New Faculty Information — 2015

New Faculty Orientation formally begins with a two-day foundational program on **August 17-18, 2015** and continues with an extended program of faculty development sessions offered throughout the fall and spring semesters. In addition, required HR and Benefits sessions, and library and campus tours are planned for **August 19**. The following information has been prepared to help you get started as quickly as possible in your first semester at UIS.

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A. Basic “Must Do” Tasks

1. **Complete Required Employment Forms (if you haven’t already completed the NESSIE new-hire processes by the time you arrive on campus) and any remaining benefits-related paperwork.**

Most of our new faculty will have already completed the online NESSIE (Net-driven Employee Self-Service and Information Environment) new-hire processes before they arrive on campus, based upon prior direction from their college dean’s office staff. Once the NESSIE new-hire procedures are completed, the BANNER system automatically generates a unique university identification number (UIN) for each new faculty member. The UIN is a necessary prelude to obtaining a faculty ID and parking hangtag.

**New faculty must complete their Form I-9 no later than close of business (5:00 p.m.) on the first day of work, August 17, 2015.** For assistance with completing an I-9, or to obtain additional information about the process, please contact the Office of Human Resources at 217-206-6652.

An employee benefits session is scheduled for August 19, 2015. Benefits staff will provide new faculty with information about their employee benefits options and answer benefits questions.

2. **Get a Campus NetID**

Each employee at UIS is assigned a NetID, allowing for access to both campus-specific sites and services, such as email and Blackboard, as well as University administrative services, such as course lists and student records for advisees.

More information about setting up your NetID can be found at [www.uis.edu/its/techsupport/passwords](http://www.uis.edu/its/techsupport/passwords). The NetID cannot be set up until all employment-related human resources paperwork has been completed. If you need assistance, please contact the ITS Client Services by email ([techsupport@uis.edu](mailto:techsupport@uis.edu)) or phone (217-206-6000).

3. **Check your department mailbox and email inbox** for any important university information or documents that might be waiting for your arrival.

4. **Get a UIS Faculty ID Card**

The i-card is a multifunctional university identification card that is required for making on-campus purchases, receiving employee discounts, using the library and recreation center, and accessing buildings and rooms on campus.

The i-card comes with a Campus Cash Account to which you may add money for use in photocopy machines, vending machines, all food service locations, the UIS Bookstore, UIS Health Services, and for tickets to Sangamon Auditorium. Money can be added online with your debit/credit card at [icardwallet.uis.edu](http://icardwallet.uis.edu) or via cash, check, debit/credit card in the ID Center. There is no charge for the initial i-card; however, there is a $20 replacement fee if the original is damaged, lost, or stolen.

The card remains the property of the University and can be obtained from the ID Center in Room 124 of the Public Affairs Center (lower level, across from the Food Emporium). Be sure to bring along a valid state-issued photo ID when you go to the ID Center, where a photo will also be taken.
ID Center hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. For more information, visit www.icard.uiuc.edu. The ID Center can be reached at 217-206-7718 or idcenter@uis.edu.

5. **Get a UIS Parking Hang Tag**

All vehicles parked on University property by full- or part-time employees, faculty, or staff members must display a valid parking hang tag. To register your vehicle(s), complete the parking hang tag purchase application online at www.uis.edu/parking. Upon completion of the application, you may pick up your hang tag from the Parking Operations Office, located on the first level of the Public Affairs Center, Room 119. Hours of operation are 8:30 a.m. to 5:00 p.m. Monday through Friday. Parking Operations provides extended business hours at the beginning of the fall and spring semesters.

Full-time faculty and staff may choose a payroll deduction to purchase their parking hang tag. The hang tag fee is deducted monthly or biweekly, depending on the full-time employee’s pay structure. This is not a lump sum deduction. The parking hang tag must be returned to the Parking Operations Office upon termination of employment.

There are 10 parking lots on campus, excluding those designated for short-term, handicapped, and student housing parking. There are also 64 metered parking spaces on campus, which provide short-term, convenient parking. Payment is required at all meters Monday through Friday, 8:00 a.m. to 8:00 p.m., except for the five meters located in front of Lincoln Residence Hall and the UIS Bookstore. These meters require payment at all times.

The Parking Operations Office can be reached at 217-206-8502 or parking@uis.edu.

6. **Request Building and Office Keys**

Please check with your department chairperson or office manager about obtaining necessary office building and room keys. Keys are issued only after key request forms have been processed, and keys must be picked up in person at the Campus Police Department, located in its own building northwest of Brookens Library. Key request forms can be downloaded from the Campus Police web page at www.uis.edu/police/forms.htm.

7. **Complete the Required FERPA Tutorial (included in New Faculty Orientation)**

The [Family Educational Rights and Privacy Act](http://www.uis.edu/police/forms.htm) (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education and requires that we protect the confidentiality of student records.

It is essential that all faculty members understand what constitutes protected information and how to ensure that student information is handled appropriately. For example:

- Is it legally permissible to indicate the grade a student received in your course when writing a letter of recommendation for the student?
- Can you discuss a suspected case of plagiarism with a fellow faculty member in your department?
- If a caller identifies himself as your advisee and gives you the correct student ID number, should you discuss recent course grades over the phone with him?
• How about posting course grades using student IDs, or emailing a course grade to a student, or allowing a family member to pick up a student’s graded paper—are those actions okay or not?

Professional development workshops on FERPA for faculty will be offered during the academic year; however, completion of an online FERPA tutorial is a basic first step and a requirement before access to student information in the Degree Audit Reporting System (DARS) or BANNER can be granted.

**NOTE:** An online FERPA training session will be included in this year’s New Faculty Orientation activities. If you will not be able to participate in New Faculty Orientation, please be sure to complete the basic tutorial at your earliest convenience. The online tutorial takes about 30 minutes to complete and is found at: [www.uis.edu/registration/records/ferpa/](http://www.uis.edu/registration/records/ferpa/)

8. **Review the Academic Staff Handbook**

The [Academic Staff Handbook](http://www.uis.edu/disabilityservices) provides an overview of policies and procedures for new and on-going employees at UIS. Contact Monica Kroft in the Provost’s Office, (mkroft2@uis.edu, 217-206-6614), if you have any questions about the contents of the handbook.

9. **Sign Up for the UIS Emergency Notification System and Guardian System**

UIS-Alert is an emergency notification system that allows designated university officials to contact you in the event of an emergency or significant event. The system sends text messages and/or email to your cell phone, PDA, or smart phone (Blackberry, iPhone, Treo, etc.). In the event of an emergency, designated university officials will access the system and issue an alert to all users who have registered to receive notifications.

Simply go to the emergency notification website ([www.emergency.uis.edu](http://www.emergency.uis.edu)), log in with your UIS NetID and password, and provide secure information including how you would like to be notified. You also have the option to provide additional information which may assist Police in the event of an emergency. Visit the site often to make sure your contact information is up-to-date. Once you are logged into the emergency notification website, you can sign up for the UIS Guardian System on the right side of the page. While the Campus Police offers escorts upon request, the Guardian System offers a digital companion while you walk. In the event the Guardian System contacts the Police, it can provide any information you make available to Police in the system, as well as your GPS location (if your phone is so equipped, turned on, and visible to the locating service).

B. **Preparing to Teach Your Fall Courses: Instructional Resources**

10. **Academic Accommodations for Students Having Documented Disabilities**

The Office of Disability Services (ODS) provides reasonable academic accommodations to students with approved documented disabilities. Students must notify the instructor during the first two weeks of classes of any accommodations needed for each course. Late notification may result in the requested accommodations being unavailable. All accommodations must be approved through the UIS Office of Disability Services located in the Human Resources Building, Room 80 (217-206-6666). Additional information about the services offered is available at [http://www.uis.edu/disabilityservices](http://www.uis.edu/disabilityservices)
Faculty are advised to consult with their department chairperson and with the director of the Office of Disability Services as needed.

11. **Campus Calendars and Information Regarding Campus Offices**

The Academic Year 2015-16 calendar can be accessed at [http://www.uis.edu/registration/calendars/AY15-16calendar/](http://www.uis.edu/registration/calendars/AY15-16calendar/)


Additional information about campus offices, including business hours and services offered, can be found via the **A-Z index** on the UIS homepage.

12. **Course Syllabus Template and Sample**

These documents can be accessed online at [www.uis.edu/academicaffairs/planning/curriculum_development](http://www.uis.edu/academicaffairs/planning/curriculum_development)

Please note that the current version of the Office of Disability Services statement must be included on all UIS course syllabi.

13. **Dealing with Plagiarism and Academic Dishonesty**

See [www.uis.edu/academicintegrity](http://www.uis.edu/academicintegrity) for the UIS Academic Integrity Policy and available resources for faculty. The Student Disciplinary Code and Student Grievance Policy is also available online at [www.uis.edu/studentaffairs/students/policies/documents/grievance](http://www.uis.edu/studentaffairs/students/policies/documents/grievance)

Faculty are advised to consult with their department chair or dean when dealing with instances of plagiarism or academic dishonesty.

14. **Ordering Textbooks, Downloading Class Lists, Posting Office Hours, Taking Attendance, Using Department Resources, etc.**

Consult with your department chairperson and faculty colleagues.

15. **Powering Up the Smart Classroom Technology (Interactive Whiteboards, Document Cameras, DVDs, Wireless Laptops, iPads, and more)**

Faculty are invited to submit an **Instructional Technology Request Form** each semester to request classrooms, equipment, software, and other instructional technology services for their courses that will support teaching objectives. **Please submit requests for fall as soon as possible.**

For information about UIS smart classroom technologies, orientation sessions, and about requesting laptop carts for use in your courses, see [www.uis.edu/informationtechnologyservices/iss/classroom](http://www.uis.edu/informationtechnologyservices/iss/classroom). Additional information regarding instructional support and services is available at [http://www.uis.edu/informationtechnologyservices/teaching-and-learning/](http://www.uis.edu/informationtechnologyservices/teaching-and-learning/). For ideas on using technology for engagement, efficiency, and effectiveness in (and out!) of the classroom, please visit our blog at [blogs.uis.edu/isat](http://blogs.uis.edu/isat)

Please contact Kara McElwrath at kmcelz@uis.edu with any questions or for assistance in using technology in your courses.
16. Purchasing

It is essential that faculty do not attempt to purchase any commodity or service on behalf of the University without first consulting with their department chairperson, Dean's Office staff or UIS Purchasing Department personnel. Only Walter K. Knorr or his specific designees are authorized to sign any agreement to bind the University. All purchases must be made according to the provisions of the Illinois Procurement Code, the Procurement Rules of the Chief Procurement Officer for Public Institutions of Higher Education, and other applicable state and federal regulations. **Failure to comply with procurement policies and procedures may leave you personally liable for the purchase.**

17. Putting Material on Reserve in Brookens Library

Information about all library services available to faculty may be accessed online at [http://libguides.uis.edu/faculty](http://libguides.uis.edu/faculty). For Reserves, please contact Pamela Scott (pscott1@uis.edu) or call the Library Main Desk at (217-206-6605).

18. Technologies and Faculty Development Supporting Pedagogy

The UIS Center for Online Learning, Research, and Service (COLRS) provides faculty with support for teaching, learning, and research related to online learning. COLRS provides both regular workshops for faculty related to best pedagogical practices in the online classroom, the use of technology in the online classroom, and research related to teaching and learning in online and blended environments. COLRS staff utilize a variety of teaching tools including Blackboard, Turnitin, Camtasia Relay, Kaltura, and other tools that can be integrated into the Blackboard course room. Instructional support staff are experts in instructional design, pedagogical theory, and the relationship between technology and learning. For more information on available technologies and resources, and for help in creating a high-quality online course, see [www.uis.edu/colrs/learning/](http://www.uis.edu/colrs/learning/)

C. Other Teaching-Related Information

19. Cancellation of Class for Severe Weather Conditions

The UIS campus does not close due to inclement weather except under the most extraordinary conditions. A decision to cancel classes due to inclement weather is made separately from the consideration to close the campus, so it is possible that classes would be canceled but the campus would remain open for other business. It is also generally assumed that if classes on campus are canceled, online classes would not be interrupted.

If severe weather threatens, the announcement to cancel classes or close the campus is posted officially on the UIS website and broadcast on WUIS/WIPA radio and 91.9 FM). Official information will also be available on the main UIS switchboard, 217-206-6600, and delivered to faculty, staff, and students through official UIS email. Other media will be provided information, but those media are not official sources. Ordinarily, when threatening weather begins during the day, the decision to cancel evening classes is made by 3 p.m., and when the inclement weather begins during the night, the decision to cancel classes for the day is made by 6 a.m. Decisions about class cancellations may be made at any time if the situation makes it necessary.

Because UIS students commute from various locations, weather conditions may vary between their home area and the Springfield campus and/or the Peoria Center. If classes
are not canceled and a student believes that travel will be dangerous, the student should make the appropriate personal decision and notify his/her instructor of a planned absence from class. Instructors are advised to abide by each student's judgment in such cases. If classes are in session but an instructor believes his/her travel to campus will be hazardous, the instructor should notify students by official UIS email of any class cancellations at least three hours prior to the start of class, with a copy to the department and dean’s offices. Instructors should admonish students to routinely check their official UIS email accounts. Instructors are also encouraged to consider alternate delivery modes to ensure the class session can be held.

If an emergency precludes you from coming to campus, you may wish to consider using Microsoft Lync to conduct a remote, live session with your students. Lync is available to all faculty, staff, and students at UIS. It provides for text, audio, application sharing, and video communication with record capabilities. To set up Lync for your class:

a. Attend one of the brief training workshops offered by ITS or COLRS during which you will be shown how to use the tool on your computer (Mac or PC) at work and at home. If none of the workshops fit your schedule, feel free to contact either unit.

b. Inform your students via email, Blackboard, or in class that they may want to install the free Lync Attendee application ahead of time, though they will be prompted to install the app when they click on the link to join the session. The ITS Help Desk will provide assistance as needed.

Then, at the time of your choosing, you can send a meeting request to the class and your students can meet you online. Read more about Lync at UIS at www.uis.edu/informationtechnologyservices/iss/mslync.

20. Emergencies

Any serious injury or illness should be reported to the Campus Police (206-7777 for emergencies). The UIS Police Department has a direct line to paramedics and ambulance service and can render first aid and CPR. Please be prepared to give your name, describe the nature and severity of the problem, and provide the campus location. If 7-911 has already been called, phone the Campus Police so they can meet and direct the ambulance to the appropriate location.

Any dangerous, suspicious, or criminal activity should also be reported to the Campus Police immediately. Non-emergency calls to the Campus Police for assistance or information should be directed to 206-6690. More information about services can be accessed at www.uis.edu/police Please be sure to review the following websites for important information about UIS-Alert, emergency response procedures, and campus emergency response plans:

www.uis.edu/emergencies
www.uis.edu/police/Emergency_Response_Plan.htm
www.uis.edu/police/bio_chem.htm

21. Faculty Development Sessions

New Faculty Orientation includes an extended program of faculty development sessions offered throughout the academic year, in association with the Faculty Development Office. Faculty members who participate in at least eight different sessions during the course of
the year will receive a certificate of recognition signed by the Provost. Specific dates, times, and locations will be announced throughout the semester.

22. University Policy on Course-Related Activities and Materials

Many faculty members routinely include copies of articles, in-class exercises, interviewing or observation assignments, small research exercises, and field trips within the structure of our courses. Although the vast majority of exercises and materials are traditional and expected forms of educational activities, it is important to note that the University has policies concerning copyright compliance, physical safety regulations, and ethical guidelines for the protection of research participants, and these must be considered when planning certain teaching/learning activities.

- Contact Diane Rumme, Campus Environmental and Safety Officer (217-206-8062, drumm2@uis.edu), regarding use of any chemicals for in-class demonstrations
- Contact Kathleen Furr, Assistant Director of Research Administration (217-206-7409, kfurr2@uis.edu) for information about exercises in which students will interview, survey, or observe others who are not students in the course
- Contact your department chair or dean’s office before planning field trips involving group travel, and any other activities for which there might be safety, legal, or ethical concerns

23. Copyright Policy

Faculty members should make sure that their course-related procedures comply with copyright law, include appropriate safeguards, and conform to University guidelines for informed consent as necessary. Links to guidelines and permission request forms are available on the Copyright Compliance page of the Academic Staff Handbook. Faculty are encouraged to consult with their department chair if they have questions or concerns about a planned educational activity for their courses. Items of concern include:

- Multiple copies or multiple chapters of protected materials for which you do not have written permission to copy from the copyright holder
- Media obtained from sources other than Brookens Library

Brookens Library can help with providing items available to students via their course reserve system. More information on library support services can be found at libguides.uis.edu/faculty.

24. University Policy on Research-Related Data Collection Involving Human Subjects

Research projects involving human participants and conducted by UIS faculty members or students must be reviewed by the Human Subjects Review Officer and, in some cases, by the Institutional Review Board. Faculty members should consult with their department chair or Kathleen Furr (217-206-7409) in the Provost’s Office, PAC 525. More information on research-related policies can be found under the University Research Policies at www.uis.edu/grants.
D. Fall 2015 Administrative Tasks to Anticipate

25. Disclosure and Request for Prior Approval of Non-University Activities

Active participation by faculty and other members of the academic staff in external activities that enhance their professional skills or constitute public service can be beneficial to the University as well as to the individual; however, such activities can lead to conflicts of commitment or interest with regard to one's University responsibilities.

The University of Illinois Policy on Conflicts of Commitment and Interest provides a general framework against which the propriety and advisability of non-University activities can be measured and monitored. The policy makes every effort to balance the integrity and interests of the University of Illinois with the integrity and interests of individual academic staff members. The policy calls for all academic staff members (full-time faculty, part-time faculty, and academic professionals) to complete a Disclosure and Request for Prior Approval of Non-University Activities form annually. This process takes place in early fall.

The chief purpose of monitoring these activities is to identify possible conflicts of interest or commitment in a timely way, either to determine that no significant or potential conflict exists, or to address any such conflict before it becomes a serious problem for the staff member and the university. The University of Illinois Policy on Conflict of Commitment and Interest may be accessed at research.uillinois.edu/conflict-interest/rnua.

26. Mandatory Ethics Training for State Employees

The State Officials and Employees Ethics Act requires all newly hired employees to receive ethics training within the first 30 days of employment. This web-based ethics orientation program can be completed via the new hire task list within NESSIE.

In addition to the new hire ethics training, annual ethics training is mandatory for all University employees. The University Ethics and Compliance Office will send out an official announcement via UIS email on October 1, 2015, which will provide information about how to access the training program online. The fall online training window will be from October 1–30, 2015.

Please note that within the first year of employment, some employees may be required to complete both the new hire and annual forms of ethics training. More information about training requirements, as well as other resources in support of ethical conduct and decision-making, can be accessed through the University Ethics and Compliance Office’s web page at www.ethics.uillinois.edu.

27. Faculty Annual Performance Reviews

Annual Performance Reviews for 2016 are due to the appropriate Deans with copies to the personnel files by February 23, 2016. New faculty are advised to attend faculty development workshops on faculty personnel policies and to consult with departmental colleagues regarding guidelines for preparation of the annual professional performance report for their college.
E. Campus Resources

28. Access and Equal Opportunity (AEO)

The Office of the Associate Chancellor for Access and Equal Opportunity serves students, faculty, staff, administrators, and community partners by fostering environments and practices which affirm the value of diversity; engage dialogue and discovery; prevent unlawful discrimination and harassment; ensure compliance with applicable policies and law; and support safe, welcoming, and inclusive environments. Services include:

- Skill-building and mandatory awareness training on applicable university policies and state and federal laws, including regulations designed to address violence against women and support appropriate response to claims of sexual assault
- Support for diversity, access, and equal opportunity
- Leadership of AA/EEO and human rights compliance goals and obligations
- Oversight for academic searches, retention strategies, and employment practices
- Support for student access and success
- Title IX/gender equity compliance coordinator
- ADA (Americans with Disabilities Act) compliance coordinator
- Outreach to diverse communities
- LGBTQA Safe Zone member and ally
- Support for staff diversity goals and initiatives, and climate and equity concerns
- Dialogue, training, identity-affinity workshops and awareness
- Complaint response and confidential consultations
- Conflict management and advice

You can contact the AEO Office and Associate Chancellor Deanie Brown at 217-206-6222.

29. Brookens Library

Brookens Library supports teaching and learning at UIS through both its collections and services. Librarians serve as liaisons to the academic departments, providing course-related instruction, collection development, and other specialized assistance. Librarians collaborate with teaching faculty in a variety of ways to reach teaching and learning goals, including the information literacy baccalaureate goal. The faculty resources page on the Library’s website provides links to Brookens Library news and information for faculty. Library faculty also create and post research guides for individual academic programs at http://libguides.uis.edu. The library’s electronic newsletter, Faculty Focus, is published during the fall and spring semesters.

As of July 1, 2014, the library held 752,499 volumes in a collection that includes more than 60,000 journals and 205,322 e-books. The library also offers audiovisual materials and is a selective depository for federal and state government publications. The library’s Archives and Special Collections department houses UIS records, student theses, and a variety of special collections. Archives and Special Collections is also an Illinois Regional Archives
Depository, hosting records from 14 counties in central Illinois. In addition, the library hosts an institutional repository (IR) as a community of the University of Illinois IDEALS institutional repository. The IR is available for archiving original content from UIS faculty, students, and staff.

The library uses WorldCat Discovery from OCLC as our discovery service, called Quick Search (http://uisbrookenslibrary.on.worldcat.org/discovery) to search across the library’s catalog as well as databases and journal collections. Under the “Books and Media” tab, you can access the Brookens Library catalog as well as the union catalog of IShare, which is the consortium of 85 academic libraries in Illinois from whom you can borrow directly. The library also offers a mediated interlibrary loan service that can obtain items from across the U.S. and overseas.

Most library reserves are created and accessed through Blackboard. The library has expertise in navigating the complexities of copyright and obtaining permission to use copyrighted works in your instruction. Please contact the library if you have questions concerning copyright, streaming media, or related scholarly communications issues.

30. Cashier Operations

The Cashier Operations Office is located just inside the teardrop entrance in the first floor concourse area of the Public Affairs Center, Room 184. The cashier window hours of operations are from 9:00 a.m. to 4:00 p.m. (closed for lunch from 12:30–1:30 p.m.) Monday through Friday. Services include processing departmental deposits, cash handling training, petty cash and change fund administration, selling SMTD bus passes, and printing and disbursing University-related special handling checks. The Cashier Operations Office can be contacted at 217-206-6738 or usfsco@uis.edu.

31. Center for Online Learning, Research, and Service (COLRS)

Since the first online course offered at UIS in 1998, and the establishment of the Center for Online Learning, Research, and Service (COLRS) in 2008, UIS has experienced phenomenal growth in online enrollments. Additionally, UIS has moved to the forefront of the institutions engaged in online learning and the use of technology in instruction. UIS faculty members’ responsiveness to adopting web-based curricula and other instructional technologies has continued to add to the prestigious online program. The Center for Online Learning, Research, and Service contributes to the field of online education through grants and research contracts related to new technologies, teaching methodologies, and pedagogy. Additionally, COLRS supports faculty research in online learning through the Faculty Fellows program. Faculty Fellow applications are accepted each year, and research and publication are supported efforts through community with senior faculty. For more information about the Faculty Fellows program, visit www.uis.edu/colrs/research/fellows.

32. Counseling Center

The Counseling Center provides counseling, outreach, and psychological consultation to UIS students. Counseling services are free of charge to UIS students who have paid the Health and Counseling Fee. Exclusively online students will be charged the equivalent of the Health and Counseling Fee for each semester that they receive counseling services. In the event that an online student’s needs would be better met by receiving services locally, the Counseling Center will refer the student to appropriate community resources. The
Counseling Center is located in the Human Resources Building, Room 64 (217-206-7122). More information is available at http://www.uis.edu/counselingcenter.

33. Cox Children’s Center

The Cox Children’s Center is an auxiliary service offered by the Division of Student Affairs. The Center is licensed through the State of Illinois and holds voluntary accreditation through the National Association for the Education of Young Children. The Children’s Center phone number is 217-206-6610, and more information is available at www.uis.edu/childcarecenter.

34. Diversity Center

The Diversity Center is dedicated to developing understanding of differences through educational, cultural, and social programming activities, and assisting in the recruitment, transition, and retention of ethnic minority and underrepresented students at UIS. The Diversity Center promotes intercultural dialogue and other initiatives to create a campus climate that welcomes diversity and eliminates divisions, intolerance, and stereotyping. For more information about the programs and services offered to students through the Diversity Center, visit www.uis.edu/diversitycenter.

35. Faculty Athletics Representative

The Faculty Athletics Representative is a faculty member appointed by, and who reports to, the Campus Senate and the Chancellor to help ensure (1) the academic integrity of the athletics program, (2) the institutional control of the athletics program, and (3) a quality student-athlete experience. For more information about the Faculty Athletics Representative, contact Marcel Yoder (myode1@uis.edu) or Kim Pate (kpate80@uis.edu).

36. Grants, Contracts, and Research Administration

Information about research policies, administrative procedures, and funding opportunities is available through the Grants, Contracts, and Research Administration website, http://www.uis.edu/grants.

37. Health Services

Health Services provides non-emergency medical care to full- and part-time students, whether or not they have health insurance. Each semester, students pay a mandatory Health and Counseling Fee that helps provide medical appointments and health and wellness programming. Exclusively online students who have not paid the Health and Counseling Fee will be charged the equivalent of that fee prior to receiving medical care from Health Services. Physician, physician assistant and nurse office visits are provided without charge. Minimal user fees are charged for some services; patients are informed of these fees before the service is rendered. A list of these fees appears on the Health Services web site.

All students taking classes on the UIS campus must submit proof of required immunizations to Health Services. The clinic is located in the Business Services Building, Room 20. Its hours of operation are from 8:30 a.m. to 5:00 p.m., Monday through Friday (when UIS is open). More information about Health Services and immunization requirements is available at www.uis.edu/healthservices.
38. Lost and Found

The Parking Operations Office located on the first level of the Public Affairs Center, Room 119, directly across from Cashier Operations, maintains the official campus Lost and Found. Hours of operation are 8:30 a.m. to 5:00 p.m., Monday through Friday. Lost items are turned in to the Parking Operations Office for safekeeping. If the lost item contains identification, staff make every effort to contact the owner. Lost items are retained by the Parking Operations Office for 60 days. You may be asked to describe the item and/or show proof of identity.

The Brookens Library circulation desk (217-206-6605) also retains items lost by patrons; however, after a period of one week, lost items are forwarded to the Parking Operations Office.

39. Office of Disability Services (ODS)

The Office of Disability Services (ODS) provides reasonable academic accommodations to students with approved documented disabilities. All accommodations must be approved through ODS, which is located in the Human Resources Building, Room 80 (217-206-6666). Additional information about ODS services is available at http://www.uis.edu/disabilityservices

40. Office of Student Learning Services (The Learning Hub)

The Learning Hub (Office of Student Learning Services) offers free help to students in improving skills in writing, math and statistics, accounting/economics, science, academic/study skills, and, through a peer tutoring program, virtually any subject taught on the campus. The Hub offers help to students at UIS in a variety of ways, including one-on-one appointments, both in person and online; supplemental instruction; online, in-class, or on-ground workshops; walk-in writing events; handouts and tutorials on the Hub website; and many more. Formerly the Center for Teaching & Learning (CTL), the Learning Hub is located in Brookens Library Building, Room 462. More information about available services can be accessed at www.uis.edu/ctl.

41. Ombuds Office

The Ombuds Office is located in University Hall Building, Room 4062. For additional information, please visit www.uis.edu/ombuds or call Laurel Newman at 217-206-7931.

42. Pre-Law Center

The Pre-Law Center serves as an informational resource for UIS and community college students who are considering law school, a career in law, or a legally related field. Contact Suzanne Borland at sbor12@uis.edu to schedule an appointment for assistance with law school preparation and applications. For more information about the Pre-Law Center, please visit www.uis.edu/prelawcenter.

43. The Recreation and Athletic Center (TRAC)

Managed by the Department of Campus Recreation and home to UIS Prairie Stars varsity men's and women's basketball teams and women's volleyball team, TRAC is a 72,000 square-foot, two-story facility featuring a 3,000-seat performance arena with three collegiate-length basketball and volleyball courts, an elevated running track, two
racquetball courts that convert to squash courts, cardio/weight training areas, and a multi-purpose exercise room. Located on the south edge of the campus, TRAC was primarily funded by student fees, as well as a very generous gift from the Hoogland Family Foundation. Visit http://www.uis.edu/campusrec for information about membership and use.

44. WebStore

Faculty members are eligible to purchase software for their personal use through the UI WebStore. More than 350 titles are available at competitive prices.

45. Women’s Center

The UIS Women’s Center works to improve the status of women in higher education by addressing matters of particular concern to women. The Center promotes a campus climate that is safe, healthy, and respectful of all people. The Women’s Center enhances all students’ academic experiences by offering information, support, advocacy, referrals, and programming on a variety of gender-related issues.

The Women’s Center is located in the Student Affairs Building, Room SLB 15 (217-206-7173). Additional information is available at www.uis.edu/womenscenter or www.facebook.com/UISWomensCenter.

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Links to additional resources are available on the UIS home page’s A-Z index:  
http://www.uis.edu/AZindex/

Links to faculty, staff, and departments can be found in the online directory:  
http://uisapp.uis.edu/directory/