Agreement (CBA) between the State System of Higher Education and the Association of Pennsylvania State College and University Faculties (APSCUF).

### **B. FACULTY ABSENCES**

Faculty are expected to be available for duty during regular business hours when classes and examinations are scheduled. Additional information is included in the CBA, primarily Articles 17, 18 and 21.

### **C. SALARY AND BENEFITS**

Salaries are stipulated in Article 22, "Salaries", of the CBA. Specific information on fringe benefits is found in Article 21, "Fringe Benefits", and the Fringe Benefits Summary for Employees Covered by the APSCUF CBA. Copies are available in the Office of Human Resources and Labor Relations, Room 134 Waller Administration Building.

### **D. SUMMER SESSIONS FACULTY**

The procedure for appointment of faculty members for summer teaching is as follows: 1) the department chairperson recommends to the appropriate academic Dean a list of proposed courses and recommended faculty. The list is then forwarded to the Provost; 2) the Office of Off Campus and Summer College prepares for the President the appropriate contracts to be sent to

the faculty. Contact the Office of Off Campus and Summer College (4824) for further information.

## **E. PROFESSIONAL RESPONSIBILITIES: SUMMER SCHOOL**

Teaching during the summer is a voluntary activity for faculty. In order to provide some guidance to faculty who accept summer contracts the following guidelines are provided.

1. Student Contact Hours:  
For a standard lecture course, faculty shall provide instruction for 45 hours of student contact per 3 credit teaching load. Scheduling for specialty courses should reflect contact during the academic year.
2. Office Hours:  
Teaching faculty shall maintain a minimum of 5 office hours per week on no fewer than 3 different days of a week for a 100% Instructional load (Article 23 A 1.c). Other loads should be prorated accordingly. Office hours must be posted on FCINF and on the individual's office door.
3. Professional Development & Service Responsibilities:  
Faculty may request professional development time (conference attendance, presentation, APSCUF committees, etc.) during a session provided that class contact instruction is provided to students and the Chair is informed (Article 4).
4. Travel  
For both liability and potential reimbursement, faculty must file a SAP Travel Approval Request (S:\BU Documents\Travel) when the travel is associated with responsibilities at the University or when class contact or office hours are not met.
5. Overloads:  
Overloads are generally not permitted in the summer. In very exceptional circumstances, an overload may occur if approved by the Chair, Dean and Coordinator of Off-Campus and Summer Courses prior to the execution of the overload assignment.
6. Chairperson:  
Workload equivalency for 3 credits is equal to 10 hours per week over a 6 week session to manage department business pursuant to Article 6 of the CBA. The chairperson is expected to be available to faculty and students of the department.
7. Illness:  
The chairperson must be informed of faculty illness pursuant to Articles 4.B, and 17 of the CBA so that other arrangements can be made to cover the teaching assignment of the faculty member. Sick leave used during the summer must be taken in compliance with Article 17.B.5 of the CBA.
8. Teaching schedules and room assignments:  
Faculty should request their Chair submit a Master Schedule Change form for any change in teaching schedules, room assignments, or classroom/teaching contact hours.
9. Internships:  
Faculty supervising internships must maintain a reasonable amount of availability [including by phone or email] per week over 3 days consistent with number 2 above.

## **F. MINI-COURSE FACULTY**

As a resource center serving the diverse educational needs of the citizens of the Commonwealth, the university, through its Division of Corporate and Continuing Education, provides a variety of nontraditional educational opportunities. The university's noncredit mini-course program allows individuals to pursue knowledge for personal enrichment, intellectual stimulation, or professional development.

Proposals for prospective mini-courses are welcome from faculty and should include a title, brief course description, proposed dates, number of hours of instruction, and the instructor's resume. The proposal is reviewed and considered for inclusion in the mini-course catalog, taking into consideration the balance of curricular offerings. The Division of Corporate and Continuing Education reserves the right to cancel any course because of insufficient enrollment. Faculty are paid according to an established scale available from the Division of Corporate and Continuing Education.

The time and energy devoted to this activity are distinct and separate from university contractual obligations. Community service should be the special designation given to this activity as part of a faculty member's public service efforts.

## **G. FACULTY OFFICE HOURS**

The regulations of expected faculty office hours appear in the CBA. Faculty are expected to report their office hours no later than the end of the first week of the semester electronically to the Registrar using the Faculty Information System (FCINF). Specific instructions are available from departmental secretaries. A printout of the combined faculty teaching and office hour schedule, available from FCINF, is to be posted at the office door of the faculty member. The Registrar will distribute faculty schedules to the president, provost, deans, and chairpersons.

## **H. BACHELOR'S AND MASTER'S COMMENCEMENTS**

Faculty attendance at commencement ceremonies is expected and department chairpersons should discuss attendance with their faculty to ensure that each department has adequate representation at both commencements. Faculty are requested to attend either or both the May and December ceremonies.

Three ceremonies are held in May and December; one for the master's and doctoral students on the last Friday evening of the semester in which advisors hood their degree candidates; and two for bachelor degree candidates on Saturday. For both semesters, there is a morning and an afternoon undergraduate ceremony. The Colleges of Liberal Arts and Science and Technology graduate together and the Colleges of Business and Education process together. The times are announced on the graduation website each semester.

All Master's ceremonies are held in Mitrani Hall of Haas Center for the Arts as are the December undergraduate ceremonies. The spring bachelor's ceremonies are held on the Academic Quadrangle for May and August graduates. The faculty process after the platform

party and are seated on stage. All faculty who participate in the processional must wear academic regalia. Robes, hoods, and caps may be rented through the University Store. Specifics about regalia may be obtained by calling the University Store, Extension 4180 or email: [csodergr@bloomu.edu](mailto:csodergr@bloomu.edu). An "Intent to Participate" card is sent to faculty one month before the ceremonies for return response. All information concerning graduation procedures and participation in commencement is available on-line at <http://www.bloomu.edu/graduation>

## **I. FACULTY MEETINGS**

Except when such meetings conflict with scheduled classes or laboratories, faculty are expected to attend the university-wide opening-of-school and end-of-school meetings which may be convened by the President of the University, and the mid-year as well as any other faculty meetings which may be convened by the Provost and Vice President for Academic Affairs. Further, faculty are expected to attend all university convocations.

## **J. CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER**

See "Procedure for severe weather conditions affecting classes and administrative offices." This is distributed annually in late fall or can be found on the web at <http://www.bloomu.edu/today>.

## **K. FACULTY GRIEVANCES**

The procedures for the handling of faculty complaints and grievances are found in Article 5 "Grievance Procedure and Arbitration" of the CBA.

## **L. NEWS RELEASES**

All news releases on events and developments at Bloomsburg University are issued by the Office of Communications. Faculty who are asked by the media to give public statements are advised to distinguish between personal and institutional issues as well as to consult with the Office of Communications prior to making a statement to the media. Contact the Office of Communications for assistance at extension 4662.

## **M. PUBLICATIONS**

Publications intended for off campus audiences including stationery, envelopes, business cards, etc. must be reviewed by the Office of Communications. This policy ensures that university publications are of high and consistent quality, conform to postal regulations, and adhere to truth in advertising strictures and other legal requirements. Contact the Director of Communication for assistance at extension 4043.

## **N. PERSONNEL FILE**

Contact the Office of Human Resources and Labor Relations (4040) for information or consult Article 13 in the Collective Bargaining Agreement.

## **O. STUDENT EVALUATIONS OF FACULTY**

The conditions under which the faculty are subject to evaluation by their students are set forth in the current Collective Bargaining Agreement. The Office of Institutional Research is the management office that is responsible for the logistics of student evaluations of faculty. Each semester this office prepares evaluation packets for all faculty members. The packets are forwarded to the individual faculty via his/her respective department chair. This office is also responsible for the processing and distribution of evaluation results. Evaluation results are prepared at the end of the semester with those needing reports for committee purposes, such as tenure, promotion or who are here on a part-time status given first priority. After the needs of those individuals are met, evaluations will be processed on a first come, first served basis. All evaluations will be scanned and printed for faculty members to pick up at their discretion.

University policy requires that the individual faculty member pick up his/her evaluation results at the Office of Institutional Research, Room 139 Waller Administration Building. Specific inquiries regarding the evaluation process may be addressed to the University Records Administrator, Office of Institutional Research.

## **V. PROFESSIONAL DEVELOPMENT**

### **A. LEAVES OF ABSENCE**

The requirements for the application for leaves (except sick leave) are found in Article 18 "Leaves of Absence" of the CBA. Sick leave is explained in Article 17.

### **B. PROFESSIONAL LEAVE**

The requirements for professional leave are found in Article 18 "Leaves of Absence" of the CBA. Contact the Office of Human Resources and Labor Relations (4040) for information.

### **C. LOCAL PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

Professional development opportunities for faculty are outlined in the Reassigned Time Handbook which is available on the "S" drive and can also be found on the new faculty website.

The Faculty Professional Development Committee reviews and makes recommendations to the Provost and Vice President for Academic Affairs regarding faculty development programs and solicits applications and recommends the awards for research grants and released time for

research, creative arts, instructional, community service and instructional technology projects.

The charge to the committee also includes the seeking of funds and other resources to support these and other such professional development efforts from the administration as well as other appropriate sources. When appropriate, the Faculty Professional Development Committee organizes symposia, workshops, and other events to assist in the professional development of faculty.

## **VI. NON ACADEMIC PRACTICES**

### **A. CAMPUS AND OUTGOING MAIL SERVICES**

Faculty and staff receive mail through their respective departments and areas. Mail deliveries and collections are made twice daily by employees of the University Mail Services. There is one central "drop" point in each building.

Outgoing mail must include above the return address an identification cost center code. Any mail being directed to the university should read: **400 East 2nd St, Bloomsburg, PA 17815-1301**. Mail for metering without a cost center code will be opened and returned to the department. Outgoing mail departs campus at 3 p.m. daily.

Mail Services requires each office to separate and band all mail. Please have all mail facing the same way and band separately mail to be metered, stamped, or for intercampus delivery. All accountable mail (express, certified, registered, insured) pieces are required to have appropriate labels and receipts completed before Mail Services processes the piece. International mail weighing over 13 ounces must have a customs form attached. All necessary forms can be obtained by contacting University Mail Services. Intercampus mail sent to individuals in departments must be banded by department; all mail for students must be banded in numerical order. Numbers can be found in the campus student directory. Mail for organizations should be addressed to the Information Desk.

### **B. EQUIPMENT AND SUPPLIES FROM STOREROOM**

The storeroom is located in Waller Administration Building. Requests by faculty members for supplies from the storeroom are submitted to the appropriate department chairperson or administrative officer.

### **C. BUDGET PURCHASING POLICY AND PRACTICE**

At the time of budget preparations, administrative officers and department chairpersons submit requests for needs for the next fiscal period. Each dean and director consolidates requests for his/her area and the Vice President submits one request for all areas reporting to him/her. Allocations are determined after local augmentations are estimated and State System of Higher

Education appropriations are available.

All purchases of services and goods for the university are made by the Purchasing Department, extension 4311. Departments may request the purchase of goods and services, by submitting a purchase request, to the Purchasing Department. Under no circumstances should purchases of goods or services be made directly by faculty members without prior approval of Purchasing.

## **D. DUPLICATING AND PRINTING**

The Duplicating Center is located on the first floor of Waller Administrative Building. The duplicating center offers electronic copy printing and does accept hard copy to be printed. The center does a variety of work at a reasonable charge. Please use the service when possible.

To use the services of the center, an online order form must be completed. To access the form visit the duplicating website <http://www.bloomu.edu/purchasing/duplicating>. When requesting exam duplication, process the web order form and call 4212 to make an appointment to have the exam printed. Please have the order number from the web order form when making the call for the appointment.

Most smaller jobs are printed within a few days, larger jobs take longer. Call 4212 for assistance with the web order form or other questions.

## **E. KEYS**

Contact the Key Control Officer, Buckingham Maintenance Center at Ext. 5355

## **F. UNIVERSITY PARKING REGULATIONS**

All faculty and staff are subject to the University parking and traffic regulations. The regulations can be obtained at the University Safety and Police Department located in the lower level of the University Bookstore Building. It is the responsibility of all faculty and staff to display a valid vehicle parking hangtag. An expiration date is printed on each hangtag.

The following is information given in response to commonly asked questions regarding parking hangtags.

1. Each faculty/staff member may receive one parking hangtag. The hangtag can be transferred between a maximum of three registered vehicles. All vehicles, parked on campus, must be registered with the University Safety and Police Department.
2. A replacement fee of \$25.00 will be charged for the re-issuance of a lost hangtag. A temporary pass can be obtained for 30 days. After 30 days, the \$25.00 replacement fee will be required to receive a new hangtag and to continue parking in campus parking lots.

3. When a registered vehicle is replaced with a difference vehicle, please notify University Safety and Police of the changes in order to update your record.
4. Parking hangtags must be displayed from the rearview mirror with the numbers facing front. If the hangtag is not visible the vehicle cannot be parked on campus, except for open parking hours and metered parking.
5. It is unlawful for anyone else to use your parking hangtag.
6. Parking fines are \$15.00 per ticket, and vehicles can be ticked hourly. Parking fines for parking in a fire lane are \$50.00 and vehicles can be ticketed hourly. An immobilizing device will be placed on your vehicle when three unpaid parking tickets exists and one or more tickets issued exceeds 20 days prior to the third ticket. The University reserves the right to tow vehicles parked in a manner that causes an unsafe condition or impedes campus operations.
7. Vehicles must be legally parked within properly lined spaces in their designated area. Parking on the grass or outside a lined area not designated a parking space, is prohibited unless directed by University Police.
8. Parking is not permitted on campus from 2:00 a.m. to 6:00 a.m. Monday thru Friday. If you need to leave your vehicle on campus overnight arraignments need to be made with University Police.
9. Handicap parking is strictly enforced. Fines can range from \$50 to \$200.

Parking areas for faculty/staff are described on a map. The map can be obtained at the University Safety and Police Department or viewed on the BU web page.

The above is a brief summary of responses to frequently asked questions. Formal parking regulations are available at University Police, or on the BU Web page. Faculty are required to observe University parking regulations.

For additional information, contact the University Safety and Police Department at 570-389-4168. Officers are available 24 hours per day, seven days a week.

## **G. LONG DISTANCE TELEPHONE CALLS**

Contact the Telecommunication Services Office (4406) for information or refer to the Bloomsburg University Faculty/Staff Telephone Directory.

## **H. TRAVEL PROCEDURES**

Travel Policy information, including applications for the University Travel Card, can be obtained from the Accounts Payable Office in Waller Administration Building (Ext. 4647). This information can also be found on the website at [http://www.bloomu.edu/finance\\_busoffice](http://www.bloomu.edu/finance_busoffice) - - click on the Travel link.

## **I. EXTERNAL REPORTS**

The Office of Institutional Research, has been designated as the administrative office through which all university reports to external agencies should flow. This office maintains files of all such reports, and records all such transmittals. All reports, survey and questionnaire responses, and the like, which reflect an official university response should be forwarded to the Director of Institutional Research for transmittal to the requesting party. This policy is not intended to apply to an individual faculty's personal response to surveys or questionnaires that might be received from professional organizations or colleagues in the field.

## **J. BLOOMSBURG UNIVERSITY WEB SITE**

BloomSBurg University's web site ([www.bloomu.edu](http://www.bloomu.edu)) is primarily managed by the Office of Communications with the exceptions of Andruss Library ([library.bloomu.edu](http://library.bloomu.edu)), Alumni Affairs ([www.bloomu.edu/alumni](http://www.bloomu.edu/alumni)), and web sites developed and maintained by individuals, departments and campus organizations.

Questions or concerns relating to university-maintained web pages can be directed to: [webteam@bloomu.edu](mailto:webteam@bloomu.edu) (ext. 4488).

The Office of Communications will manage web site materials for university departments and offices. Simply forward completed material in MSWord format to the Office of Communications, where it will be formatted to meet university site specifications, uploaded and linked to appropriate pages. The department is responsible for providing a revised document to keep content current and correct.

Departments, offices, organizations and individuals interested in developing and maintaining their own web sites may submit a help desk ticket <https://helpdesk.bloomu.edu> to obtain space on an appropriate web server. Once an address is secured, links will be made to the site from the university website (contact [webteam@bloomu.edu](mailto:webteam@bloomu.edu)).

Web resources (PRPs, email, directory, fcinf, etc.) for faculty and staff are available at <http://www.bloomu.edu/facstaff/>.

The BU web site welcomes news about achievements of faculty, staff and students. The Today page ([www.bloomu.edu/today](http://www.bloomu.edu/today)) has an average of 25,000 visitors daily and reaches a broad audience that includes the university community, prospective students, families, alumni and the media. Forward submissions to [webteam@bloomu.edu](mailto:webteam@bloomu.edu).

## **VII. STUDENT LIFE**

The Student Life division is committed to the enhancement of a campus climate conducive to intellectual and physical growth, social responsibility, academic freedom, and cultural diversity. A balance of concern for the welfare of the individual and for the well-being of the entire student body is sought within the central policy of "freedom with responsibility." Working in partnership with the academic community, as well as the community-at-large, is another service function performed by the student life staff in continually searching for an institutional climate conducive to student development.

Students are encouraged to participate in the activities of the university community, including participation in institutional policy and program formulation by Student/Faculty/Administration committees and within the Community Government Association.

### **A. IDENTIFICATION CARDS**

All faculty of Bloomsburg University are required to possess a university identification card. The Bloomsburg University ID card is currently used for the library, rec center, extracurricular events covered by the community activities fee, building and/or door access, dining service facilities, bank card with PSECU, special discounts for state-sponsored trips and tours, general identification throughout the campus and purchases using Husky Gold and Bonus Points. Bonus Points is a stored value fund that is available to all faculty and staff members which can only be used in dining facilities on campus. Faculty will receive a 10% discount when adding money to Bonus Points at any dining service register on campus. For example, \$50 dollars of Bonus Points would cost a faculty or staff \$45. Beginning in the fall of 2007, a new service called Husky Gold was made available on campus for use at all dining service facilities, bookstore purchases, Mail Services, Dawn Office, Health Center, BU Card Center, and Pepsi products in vending machines currently located in all lower campus residence halls and certain academic buildings. Husky Gold is also used for doing laundry in all residence halls and all upper campus apartments. Husky Gold is a single declining balance, multipurpose fund used on Bloomsburg University's campus that facilitates cashless commerce transactions for users and merchants who participate in the program. Husky Gold is available to any Bloomsburg University community member who is provided an Active Directory account by the University's Office of Technology. The official Bloomsburg University ID card is the medium used to utilize Husky Gold for purchases. The BU Card Center's Online Card Center website, <http://bucardcenter.blackboard.com>, is the conduit to deposit funds, view transaction history and balances. The primary means to deposit funds into a user's Husky Gold account is via the Online Card Center website using a credit or debit card bearing the VISA, Master Card or Discover logo. ID cards are issued during new faculty/professional staff orientation by the BU Card Center or can be obtained by stopping by the BU Card Center located in the ground floor of Elwell Hall (Residence Life Office). There is no fee for the initial BU ID card; a replacement ID costs \$20.

### **B. COMMUNITY GOVERNMENT ASSOCIATION AND**

## **COMMUNITY ACTIVITIES**

The Community Government Association (CGA) governs the extra and co-curricular activities of all full-time and part-time undergraduate students enrolled at the university. The CGA, supported by the community activity fee, funds many clubs and organizations on campus, including intercollegiate athletics. The CGA Office is located on the 400 level of Kehr Union.

The association sponsors all regular sporting events, the Bloomsburg Players, recreational, musical, and other cultural programs, The Voice and many more activities and events. Faculty members, graduate students, and their immediate family members who are living at home may purchase a membership in the association in order to participate in these events. Some activities require a modest additional cost. The cost of membership is shown below:

One person	\$25.00 per semester	\$35.00 both semesters
Two persons	\$40.00 per semester	\$60.00 both semesters

For each additional dependent added to the two-person plan, there is a supplemental charge of \$10 per semester (\$14 if both semesters are purchased at the same time). For additional information, contact the Community Activities Office, room 428, in the Kehr Union at extension 4463.

## **STUDENT RECREATION CENTER**

The Student Recreation Center (SRC), located across from the parking lot on Swisher Circle, is an \$8.5 million, 75,000 sq. ft. multi-use facility designed to meet the recreational needs of the Bloomsburg University community. The SRC is fully funded through a self-assessed student recreational fee.

The 6,000 sq. ft. fitness room contains a variety of cardiovascular equipment equipped with Cardio Theater and 9 flat screen TV's to meet your exercise needs. Equipment includes: 10 Precor treadmills, 9 ellipticals, 3 ATM's, 5 stair climbers, 6 Cybex Arc trainers, 9 True upright bikes, 3 recumbent bikes, 5 striders, a Nautilus step mill and treadclimber, as well as rowers. This room also boasts a 20 station Cybex Eagle selectorized strength circuit and Cybex modular cable cross station as well as an abdominal work area.

The weight room contains another multi-station cable crossover system, a 24-station Hoist ROC-IT plate loaded strength circuit, a dead lift area, squat racks, Olympic benches, weighted bars and dumbbells ranging from 5 to 120 lbs.

The main arena is comprised of 5 multi-use courts (basketball, volleyball, and tennis) and a 1/8 mile jogging track. The multipurpose room has a uniquely designed free floating wood floor that is well suited for aerobics and dance. There are also 4 glass backed racquetball courts that are adaptable to wallyball. Another new edition to the facility is an Entre Prises 39 foot imprint climbing wall and 2000 sq. ft free form boulder area.

During the 2005-2006 academic year, the SRC was under construction. The project consisted of

a \$3.5 million expansion totaling 17,000 sq. ft. The expansion included an additional 3,000 sq. ft. to each the fitness and weight rooms, a new multipurpose gymnasium, an indoor climbing wall, as well as, a redesigned main entrance, lobby, and restroom facility.

The SRC is staffed with student fitness monitors and personal trainers to assist you with your workout. The SRC also hosts many recreational programs including aerobics, intramural sports and club sport activities. One of the unique features of the SRC is the view of the Catawissa mountains from the south end of the facility. The glass walls of the arena and the fitness room provide a panoramic view during your workout.

**Summer hours:**

Monday – Friday 7am-9pm  
Saturday – Sunday 10am-5pm

**Fall and Spring hours:**

Monday – Thursday 6am-11pm  
Friday 6am-10pm  
Saturday – Sunday 11am-10pm

**\*Hours are subject to change based on staff availability and holidays.**

**Memberships Fees:**

Faculty/Staff Full	\$70/semester
Faculty/Staff Limited	\$40/semester (6 am-10 am /11 am-2 pm Mon-Fri.)
Spouse/Child	\$70 Full/semester \$40 Limited/semester. Faculty/Staff must be member.

**\*All members must be 16 years or older to use the facility.**

For more information, contact the SRC front desk at 389-4772.

The SRC is a smoke/tobacco free facility.

## **C. KEHR UNION BUILDING**

The mission of the KEHR Union is to provide a predominantly student governed and operated facility to enhance student life outside the classroom and to serve as a meeting place for all members of the university community. The Union is committed to diversity and serves as a forum for programs presented by student, academic, and outside organizations.

The Union provides facilities for many services including the Student Health Center, and the Husky Lounge Snack Bar. A computer lab, photocopiers, games room and TV lounge are used heavily by students. Comfortable lounges and plenty of meeting and event facilities are available for the university community.

The Student Activities/KEHR Union office is housed on the 300 level of the Union. Room reservations are made online at <http://studact.bloomu.edu/VirtualEMS/>. Faculty Community Activities fees are paid in the Community Activities Office which is located on the 4<sup>th</sup> floor of the Kehr Union Building, Room 428.

Student organization offices located in the KEHR Union include CGA, KEHR Union Program Board, The Voice, The Obiter, Greek Affairs, Black Cultural Society, and United Campus Ministry, and Alpha Phi Omega. The KEHR Union Program Board is the student organization responsible for many programs in the Union and elsewhere. For more details on activities, call

the KEHR Union Information Desk at 389-3900.

Requests for media services can be made by contacting the Media Services Coordinator, whose office is located in Room 413 of the KEHR Union Building or at 389-2812.

The Union is a smoke-free building. Please visit the Kehr Union web page at:  
<http://www.bloomu.edu/studentlife/kehr>

### **HUSKY LOUNGE**

The Husky Lounge located in the KEHR Union offers pre-made salads, sandwiches and pizza to go. In addition, a variety of sit-down made to order meals can be purchased including grill items, pasta dishes, and deli sandwiches. Dessert items and freshly baked pastries are always available.

### **COMPUTER LAB/BILLIARDS ROOM**

The Computer Lab/Billiards Room is located on the 200 level of Kehr Union. The room is equipped with over 40 computers and several printers. Additionally, there are 8 billiard tables and a few video games.

### **MEETING ROOMS**

There are many conference rooms, including a large ballroom, located in Kehr Union. These rooms hold varying numbers of people. Although not available for scheduled classes, the rooms may be used by departments for their regular meetings and for conferences, workshops, and special events. Reservations are made online at:  
<http://studact.bloomu.edu/VirtualeMS/>, through the Student Activities Office, Room 350 Kehr Union, or call the Scheduling Coordinator at extension 4715 for more information.

### **BANKING FACILITIES**

The Pennsylvania State Employees Credit Union (PSECU) operates the automatic teller machine (ATM) network on campus and an electronic banking center (e-center) located in the Student Services Center. ATMs are located at the University Store's Second Street entrance, Monty's, and at the e-center located next to the commuter lounge on the ground floor of the Student Services Center. The e-center and Second Street ATMs have deposit capability. Monty's ATM is "disperse only". The e-center serves as a cash-less bank branch, that enables account holders to take care of all banking and account maintenance needs.

### **INFORMATION CENTER**

The Information Center, located inside the main entrance to Kehr Union, is open 7 days a week and staffed by student employees and 1 full time coordinator. The Center provides an information and referral service to faculty, staff, students and the general university community

which includes directory information, event and activities announcements, ticket sales and registrations. During designated hours 10 am to 8 pm daily you can sign up for a trip, pick up tickets for a concert or register for Homecoming. Some transactions may be made by Visa or MasterCard Mondays – Fridays from 10AM to 4PM per discretion of event coordinator. Charges cannot be made via telephone, but must be in person.

In addition to student organization mailboxes located at the Center, lending services are offered. With an exchange of your BU ID items that can be borrowed are current daily newspapers, TDD telephone aid and keys for conference/meeting rooms. Got questions?? Call **389-3900** or look on the Information Center web site at <http://departments.bloomu.edu/infodesk> where lots of information is gathered to provide you with a helpful resource tool.

### **OFFICE OF MULTICULTURAL AFFAIRS (OMA)**

**Madelyn Rodriguez, Director**

**229 Kehr Union Building**

**Phone: (570-389-4510**

**Fax: (570) 389-5003**

**Email: [mrodrig2@bloomu.edu](mailto:mrodrig2@bloomu.edu)**

**Hours: Monday-Friday 9:00 a.m. to 5:30 p.m.**

**If you would like to be a presenter in our lecture series or would like to participate in our programs, please call 570-389-4510.**

The Office of Multicultural Affairs (formerly known as the Multicultural Center) was established in 1993 with the support of Bloomsburg University, The State System of Pennsylvania and the Community Government Association. Just as experiential learning programs provide credit and opportunities for individuals to advance their education, units such as the Office of Multicultural Affairs (OMA) serve two purposes: to support the social and academic development of multicultural students through specific academic support services, and to educate the entire academic community through sponsored/co-sponsored programs.

Institutions of higher learning that have supported the founding of multicultural affairs offices recognize that such units provide a distinct level of programming and educational services that addresses the specific challenges and issues faced by historically under-represented individuals and/or groups (HUIs) include, but are not limited to, United States citizens of African, Asian, Hispanic/Latino/Chicano and indigenous descent, disabled, gay, lesbian, bisexual, transgender individuals, women and religious groups. The OMA staff is dedicated to helping students succeed and graduate from Bloomsburg University.

Specifically, the OMA can assist students with the following:

- Awareness of university policies, procedures, and regulations
- Student retention support through various mentoring initiatives
- Careers, internships, graduate and professional school, education abroad, and job opportunities

- Provide educational programming, including study groups and seminars
- Act as an advocate for students in dealing with the complex makeup of a large university
- Promote an understanding and awareness of diversity and multiculturalism at Bloomsburg University through lectures and professional conferences

The OMA further recognizes and advances the belief that:

- Every student must have equal opportunity to achieve her or his full potential
- Every student must be prepared to competently participate in an increasingly intercultural society
- All challenges and problems require the involvement of a caring community
- A commitment to achieving social justice, intellectual honesty, and integrity within our university and beyond.

**Programs offered through OMA:**

Un Dia de Unida conference (a day of unity conference)

Student Leadership Retreat

OMA Student Advisory Board

Aqui y Ahora Mentoring Program

A-Club

Personal and Professional Development Workshops

First World Graduation Ceremonies

Martin Luther King, Jr. Banquet

Latino Banquet

Study Hall Sessions

Career Internship Expo

GLBT Student Conference

The Sankofa Conference

Native American Celebration

M.I.N.D. (Men of Intelligence

Notability and Desire)

**Multicultural Organizations**

- African Student Association
- Asian Culture Associations
- Black Cultural Society
- BU Gospel Choir
- Catholic Campus Ministry
- Gay and Straight Alliance
- Global Awareness Society
- Hillel
- IMPACT
- International Student Organization
- Korean Association
- Ladies First
- National Association of Blank Accountants
- Protestant Campus Ministry
- Student Organization of Latinos (S.O.L.)
- Vice Verse

## **Multicultural Greek Organizations**

Chi Upsilon Sigma Latina Sorority, Inc.  
Mu Sigma Upsilon Sorority, Inc.  
Sigma Gamma Rho Sorority, Inc.  
Kappa Alpha Psi Fraternity, Inc.  
Lambda Sigma Upsilon Lationo Fraternity, Inc.  
Omega Psi Phi, Inc.  
Delta Sigma Theta Inc.

## **D. UNIVERSITY STORE**

The University Store, owned and operated by the Community Government Association (CGA), is conveniently located on campus. The University Store offers new and used textbooks, course materials and supplies as well as a wide selection of Bloomsburg University clothing & gifts, greeting cards, snack and beverages. The store also provides a number of convenient services: Kodak Picture Maker, money orders, Western Union pick-up, and Federal Express shipping. During the fall and spring semesters, the University Store is open seven days a week:

Monday thru Thursday	7:45AM-8PM
Friday	7:45AM-4:30PM
Saturday	11AM-5PM
Sunday	12PM-4:30PM

Extended hours are scheduled for the beginning of semesters and special campus events.

Summer/Non-Semester hours: Mon–Fri 8AM–4:30PM

The University Store strives to provide any necessary course materials including used textbooks for BU students. Textbook Buyback is held at the end of each semester during finals week. The University Store appreciates your help in notifying the text staff of your textbook adoptions by the following dates: October 15 for spring semester courses; April 1 for summer courses; April 15 for fall courses.

Please call (389-4175) or visit the University Store with any questions or concerns. We want to work with you to enhance our BU students' educational experience.

## **E. CENTER FOR COUNSELING AND HUMAN DEVELOPMENT/ORIENTATION SERVICES**

### **CENTER FOR COUNSELING AND HUMAN DEVELOPMENT**

The Center for Counseling and Human Development provides individual and group counseling by psychological counselors to Bloomsburg University students who have personal, social, academic and/or vocational concerns. All counseling services are free of charge and

confidential. Personal information is not released to other persons or agencies without client permission except in cases involving the health and safety of the student or as directed by law.

Counseling issues may include the following:

A. Academic Concerns

1. Study strategies
2. Time Management techniques and strategies
3. Test anxiety
4. Communication with professors
5. Identifying and accessing appropriate academic support services

B. Social Adjustment Issues

1. Home Sickness
2. Interpersonal conflict i.e., roommate, classmates, etc.
3. Racial or Ethnic Adjustment issues
4. Gender related issues
5. Improving communication skills

C. Personal and family issues

1. Personal and career aspirations
2. Self concept and self esteem issues
3. Sexual assault issues
4. Substance abuse
  - a. Adult children of alcoholics
  - b. Co-dependency issues
  - c. Relationship and dating issues

D. Psychological/Emotional Issues

1. Depression
2. Anxiety disorders
3. Eating disorders
4. Obsessive Compulsive disorders
5. Other conditions which may require ongoing counseling and/or Psychotherapeutic

Support

The Center is open Monday-Friday from 8 a.m. until 4:30 p.m. – except when the university is officially closed. Emergency services are available 8 – 4:30 Monday through Friday by contacting the Center directly, and stating that it is an emergency situation, (570) 389-4255 - 240 Student Services Center. After hours emergency services are available through TAPLINE, by calling 1-800-222-9016. Additional information is available online at <http://www.bloomu.edu/counseling>

**ORIENTATION SERVICES**

Orientation is required for all students new to Bloomsburg University (freshmen and transfer students). The Orientation program is designed to provide students with necessary information to prepare for college and offers experiences which assist students in making the transition to college life. During Orientation students learn about the university's academic policies and procedures, university services, and the student code of conduct as outlined in the student handbook.

All new fall freshmen attend a two-part Orientation. During the summer, parents and students are invited to campus for one day. This day program is called the "Summer Preview Orientation". Students and parents are assigned to small groups with an OWL (Orientation Workshop Leader). The morning welcome consists of a greeting from the President, an acknowledgement of University Seminar and other class choices (e.g. foreign languages) by the Vice President for Academic Affairs. This is followed by an information panel that consists of a variety of campus resources and services (e.g. Student Health Center). After the welcome session, students and parents meet with the college deans. After the Dean's meetings, students meet with department chairs and faculty advisors to discuss their class schedule for the fall semester, and have their student ID picture taken. While students meet with academic advisors, parents attend a session on freshmen transition with regard to residence life and student standards, commuting or living off-campus, financial aid and the business office. This program highlights typical adjustment issues faced by students and addresses concerns parents may have with a first-year transition. A Bank and Info fair at the end of the day assists students and parents in learning more about programs and services available both on and off campus. Optional afternoon meetings include music, study abroad, Living Learning Communities and the Board of Governor's Scholarship. In addition, students are presented with the summer reading assignment during Summer Preview Orientation.

The second part of student orientation takes place three days prior to the start of classes in August. This Orientation is called the "Welcome Weekend". The focus of this orientation is to begin to incorporate new students into the university community. A large part of the experience is directed toward socialization and community building. Students learn about university policies and behavioral expectations through a variety of workshops and programs. The Orientation Program facilitates diversity training for all new students. The faculty and staff host a new student convocation designed to place emphasis on the academic experience and to officially welcome students to campus. Students attend a lecture and discussion group based on the summer reading assignment. Faculty and staff volunteer to serve as group facilitators for this program.

Special programs are offered to transfer students, summer freshmen, Act 101/EOP students, non-traditional students in August, and newly admitted students in January. Commuter and off campus students participate in all orientation programs.

The Bloomsburg University Orientation Program is reflective of clearly stated goals and is in compliance with the National Council for Advancement of Standard (CAS) in Higher Education. New student orientation is successful as a result of the cooperation and involvement of many faculty and staff on campus. There are many opportunities for faculty, staff, and student

involvement. The orientation office offers employment to students through the OWL (orientation workshop leader) program. OWLS are upperclassmen hired to serve as group leaders for new students and parents. Faculty serve as academic advisors and volunteer as facilitators for many of the workshop sessions. If you are interested in being a part of the orientation process or have suggestions and ideas, please contact the Orientation Office at 389-4595, or stop by the office, Room 203, Warren Student Services Center.

## **F. FINANCIAL AID**

The Office of Financial Aid is dedicated to the philosophy that no student be denied the opportunity for a post-secondary education solely because of the lack of adequate resources.

Students attending Bloomsburg University can be assured that the best available financial aid resources are afforded all financial aid applicants. It is advised that students research all types of aid available before considering the Direct Loan. A strategy for approaching financial aid with a consumer awareness is outlined in the "Financial Aid Information" brochure which is available at [www.bloomu.edu/aid](http://www.bloomu.edu/aid). This brochure also outlines all the student aid programs available and the procedures/deadlines for application.

Faculty members interested in receiving financial aid advisement are welcome to arrange an appointment to speak to the Director, Associate Director, or Assistant Director of Financial Aid.

## **G. RESIDENCE LIFE**

The Residence Life Office is responsible for on and off campus housing, food service, minority affairs in Residence Life, the Multicultural Center, Women's Resource Center, One Card Center, University Testing, Conference Services, and the Campus Child Center. The Office of Residence Life is located in Elwell Hall, ground floor, telephone extension 4089.

### **To Access Services:**

Campus Dining-for catering events and meals for candidates  
Maria Lynn at x: 4485 [mlynn@bloomu.edu](mailto:mlynn@bloomu.edu)

Food Service Questions  
Jim McCormack at x: 4166 [jmccorma@bloomu.edu](mailto:jmccorma@bloomu.edu)

On Campus Housing Questions  
Contact: Tom Kresch at x: 4089 [tkresch@bloomu.edu](mailto:tkresch@bloomu.edu)

Off Campus Housing Questions  
Contact: Linda Brown at x: 4304 [lbrown@bloomu.edu](mailto:lbrown@bloomu.edu)

Office of Multicultural Affairs  
Living/Learning Communities

Contact: Madelyn Rodriguez at x: 4510 [mrodrig2@bloomu.edu](mailto:mrodrig2@bloomu.edu)

#### Conference Services

University Testing (administration of MAT, GRE, PRAXIS and CLEP exams on campus)

Contact: Kathy Kollar Valovage at x 4112 [kkollar@bloomu.edu](mailto:kkollar@bloomu.edu)

#### Summer Camps

Contact: Ed Valovage at x: 4036 [evalovage@bloomu.edu](mailto:evalovage@bloomu.edu)

Child Care on campus for children of faculty, staff, and students

Contact: Judy Coleman Brinich at x: 4547 [jbrinich@bloomu.edu](mailto:jbrinich@bloomu.edu)

#### Faculty ID Cards/Husky Gold dollars

Contact: Brian Schrader at x: 5410 [bschrader@bloomu.edu](mailto:bschrader@bloomu.edu)

Minority Affairs in Residence Life-support for minority students & Diversity Training

Contact: Marcie Woods at x: 4091 [mwoods@bloomu.edu](mailto:mwoods@bloomu.edu)

#### Women's Resource Center

Student Victim Advocate-support for students who are victims of violent acts, thefts, assaults, etc.

Contact: Deb Barnes at x: 4774 [dbarnes@bloomu.edu](mailto:dbarnes@bloomu.edu)

### **HOUSING**

The university residence community comprises seven residence halls and three apartment complexes that provide accommodations for approximately 3,520 students. An additional 544 bed apartment complex will open fall 2009.

Housing and food service are provided on a combined basis for students living in the residence halls only. Students living in the apartment complexes have the option of a meal plan. Students living off campus or commuting can also participate in a meal program or just sign up for flex dollars.

Non-commuting freshmen are required to live in the residence halls for two complete semesters unless they are 21 years of age or older by the date of registration, or unless extenuating circumstances justify other housing arrangements.

#### Living/Learning Communities

As part of an initiative to promote a living/learning environment, these housing selections are an option for students. Current living/learning communities include: Science and Health Sciences, Education, Frederick Douglass, Social Justice, Civic Engagement, Honors, Business, Fine Arts and Humanities, Helping Professions, International Studies and the Presidential Leadership Program. If you are interested in working with students who are participating in a living/learning community, contact the Residence Life Office or the Living Learning Center.

## The Off Campus Housing Office

The off campus housing office serves as an information and referral service. This office is located in Elwell Hall, ground floor. If there is a problem that involves health or safety issues, students are referred to the Code Enforcement Officer. If there is a problem with security deposit returns, students may be referred to the campus lawyer or district magistrate.

## **FOOD SERVICE**

The William W. Scranton Commons is located on Second Street. Dining services are furnished by a professional food service contractor. This building is home to three dining facilities. On the ground floor, you will find the Italian Kitchen. This full-scale pizza shop offers fresh brick oven pizza, wraps, and sides. 2nd Street Cafe featuring Java City coffee & espresso beverages provides you with a java boost. You can also pick up baked goods, homemade candies, and Java City gift items here. If you are looking for wide variety and a sit-down meal, come visit us at the Scranton Commons. This all-you-care-to-eat facility lets you pick from items such as tossed-to-order pasta, fresh grilled burgers, homemade soups, sizzling Asian cuisine and more, all for one price.

Other food locations include the Husky Lounge in Kehr Union, Roongos Café on the first floor of the Warren building, Coffee shop on the ground floor of the Warren building, Starbuck's in Andruss Library and Monty's on the upper campus.

Faculty can eat at these dining locations for published discount rates for university personnel or they may purchase Bonus Points that reside on their university ID and are redeemed at the same rate (they work like a debit card). You may sign up for Bonus Points at any cashiers' station in the dining facilities.

Food Service also offers catering for department (workshop refreshments, programs or search candidates) or personal use (holiday treats, birthday cakes or parties).

## **STUDENT HEALTH CENTER**

The Student Health Center provides quality basic health and preventive services to the students of Bloomsburg University. Students taking nine or more credits (including high school students taking courses) pay a mandatory health fee each semester which entitles the student to unlimited, no cost care for the professional services provided at the Health Center. Students with eight (8) or less credits are given the option of utilizing Student Health Center services by paying the Health Center fee. In order to access care at the Health Center, each student must have a completed health form on file, which includes updated immunizations, a physical exam and health history, and personal health insurance information (health insurance is strongly recommended, but is not mandatory). All medical services obtained from outside facilities (ER visits, laboratory, x-rays, specialty referrals, etc.) will be the responsibility of the student and/or the student's health insurance. The services of the Student Health Center are part of a fee-supported auxiliary program and are available to students only.

The Student Health Center is not designed to serve students with needs requiring emergency care or specialty clinical services. The Health Center will assist students in establishing specialty services in the community to attend to their special medical needs. Students presenting at the Student Health Center with symptoms indicating possible emergencies or in need of extensive medical work ups will be directed to their primary care physician or to an Emergency Room of their choice.

The Health Center is located in room 324 Kehr Union adjacent to the Husky Lounge Snack Bar. Hours of operation during the fall and spring semesters are 8 AM to 6 PM Monday through Friday, and closed on Saturday and Sunday. Summer hours are Monday through Friday from 8 AM to 4 PM, closed Saturday and Sunday. If students would like medical advice and/or an appointment to be seen by one of the providers they may call the following numbers: Appointments phone 389-4451. To speak with a nurse (triage nurse) phone 389-3800, 389-2722 or 389-5055. The triage nurse will assess and prioritize the needs of the student with the availability of open appointments. The Health Center strives to provide appointments within a 24 hour period of receiving the student's call.

The Student Health Center is staffed by Registered Nurses, Nurse Practitioners and a part time Physician who treat students by appointment only. Use of the appointment system is encouraged for all students needing health care. Students may schedule an appointment by phone or in person. Students who cannot keep their scheduled appointment must call to cancel at least two hours prior to the appointed time. The student will be billed a \$5 fee for short appointments, and a \$10 fee for long appointments, if they do not keep their appointment or fail to call to cancel their appointment.

A Self Care Unit is available, located within the Health Center waiting room, for students who do not wish to see or speak with a provider. It contains numerous health education pamphlets and self-care instruction guides to help individual students care for themselves and to understand when medical attention is necessary. A few over the counter cold preparations, pain relievers, and supplies for wounds are also available to students at no cost.

The Bloomsburg Hospital Emergency Room is open 24 hours a day to deal with serious illnesses and/or emergencies when the Health Center is closed. Students should be aware that all costs incurred at the Emergency Room will be billed to the student's insurance plan and/or student personally. **The Health Center fee does not include the cost of an Emergency Room visit.** Students are urged NOT to use the Emergency Room for minor health problems.

## **MEDICAL EMERGENCIES**

In the event of a medical emergency anywhere on campus, dial 911. The call will go directly to the county dispatcher who will take information -----and dispatch the ambulance and/or paramedics as the situation necessitates. If dialing 911 from a campus phone, the call will trigger an alarm system in the University Police station. Along with the alarm a caller ID system will identify the location of the emergency and officers will immediately be dispatched to the

emergency site. The University Police are the first responders. **Do not call the Health Center for emergencies.** If using a cell phone remember to tell the dispatcher to notify University Police. Only campus phones will initiate the alarm within the University Police station.

When an ambulance and/or paramedics are dispatched to the site of a medical emergency (911 call) on campus, the cost for transport and medical treatment will be billed to the health insurance of the person in need of these services. If the person in need does not have health and accident insurance, the cost for transport and all medical care will be the sole responsibility of the person in need .

### **MEDICAL EXCUSES**

It is the policy of the Health Center not to write excuses for a class absence for minor illnesses. If the student is ill and chooses to miss class, the Health Center advises the student to contact all involved faculty as soon as possible so that an understanding can be reached between professor and student. If professors or employers require proof of the student's visit to the Health Center, the student may request a "Verification of Visit" form which will document the time and date of the student's visit. Due to the Health Insurance Portability and Accountability Act (HIPAA), no information regarding a student's visit to the Health Center will be given to faculty or staff (or anyone) without the student's written consent.

The Health Center will issue a "Notification of Extended Illness" to professors when a student's illness or medical condition requires missing three or more days of classes. It is the responsibility of the student to contact the professor to make arrangements for missed class work and future assignments. Faculty may not request confidential health information as verification of the student's class absence. Receipt of the Health Center's *Notification of Extended Illness* form is documented proof that the student's class absence was necessary and medically justified.

## **H. CAREER DEVELOPMENT**

The Career Development Center (CDC) provides career counseling and planning services to all students. In addition to individual career counseling sessions, an up-to-date Career Library, located within the CDC, provides a resource of information on career-related topics.

FOCUS II, an on-line computerized career guidance program, is available to assist students with career planning. This program presents a series of individual modules to guide students through all the major aspects of career decision-making. Appointments are required to receive a password and utilize this program. The CDC also maintains a website - [www.bloomu.edu/careers.html](http://www.bloomu.edu/careers.html) - which provides job vacancy listings, job fair information and other valuable resources.

The CDC sponsors career and job fairs throughout the academic year. Workshops covering various job search topics are also offered on a regular basis. Carol Barnett, Director, and Jeanne Fitzgerald, Assistant Director, are available to meet with faculty and/or to make classroom

presentations. The office is located in Room 201 of the Student Services Center. The phone number of the CDC is 389-4070.

## **I. STUDENT RECORD KEEPING**

A currently enrolled student at Bloomsburg University has the right to inspect and review his/her academic records. The student must secure an appointment with the Registrar for this review. Only those records defined as "educational records" under the Family Educational Rights and Privacy Act may be reviewed. Access will be provided and records will be reviewed under the supervision by an appropriate university official. The student may not photocopy any of his/her records. Any exception may be found in the Pilot.

## **J. CAMPUS CHILD CENTER**

The Campus Child Center is a day care center located in the lower level of Elwell Residence Hall. The Campus Child Center serves children of faculty, staff, alumni and community who range from 6 months to early school age. The day care curriculum includes an infant, toddler, and preschool program. After school care and summer care is available. The Campus Child Center is open Monday through Friday from 7:45 a.m. to 5 p.m. when the university is in session. Hours vary during the breaks. Full time or part time care is available and all children must be registered in advance. There is a fee for the service. For further information, please visit our website <http://www.bloomu.edu/childcare> or call the Campus Child Center at 389-4547.

## **K. WOMEN'S RESOURCE CENTER**

The Women's Resource Center is located in Schuylkill Hall. It provides a supportive environment that promotes the professional and personal growth of women on campus. The WRC is a "clearinghouse" for educational resources and referral to other campus and community resources. If you would like to get involved with programs or the Commission on the Status of Women, call 389-5283.

## **VIII. ALUMNI AFFAIRS**

The Alumni Office, located in the Fenstemaker Alumni House at the east end of the campus, provides a link between the university and its 58,000 graduates. Through the University magazine and the alumni website and on-line community, [www.bloomualumni.com](http://www.bloomualumni.com), the office keeps alumni informed about what is happening at the university and in the lives of their classmates and friends.

The Alumni Office provides opportunities on campus and in other geographic areas for alumni to get involved in the life of the university. These programs include an on-line mentor program in which students can contact alumni willing to share their career experiences, activities for new

freshmen on campus and in various geographic areas, presentations to classes by alumni of various academic departments, and representation at college night and college fair programs, primarily in New Jersey, by alumni volunteers trained for that purpose.

In addition, the Alumni Office helps to plan reunions, either of classes or other academic or organization constituent groups such as the nursing majors, interpreting majors, the Bloomsburg Players, the BU marching band, fraternities, sororities, and athletic teams. The Office also has primary responsibility for planning alumni involvement in Alumni Weekend and Homecoming activities. The Alumni Office often serves as a liaison between alumni and other campus departments and offices, facilitating the flow of information to answer alumni questions and concerns.

The alumni association is lead by an alumni board of directors representing a diversity of class year, geographic location and profession. The board acts in an advisory capacity for the director of alumni affairs and other university administration and holds quarterly meeting on campus to conduct the business of the association. The B.U. Alumni Association is committed to the philanthropic goals of Bloomsburg University.

## **IX. OFFICE OF SOCIAL EQUITY**

The ultimate goal of the Office of Social Equity (OSE) is to create a culture and climate of respect and dignity for all human beings by embracing diversity. Diversity is the presence, participation, and collaboration of all individuals at the University. To achieve this important goal, the team members of the OSE conscientiously provide specific services:

- Accommodative Services for Students with Disabilities
- American Disabilities Act (ADA) Services
- Diversity Education and Training Programs
- Faculty and Staff Search and Screen Process
- Harassment and Discrimination Investigations
- Mediation Program

The Office of Social Equity is located in the Warren Student Services Building (SSC 0050). For further information, please contact the office staff at (570) 389-4553.

## **X. STUDENT AFFAIRS**

The mission of the division is to promote community and student development through programs and services which support and enhance the educational mission of the University.

Student Affairs consists of enrollment management services including admissions, and career development; student development programs including counseling and health services, drug and alcohol education, student activities, multicultural and Greek affairs, student standards, and

student recreation/intramural programs and intercollegiate athletics; auxiliary services including the student bookstore/community activities and housing/food service.

## **XI. UNIVERSITY ADVANCEMENT**

University Relations is focused on dealing with internal and external constituencies and "involving people in the life of Bloomsburg University." It includes the offices of alumni affairs, communications and development as well as handling government relations and oversight of the university's Celebrity Artists Series.

## **XII. BLOOMSBURG UNIVERSITY FOUNDATION**

The BU Foundation is a nonprofit corporation. The mission of the Bloomsburg University Foundation as an independent partner of Bloomsburg University is to raise, manage, and distribute resources to benefit the University. The staff of the foundation works most closely with the Administration and the University Relations and Development staff. The Foundation's Executive Director is located in the Mitchell House.

## **XIII. COMMUNICATIONS**

The Office of Communications interacts with various university constituencies, the media, and external groups to promote local, regional, state, and national visibility, name recognition, and image of Bloomsburg University. Located on the second floor of Waller Administration Building, the office provides support for recruitment and admission of new undergraduate, graduate, and nontraditional students.

The Communications office helps to maximize the reputation of Bloomsburg University by building awareness of BU and telling its stories with impact, focusing on university-level, brand aligned marketing and media communications.

We produce university-level communications for print, Web and new media and offer consultation to units for developing effective media communications and strategies to align unit communications with the university brand.

Bloomsburg University owns and controls the use of its name(s) and other marks, logos, insignias, seal, designs, or symbols that are associated with the University. In order to meet the public demand for goods bearing Bloomsburg University marks, Bloomsburg allows manufacturers of these goods to acquire a non-exclusive or in some cases an exclusive, royalty-bearing license to produce, market, and sell such goods. The administrative responsibility for the licensing program rests in the Office of Communications and the point person is Tom McGuire.

All artwork approvals for University marks must be approved by Tom McGuire, and all merchandise must be purchased from approved vendors.

Any individual, organization, or company wishing to use Bloomsburg University trademarks for any purpose must obtain permission to do so from Bloomsburg University. All commercial use of Bloomsburg's trademarks must be licensed and shall be regulated by the Office of Communications of Bloomsburg University. Use of Bloomsburg University's marks without license or permission is strictly prohibited. Bloomsburg University will take whatever measures necessary to protect its trademarks from infringement.

## **XIV. OFF-CAMPUS HOUSING**

### Off Campus Housing

Director: Mr. Donald Young

Location: G28 Elwell Hall

Phone#: 570-389-4064

This office, within the Residence Life Office in Elwell Hall, maintains vacancy listings for local student rental properties in the town of Bloomsburg and surrounding communities. Bloomsburg University does not approve, inspect nor endorse any off campus housing.

## **XV. TESTING ADMINISTRATION & CONFERENCE SERVICES**

### University Testing

Director: Ms. Kathy Kollar Valovage

Location: Monty's on the upper campus

Phone#: 570-389-4112

Website: <http://www.bloomu.edu/testing>

University Testing staff administers paper-based PRAXIS exams for educators, paper-based GRE Subject tests, paper-based and computer-based Miller Analogies Tests (MATs), computer-based CLEP exams, and computer-based CASTLE Certification & Licensure exams. We also provide test proctoring services (*fees required*) for distance education exams and administer online ACCUPLACER exams for students attending other universities. Our staff does not advise students on which tests they are required to take; we refer students to their academic/faculty advisor for proper advisement.

### Conference Services

Director: Ms. Kathy Kollar Valovage

Location: Monty's on the upper campus

Phone#: 570-389-4112

Website: <http://www.bloomu.edu/conferences/>

BU Conference Services assists external clientele interested in holding conferences and events on campus. External clients are encouraged to request facilities/services during periods when the

university is not in full session; i.e., break periods, weekends, and summers. Faculty and staff who are interested in hosting a statewide conference or conferences involving external participants (co-sponsored events) should also contact this office. We assist in coordination of the following: room reservations and room set ups, dining referrals, and campus housing (in the summer.) Ms. Kollar-Valovage also manages the Monty's facility; any questions about Monty's should be referred to her at x 4112.

Living-Learning Communities

Secretary: Ms. Debbie Chamberlain  
 Location: Living Learning Community Center  
 121 Columbia Residence Hall  
 Phone: 570-389-5337

Since inception in 1996, Living-Learning Communities on campus have been a forum for the exchange of ideas and information regarding in- and out-of-class education. These residential campus communities foster a collaborative atmosphere for faculty, university staff, and students to construct new understanding and innovative strategies for integrating both in-and-out of the classroom learning experiences. Programming for these communities includes annual events such as: August early move-in, field trips, social activities, tutoring, evening programs in the residence halls, campus-wide family-style Thanksgiving Dinner, receptions, dinners and/or Banquets. For the 2010-2011 academic year, we have the following 11 LLCs:

<i>Living and Learning Community</i>	<i>Faculty Directors and Mentors</i>	<i>Residence Hall</i>
Civic Engagement	Luke Springman, Languages & Cultures	Northumberland
College of Business	Mark Usry, Finance & Legal Studies Christian Grandzol, Management	Montour
Education	Barbara Wert, Exceptionalities Michael Patte, Elementary Education	Columbia
Fine Arts & Humanities	Stephanie Schlitz, English	Northumberland
Frederick Douglass Institute	Brian Johnson, Developmental Instruction	Columbia
Helping Professions	Sharon Solloway, Developmental Instruction	Montour
Honors Program	Stephen Kokoska, Math	Luzerne
International Studies	Ferda Asya, English	Lycoming
Presidential Leadership Program	Kathy Kollar Valovage, Residence Life	Luzerne
Science and Health Sciences	Joan Miller, Nursing	Columbia
Social Justice and Sustainability	Julie Vandivere, English	Northumberland

## **XVI. ADMINISTRATION AND FINANCE**

The Administration and Finance division provides support services to the University community to cultivate a living and learning environment that is conducive to the success of students. The division consists of the following departments:

- Budget
- Finance and Business Services
- Financial Aid Office
- Facilities Management
- Human Resources and Labor Relations
- Purchasing and Operations
- SOLVE Office
- University Safety and Police

These departments manage operations related to finance, physical facilities, personnel, business, and the safety and security of students, faculty and staff.

More information can be found at the division website: <http://www.bloomu.edu/admfinance>

## **XVII. SECRETARIAL SUPPORT**

Assistance by professional department secretaries is available within the limits of practicality to faculty and is arranged through the department chairperson.

The Financial Aid Office maintains a file of students who are competent secretaries and who seek part-time employment. Guidelines for acquiring student work/study assistance may be obtained by contacting that office. **Requests for student secretarial support are cleared through the department chairperson and the college dean and are subject to funding in the department budget.**

## **XVIII. CELEBRITY ARTIST SERIES**

“Big city entertainment with small town convenience and pricing!” describes the Celebrity Artist Series, B.U.’s performing arts program that gives students, faculty and staff opportunities to attend the best in touring professional entertainment right here on campus! The series is funded by the Community Government Association as well as sponsors, grants, and ticket sales. Students with a current B.U. ID pay only a small percentage of the ticket price and can select from some of the best seats in the house. Performances take place in the newly renovated, state-of-the-art 2000-seat Mitrani Hall, Haas Center for the Arts, and the 600-seat K.S. Gross Auditorium, located in the landmark Carver Hall and listed among the League of Historic American Theatres.

CAS patrons have the opportunity to become Celebrity Circle Members. For a small membership fee, Celebrity Circle Members are the first to receive information announcing the new season's shows, enabling them to be first in line to purchase tickets to the shows they wish to attend and select from preferred seating. Members have the flexibility to keep their same seats for each show and from season-to-season, or they may decide that different seats are better for different types of shows and select accordingly. Members receive a preferred parking pass and invitations to pre- and post- show receptions where they may have the opportunity to meet the artists. Members do not pay the ticket service and facilities charges, a \$4 value per ticket. Members' names are published in every program throughout the season. Additional benefits include lost ticket replacement, ticket exchange service (exclusive to members only), and programs emailed prior to performances.

Ticket sales for Celebrity Circle Members begin as soon as the brochure is mailed in mid- to late-July. Sales for the general public begin in late August.

The Performing Arts Box Office is located in the lobby of Haas Center for the Arts; hours are Noon to 4:00 p.m. Monday through Friday and until 7:00 p.m. Wednesdays while school is in session. For more information call 570-389-4409 or browse our website at [www.bloomu.edu/CAS](http://www.bloomu.edu/CAS) . Click on "Buy Tickets" for brief descriptions of the shows and for links to the performers' websites.