

**COLLEGE OF EDUCATION
UNIVERSITY OF NEBRASKA AT OMAHA**

**POLICY, PRACTICE, AND PROCEDURE GUIDE
FOR
PART-TIME FACULTY AND STAFF**

**Revised
AUGUST 2002**

FROM THE DEAN

The College of Education places great value on part-time faculty and staff as major contributors to the quality services it provides. As we strive to remain within the confines of budget allocations and at the same time continue to offer the best possible education and training for our students, the utilization of part-time resources is vital to the operation of the College.

We believe part-time faculty and staff should receive assistance and support in every way possible to ensure that they achieve maximum success in their area(s) of responsibility. Upon your initial employment with the College of Education, it is expected that your department chairperson, school director, or supervisor will conduct an orientation session with you.

In addition, the *Policy, Practice, and Procedure Guide for Part-Time Faculty and Staff* is designed to inform each part-time faculty and staff member, through the clarification of certain policies and procedures, of the parameters within which they work. We also want you to be aware of resources that are available to assist you and the students in enhancing the overall educational experience. It is intended that this manual will be of benefit to part-time employees and will enable them to offer even better service to our students in the College of Education. Please read this manual carefully. If you have additional questions, you are encouraged to contact your chairperson, school director, or supervisor.

The College of Education takes pride in its longstanding commitment to excellence. The dedicated services of part-time faculty and staff are essential if we are to continue to maintain these high standards. Your willingness to lend your expertise and experience to impart knowledge to the customers we serve is appreciated.

Thank you for your significant contribution. I trust you will have a rewarding and enjoyable experience in the College of Education.

Sincerely,

FOREWORD

Part-time faculty and staff are major contributors to the quality service provided to students by the College of Education and should be given every assistance and support to achieve maximum success in their area(s) of responsibility.

The *Policy, Practice, and Procedure Guide* is designed to clarify and inform each part-time faculty and staff member of the parameters within which they work. As a result, it is intended each employee will provide even better service to our students in the College of Education.

Information contained in this document should be shared with part-time faculty and employees during an orientation session with the department chair, school director, or supervisor.

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SECTION I - COLLEGE OF EDUCATION

COLLEGE OF EDUCATION

College of Education Website. www.unocoe.unomaha.edu

This web site contains comprehensive information regarding the College of Education. Please refer to this web site for additional information.

College Knowledge Base

(Appendix 1)

What is Part-time?

Typically, six hours credit or less constitutes a part-time faculty load, and staff working less than 20 hours per week are defined as part-time employees.

Pay Period (Dates)

Part-time faculty in the College of Education are paid the last day of each month. If the last day is on Saturday or Sunday they will get paid on Friday.

Withholding is based on the individual's filing of the W-4.

Social Security is withheld based on federal regulations.

Part-time faculty are not eligible for the TIAA/CREF retirement system at the University of Nebraska at Omaha.

Direct Deposit

All employees are paid only by direct deposit.

College Equity Statement

The College of Education ensures that all individuals have access to the resources, support and opportunities to succeed in their professional careers. Through its faculty, strategic plan and curricular offerings, the College is committed to preparing graduates to act in an equitable manner to all persons regardless of race, ethnicity, cultural beliefs, socioeconomic status, gender, age, religion, sexual orientation, or disabling condition.

Accessibility

Part-time faculty members are welcome to use the University Library at any time. In order to check out books, etc., a part time faculty identification card is needed.

Part-time faculty members may use this part time faculty ID card for general admission to athletic events except for hockey and playoff championship events providing they have a faculty identification card. For additional information, call 554-2305.

Part-time faculty members are eligible to purchase a Campus Recreation Activity card. The activity card allows the individual access to the HPER Building and Campus Recreation programs and services. To purchase the card, present your UNO faculty/staff identification card in the Campus Recreation office (HPER 100). If you have questions regarding Campus Recreation programs, facilities, or services, call 554-2539.

Student records are not accessible to part-time faculty; however, class lists can be obtained from Suite Office Assistants. If there are problems and/or questions which might need to be addressed by consulting the student's records, the academic advisors and/or coordinators in the Student Services Office should be contacted.

Authority

Course schedules including time, location and date are developed well in advance of publication. The time, date, and/or place where the assigned class will meet cannot be changed by a part-time faculty member without the consent of the chair/director and/or dean of the college.

Student Advising

For undergraduate students, formal advising is done either by the Student Services Office and/or the departments/school. For graduate students, advising is provided in the departments/school by graduate faculty members. Part-time faculty do not have any formal program advising responsibility and cannot give permission for admittance to class without consulting with the chair/director/program advisor.

College Assessment Plan

Based on continued review of assessment practices and the proposed changes in the NCATE 2000 standards, the college has been examining how it assesses candidate performance and how it uses assessment data to make program improvements. The college has embarked on a five-year plan to institute a Comprehensive Assessment System of Candidate Preparation (CAS-

CP). The system will utilize computer-based, data collection, organization, and analysis schemes. The CAS-CP will serve two main purposes. First, the system will provide electronic portfolios for candidates that will track performance and completion of learning outcomes across their professional preparation. Second, the system will provide group data that may be used for program evaluation, review, and revision.

CAS-CP will track candidate performance in three main areas: (1) knowledge and skills, (2) dispositions, and (3) impact on K-12 students. These three areas will constitute the core of performance outcome data to be collected and tracked. Standards promulgated by professional organizations (e.g., Council for Exceptional Children, International Reading Association); accreditation bodies (e.g., NCATE, NCA); and domain-specific, learned societies (e.g., National Council of Teachers of Mathematics) will constitute the main outcome features to be tracked. In addition, these core outcomes will be aligned with Nebraska Department of Education (NDE) standards and, as appropriate, with the Interstate New Teacher Assessment and Support Consortium (INTASC) Standards, the National Board for Professional Teaching Standards (NBPTS), and other nationally recognized specialty standards (e.g., American Speech-Language-Hearing Association). In essence, the unit and programs within the unit will be able to customize the portfolio to reflect the standards particular to specific domains/professional areas of expertise.

The first step in the process has begun. An electronic portfolio that tracks initial (undergraduate) candidates' acquisition and demonstration of the National Educational Technology Standards (ISTE) and the NDE technology standards has been designed and is in the field-testing phase of implementation. As this phase comes to full implementation, additional standards will be added to the system following a five-year developmental plan. Advanced-level (graduate) programs will establish electronic portfolio schemes appropriate to their areas of preparation. The Educational Administration and Counseling programs are also phasing in implementation of tracking systems.

In the area of dispositions, the unit and its programs will identify the professional attitudes, demeanor, and practices to be tracked. In designing this section of the portfolio, the unit and programs will rely on accepted codes of ethics of professional organizations, accrediting bodies and nationally recognized dispositions.

Through a MOEC task force and other assessment activities related to external grants, unit administrators and faculty are meeting with school district administrators, supervisors, and teachers to determine how best to document candidates' impact on K-12 students' learning. As indicators are identified and data collection strategies devised, these features will be added to the CAS-CP.

Several existing assessment strategies will be incorporated into the CAS-CP. Presently, assessment points include: (1) admission to the university, (2) admission to the College of Education preparation programs, (3) admission to the Professional Education sequence, (4)

completion of the Level I Field Experience competencies, (5) on-going course evaluations, (6) application to student teaching, (7) completion of Level II Field Experiences, (8) mid-term and final evaluation of student teaching performance, (9) program specific capstone assessments (e.g., written comprehensive exams), (10) unit/program exit surveys, (11) university/unit/program follow-up surveys. Other data that will be folded into the system will include grade point averages (cumulative, teacher preparation, liberal arts preparation) and standardized test scores (e.g., PPST, GRE, MAT, PRAXIS). The unit also has accumulated data on special programs (CADRE, TAP) that will be used in the CAS-CP. These data are particularly important in determining candidate performance and demonstration of professional dispositions. In addition, the CADRE data relate to candidate impact on K-12 students' learning.

Candidates will have access to the performance outcome data and will be able to track their progress. Analysis strategies will make it possible to organize and manipulate data on several levels (college, program areas, core course sequences, etc.). Such analyses will provide valuable information on determining strengths and areas for improvement within programs and the unit as a whole.

Implementation of the CAS-CP will require revision of existing evaluation measures. Efforts are already underway to review the student teaching evaluation forms, exit surveys, and follow-up surveys of candidate performance. Furthermore, new evaluation and data collection strategies will need to be developed. Full implementation of the CAS-CP is projected to take five years. A time line for accomplishing the tasks related to developing and implementing the system has been prepared.

Student Appeals

Grade Appeals:

Students who believe that the grade received in a particular course does not properly reflect their achievement should initially contact the instructor of the course to determine the rationale for assigning the particular grade received or if there was an error in reporting.

After the instructor has provided the rationale for the grade in question and has indicated that no error in reporting was made, the student may then wish to petition the department/school for reconsideration. In such instances, the student should contact the chair of the department/director of the school for identification of the procedures to be followed and the person or committee to whom the petition should be directed.

The Student Affairs Committee of the College of Education is the appellate body for grade appeals after a student has received a decision at the department/school level.

In instances where the student can demonstrate that the action at the department/school

level did not accord with the procedures of due process, or did not legitimately grant the relief sought, he/she may wish to petition the Student Affairs Committee for consideration. The written petition should be addressed to the chair of the Student Affairs Committee and should include:

1. the name, address, and identification number of the petitioner;
2. the specific nature of the matter for which consideration is requested;
3. the relief being sought;
4. the basis for requesting that a hearing be held; and
5. the identification of supporting data, testimony, etc.

The chair of the Student Affairs Committee will notify (at least ten days in advance) the student, the instructor of the class, and the chair of the respective department/director of the school of the date, time, and place of the hearing. The notification will include a description of the procedures to be followed during the hearing.

Grade appeals shall be officially initiated by the student immediately upon receiving the grade, but, in any event, before the beginning of the next semester's classes.

Complaints Regarding Classroom Performance of Instructor:

A student who has a complaint about the classroom performance of his/her instructor should initiate a conference with the particular instructor to discuss the apparent discrepancy or disagreement. If the conference fails to yield a resolution, the student should arrange a conference with the chair of the department/director of the school to which the instructor is assigned.

If informal attempts at resolution fail to yield the relief sought, the student may wish to formalize the procedure by submitting a written petition to the chair of the department/director of the school. Upon receipt of the petition, the department chair/school director shall constitute a committee to hear the petition. The written petition should include:

1. the name, address, and identification number of the petitioner;
2. the specific nature of the matter for which consideration is requested;
3. the specific identification of the relief sought;
4. the basis for requesting that formal action be taken; and
5. the identification and inclusion of supporting data, testimony, etc.

The chair of the department/director of the school should notify the student and course instructor of the date, time, and place of the hearing. The notification should include a description of the procedures to be followed during the hearing. The procedures shall conform to due process requirements.

If the relief sought is not recommended at the department/school level, the student may appeal to the dean, who will refer the appeal to the appropriate committee.

Student Teaching/Field Placement Appeal:

Students who receive a grade of “D,” “F,” or “U,” who are withdrawn from any laboratory or clinical experience, or who voluntarily withdraw after being identified as a student in jeopardy, must petition the Field Experience Advisory Committee if they wish to continue their program. Student teachers who receive a grade of “U” or “I”, who are withdrawn from any student teaching placement, or who voluntarily withdraw after being identified as a student teacher in jeopardy, must petition the Student Affairs Committee if they wish to continue their professional preparation program.

The student must file a written petition to the chair of the respective committee. The written petition should include:

1. the name, address, and identification number of the petitioner;
2. the specific nature of the matter for which consideration is requested;
3. the relief being sought;
4. the identification of supporting data, testimony, etc.

Upon receipt of a student’s appeal, the committee will observe the following procedures:

- < The chair of the respective committee will request a written summary of the situation from the Coordinator of Student Teaching which identifies the irregularities and the efforts made to correct the situation.
- < The chair will convene a meeting of the respective committee to consider the student’s appeal. The committee will consider the student’s appeal and the report of the Coordinator of Student Teaching.
- < Written notification of the final decision of the respective committee will be forwarded to the student, the department chair/school director, and the Office of Student Services.

SECTION II - THE DEPARTMENT/SCHOOL

THE DEPARTMENT/SCHOOL

Duty Hours

Part-time faculty are expected to be present for class sessions and available before or after class to confer with students as needed.

Absence

Part-time faculty must notify the department/school head as early as possible should they be unable to meet the assigned class as scheduled so that coverage may be arranged.

Class Cancellation

Part-time faculty do not have the authority to cancel a class.

Faculty Meetings

Part-time faculty are not required to attend regularly scheduled faculty meetings. Part-time faculty may, however, be requested to attend at various times by the department chair/school director, and/or dean.

Student teacher supervisors are required to attend the opening meeting with the student teachers which is held at the beginning of each semester.

Keys

If keys are necessary for admittance into a classroom, the department chair/school director should be contacted for arrangements. If keys are to be given to an individual part-time faculty member, a request will be made to Campus Security and the faculty member will have to go directly to Campus Security to pick up the key. There will be a \$5.00 deposit for each key received. This deposit will be refunded when the key is returned to Campus Security.

Duplicating

Procedures for duplicating materials for instructional purposes are designated by each department/school.

Supplies

Supplies needed for instructional purposes are available in each department/school.

Textbooks

Procedures for selecting textbooks are provided by each department/school.

Travel and Reimbursement

Travel for professional development is not available for part-time faculty. Travel expenses incurred in the supervision of student teachers and practicum students are included in the total remuneration for such a responsibility.

Resignation

Part-time faculty intending to resign should give as much notification as possible so that continuity of classroom instruction is maintained.

Office Location/Mail Boxes

Office space and mail box location will be assigned by the department chair/school director.

Blackboard

The University provides web based sites for each course offered during a semester. Contact the department/school chair/director for additional information on how to access this web based site.

Class Lists

A class list will be provided by department/school during the first week of the semester. Students whose names do not appear on the class list should be reminded to check with the Registrar's Office. Students who are not officially enrolled in class should not be permitted to continue attending class. Daily updated class lists are available on blackboard.

Accommodation for Students with Disabilities

Class activity should be conducted in a manner which is readily accessible to and usable by individuals with disabilities. The chair/director should be informed about requests or questions in this regard.

Grade Reporting

Contact department chair/director as soon as possible for the procedure on grade reporting at the end of each semester.

Course Outline

Course outlines must be distributed to all students. A copy of the course outline should be submitted to the department/school office.

Intervention Guidelines for Faculty **Working with Candidate in Professional and Major Coursework**

One of the goals of the College of Education is to develop high quality teacher candidates. The college has established a protocol to communicate with candidates who are in jeopardy of not successfully completing professional coursework or field experiences. Dispositions for teaching and learning are essential the successful completion of the program.

- Step 1 Concern(s) Identified by Professor/Adjunct
- Professor confers with the students about the concerns
 - Documents the concerns and the student input
- Step 2 Concern(s) Continues
- Professor/adjunct visits with the department chair/school director regarding the concerns.
 - Documents of concern are sent to Assistant Dean
- Step 3 Concern(s) Unresolved
- Set an appointment for Conference of Concern with the candidate, the professor, and the department chair. The Office of Student Services will be represented at the request of the chair/director or the faculty.

Evaluation of Student Work

Grading is the responsibility of the instructor, but justifiable criteria to determine the quality of student work should be used, including examinations, projects, written reports, attendance, etc., and provided to students at the beginning of the semester. Final examinations are to be scheduled as designated in the Academic Calendar for the school term.

The University has adopted a +/- grading system. Contact your department chair/director about the application of this new process.

Incomplete (Undergraduate)

To receive an “incomplete,” students must contact their professor prior to the end of the semester, request a grade of incomplete, and make arrangements to complete the work. The rules which govern the issuance of the incomplete are as follows:

1.

The grade “I” is used by an instructor at the end of a semester or summer session to designate incomplete work in a course. It is given when a student, due to circumstances such as illness, military service, hardship or death in the immediate family, is unable to complete the requirements of the course in the term in which the student is registered for credit. An incomplete will only be given if the student has already substantially completed the major requirements of the course.

2.

Each instructor will judge each situation. The instructor will also indicate by a department/school record, with a copy to the student, how the incomplete is to be removed, and if the instructor is at the University at the time of removal, supervise the makeup work and report the permanent grade.

3.

In the event the instructor is not available at the time of the student’s application for removal of an incomplete, the department chairperson/school director will supervise the removal of the incomplete and turn in the permanent grade for the student.

4.

A student shall have no longer than the end of the next regular semester following receipt of the “I” to remove the incomplete. After that time, the “I” will automatically become a “W,” or such other grade specified by the instructor depending on the amount and quality of the course work previously completed. Exceptions to this rule will be permitted if initiated by the student and approved by the instructor, department chairperson/school director, and dean. Exceptions to this rule will be made only in response to circumstances over which the student has no control, and these must be detailed. Undergraduate incompletes become a “W” unless specified by the instructor, pg 20 Undergraduate catalog.
Graduate catalog.

Incomplete (Graduate)

Purpose:

The grade “Incomplete” (I) is to be used by an instructor at the end of a term to designate incomplete work in a course. It should be used when a student, due to extenuating circumstances such as illness, military service, hardship or death in the immediate family is unable to complete the requirements of the course in the term in which the student is registered for credit. “Incompletes” should be given only if the student has already substantially completed the major requirements of the course. Each instructor must judge

each situation as to whether an “I” is appropriate.

Removal:

Normally there is no time limit for graduate students to remove an incomplete. However, the instructor does have the option of determining the requirements for completing the course and requisite date for removal of incompletes. It is helpful to have these requirements in writing to ensure there is no miscommunication between the instructor and student.

Accrual of Two or More Incompletes:

Five or more “Incompletes” (excluding thesis/dissertation) will result in a stop enrollment for any new courses; the stop enrollment will stay in effect until the “Incompletes” are below five in number.

Policy on Repeating Courses

A student who has failed any College of Education undergraduate course (TED, SPED, EDUC, HPER) may re-enroll in that course one additional time for a total of two attempts. A student who withdraws or is removed from any field, clinical or student teaching experience may repeat the experience one time, if the appropriate appeal has been granted and after the reapplication process has been completed.

Policy on Attending First Class Meeting

Students enrolling in EDUC courses, and/or identified professional courses with field experiences or student teaching, must attend the first class meeting and the required orientation. Students not attending the first day of class and required orientation will be administratively withdrawn. These classes are listed below:

EDUC 2010; 2510; 2520

TED 2250; 3690; 4250; 4350; 4320; 4600; 4630; 4640

SPED 4640; 4720; 4730

PE 3210; 3250; 3350

Closed Classes

The Office of Student Services, in an effort to better serve students, has developed a wait list policy for closed classes in the College of Education. This wait list procedure is used **exclusively for undergraduate EDUC 2510 (Applied Special Education), EDUC 2520 (Instructional Systems), and all TED courses.**

The wait list system operates entirely on the basis of “need.” Need is defined as: Students who must have the course/courses listed above in order to student teach and/or graduate

the following semester. Students believing they have “need” for a particular course should put their names on a wait list in the Student Services Office, Kayser Hall, Room 330. Students’ files are carefully examined to determine if “need” is present. When warranted, students will be given permission to take these courses. **It is important to note that “need” will guarantee students enrollment in courses but not a specific section at a specific time in their class schedules.**

Teaching Resources

Multimedia Technology:

Requests for multimedia equipment for classroom instruction should be directed to Multimedia Technology Services, Eppley Administration Building, Room 108, 554-2215. Requests need to be in by 2:00 p.m. the day before the equipment is needed. Please have the following information ready when calling:

1. equipment need;
2. class;
3. department/school; and
4. time, date, room and building where needed.

Please refer to page 28 in the University Section.

Computer Lab:

Single use requests for the Computer Lab as part of classroom instruction may be directed to 554-3653 in Kayser Hall, Room 541.

E-Mail:

Availability of e-mail can be established by personally contacting Computing and Data Communications, 554-2468.

Syllabi:

Approved syllabi are available for every course offered in the college. Part-time faculty will be provided a copy of the syllabus for each course they are contracted to teach.

Faculty Evaluations:

Forms for student evaluation of instruction will be provided after the 13th week of the semester and are to be completed before the 15th week. An instructional sheet outlining the procedure will accompany the forms. Results will be provided to instructors. Faculty are required to complete the evaluation for each course taught.

Center for Faculty Development:

The Center for Faculty Development, Allwine Hall, Room 419, 554-2427, has workshops and activities to be of assistance to faculty members.

SECTION III - THE UNIVERSITY

THE UNIVERSITY

Affirmative Action/Equal Opportunity

The University of Nebraska at Omaha is committed to maintaining a fair and responsible environment for all students, faculty, staff, and visitors -- an environment which is based on one's ability and performance. To that end, it is the policy of the University of Nebraska at Omaha that any form of discrimination because of race, color, age, disability, religion, sex (including sexual harassment), national origin, marital status, Vietnam-era status, political affiliation, sexual orientation, or any unlawful reason shall not be tolerated. In keeping with this commitment, the University also will not tolerate discrimination prohibited under this policy against students, faculty, staff, and visitors by anyone acting on behalf of the University of Nebraska at Omaha.

Americans with Disabilities Act

In accordance with the federal Americans with Disabilities Act, the University of Nebraska at Omaha shall not discriminate against any qualified individual with a disability, on the basis of the disability, in employment or in any service, program, or activity conducted by the University. The University shall conduct each service, program, or activity in a manner which is readily accessible to and usable by individuals with disabilities.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. submission to the conduct is an explicit or implicit term or condition of employment or academic standing;
2. submission to or rejection of the conduct is used as the basis for an employment or academic decision; or
3. the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working/academic environment.

This statement is in keeping with federal employment and education opportunity guidelines.

Consensual Relationships

Although the University of Nebraska at Omaha does not prohibit romantic or sexual relationships between employees, it does discourage such consensual relationships between faculty and student or supervisor and employee.

All faculty, supervisors, and other employees should understand that there are substantial risks in even an apparently consensual relationship where a power differential exists. That is, one of the parties is likely to have influence over the other's assignments, grades, or terms of employment. The inherent power differential between the parties may compromise freedom of choice.

The University of Nebraska at Omaha reaffirms the generally accepted ethical principle that situations in which one makes official evaluations of "intimates" should be avoided. If a close relationship with emotional ties develops, the faculty member or supervisor bears a special burden of accountability. That individual is advised to make suitable arrangements for the objective evaluation, for example, of the student, employee, or the prospective student or employee.

Affirmative Action in Employment

The University of Nebraska at Omaha has adopted a policy of affirmative action which:

1.
determines the extent to which underrepresented groups are underutilized in major categories;
2.
develops goals for the future representation of individuals from traditionally underrepresented groups;
3.
identifies and eliminates employment practices that adversely affect those protected by applicable law except where those practices are necessarily related to occupational qualifications;
4.
adopts employment standards based on merit and valid job qualifications;
5.
develops a representative pool of employees; and
6.
establishes systems to assure effective implementation of the Affirmative Action Plan.

Resolution of Complaints

Information on the University of Nebraska at Omaha's policy on prohibited discrimination and procedures for resolution of complaints is available in any one of a number of campus offices. Those offices include the Student Government Office, the University Division Office, Campus Recreation, the Women's Resource Center, the Deans' Offices, the Library, the Information Center, the Office of Multicultural Affairs, the Personnel Services Office, the Chancellor's Office, Student Development Services, Academic Affairs, Public Relations, Educational and Student Services, the Counseling Center, and the Student Activities Office.

The University of Nebraska at Omaha recognizes that the selection of instructional materials or teaching techniques involves highly creative, inventive, and possibly unique approaches to communication, within the context of academic freedom. As a general rule, academic freedom in this context means that a faculty member has a professional obligation to respect the dignity of others, as well as the right of others to be free from fear, violence, or personal abuse.

All University of Nebraska at Omaha employees and students are responsible for helping to assure that the University avoids discrimination prohibited under its policy statement. **If anyone thinks he or she has experienced or witnessed such prohibited discrimination, he or she should immediately notify the Affirmative Action/Equal Employment (AA/EO) Coordinator in the Chancellor's Office.** The University of Nebraska at Omaha forbids retaliation against anyone who in good faith has reported prohibited discrimination. However, accusations of prohibited discrimination are of utmost seriousness and should never be made casually and without cause. This policy shall not be used to bring frivolous or malicious charges against administrators, faculty, staff, students, or visitors.

The University of Nebraska at Omaha's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the University of Nebraska at Omaha will keep complaints and the terms of their resolution confidential. If an investigation confirms that prohibited discrimination has occurred, the University of Nebraska at Omaha will take corrective action, including such discipline up to and including termination of employment or academic suspension as is appropriate.

Drug-Free Workplace

The University of Nebraska at Omaha recognizes and affirms its responsibility and commitment to maintain a drug-free workplace. In accordance with this responsibility, the University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on University property. The term "controlled substance" refers to a controlled substance as defined in Schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).

The University recognizes drug abuse as a potential health, safety, and/or security problem. Persons needing help in dealing with such problems are encouraged to make voluntary use of the Faculty/Employee Assistance Program.

In the event a faculty or staff member is convicted of the unlawful manufacture, distribution, dispensation, possession or use of controlled substances on University property, appropriate action will be taken by the University as follows.

For administrators, staff, and faculty not included in the University of Nebraska at Omaha AAUP bargaining unit, one or more of the following actions may be taken:

1. referral to the Faculty/Employee Assistance Program for evaluation and assessment to determine the appropriate treatment for rehabilitation;
2. participation in a drug rehabilitation program; and/or
3. disciplinary action up to and including termination of employment.

As required by the Drug-free Workplace Act of 1988, faculty and staff hired on federal contracts or grants must notify their supervisor within five days if they are convicted of any criminal drug statute as a result of a violation of the law which occurs at the workplace. The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the federal or state criminal drug statutes. The supervisor will immediately notify the Academic Affairs Office when faculty are affected or the Personnel Services Office when staff are affected. The University, in turn, will notify the granting or contracting agency of the conviction within ten days after receiving notice of an employee's criminal drug statute conviction.

Any questions regarding the policy should be directed to Personnel Services, 554-2321.

Smoking Policy

The University of Nebraska at Omaha prohibits smoking in all University buildings. Smoking is permitted outdoors.

Identification Cards

All University of Nebraska at Omaha employees are issued an identification card by the Personnel Services Office. The identification card may not be issued until all the new employee's hiring documents and a memo requesting a card have been received in the Personnel Services

Office. The employee may pick the card up in the Personnel Services Office in Eppley Administration Building, Room 205, or the department may request it be mailed directly to them. The card identifies the carrier as an employee of the University of Nebraska at Omaha and must be presented to gain access to the library and HPER facilities as well as other services on campus. Lost or stolen cards will be replaced by Personnel upon payment of a fee. The University of Nebraska at Omaha identification cards must be turned in to the Personnel Services Office upon the employee's separation from the University.

Holidays

The University of Nebraska at Omaha recognizes 12 holidays and is authorized to schedule those employee holidays to be more closely aligned with student vacation periods. The Personnel Services Office provides advance notice of the holiday schedule. The holiday schedule is also included in each semester schedule.

Insurance

Part-time faculty are not eligible for benefits for life and/or health insurance at the University of Nebraska at Omaha.

Dead Week

The last week of regularly-scheduled classes each fall and spring semester is designated as "Dead Week." The following should be observed:

1.
Except for make-up examinations, tests in self-paced courses, post-tests in English composition programs, or laboratory exams, no major examinations (accounting for more than 20 percent of the student's grade) may be given during this period.
2.
Papers, projects, or presentations assigned at least two weeks in advance of Dead Week may be due during this period.

Student Assistance

Career Planning and Placement Services:

Teacher Placement in the Career Planning Office in the Eppley Administration Building, Room 111, 554-2333, assists students in their search for teaching positions. Teacher credentials are prepared and permanently maintained for candidates completing requirements for certification. A complete listing of local and regional teacher vacancies is available to all teacher candidates. Teacher Development Day is held in both the fall and spring semesters for student teachers

preparing for the job market.

Counseling Services:

Counseling services are available on campus through the University of Nebraska at Omaha Counseling Center in Eppley Administration Building, Room 115, 554-2409. Students are encouraged to use these resources to assist them in their educational, emotional-personal, and social development. The Center provides a professional staff who will assist students in making personal and vocational decisions. Services are provided at no charge to students.

Community counseling is also available through the College of Education-Community Counseling Clinic, a part of the University of Nebraska at Omaha, Department of Counseling. The Clinic is staffed by advanced graduate students counseling under the supervision of UNO Counseling Program Faculty. Confidential sessions are offered for individual, marital, couples and family counseling, related to personal, emotional, general mental health, social, and vocational/career concerns.

Counseling services are free to UNO students. Counseling services are available to community/citizens at reduced Clinic rates: \$10 for individuals and \$15 for couples and/or families.

Afternoon, evening and Saturday appointments are available: Kayser Hall, Room 421, 554-2727.

Learning Resource Center:

The Learning Resource Center, located in Eppley Administration Building, Room 117, 554-2992, provides services for students which will assist them in becoming more independent and efficient learners. The Center offers tutorial services, study skills workshops, and test preparation seminars. The Center has developed materials to help students with the Pre-professional Skills Tests (PPST). Students are strongly encouraged to avail themselves of these services.

Testing Center:

The University of Nebraska at Omaha Testing Center provides a wide array of services to University of Nebraska at Omaha students, faculty, and staff. These services include national exams, placement exams, and vocational, aptitude and interest inventories as well as testing assistance for students with disabilities.

College of Education students register for the Math and English Placement Examinations, as well as the Pre-professional Skills Tests (PPST), at the Testing Center. The center is located in the Eppley Administration Building, Room 113, 554-4800.

Services for Students with Disabilities:

A Special Needs Counselor (SNC) in University Division/Counseling Services is available to provide/coordinate services for qualified students with disabilities, i.e., reasonable academic adjustments, sign language interpreters, alternate print format, note takers, study mentors, use of the testing center, counseling, assistive technology, classroom relocations. Services for Students with disABILITIES (SSd) is committed to providing an equal educational opportunity for enrolled or admitted students who have documented disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The SNC serves as the primary contact person for students wishing to discuss eligibility, policies and procedures, services offered and/or personal concerns. To be considered eligible and to obtain services, the student must provide appropriate documentation (i.e., medical, psychology) regarding their disability. Letters to instructors (delivered by the student) explain any special classroom academic adjustments requested by a student through SSd. Consultations with the SNC may be scheduled at any time throughout the year. For further information, please call the SNC at (402) 554-2872 or stop by the Eppley Administration Building, Room 115, TDD (402) 554-3799.

The 504 ADA Coordinator at UNOmaha is the Vice Chancellor, Student Affairs, 211 Eppley Administration Building, 554-2779.

Student Health Services:

Student Health Services is a primary care unit available free of charge to all students who pay University Program and Facilities Fees (UPFF). Nominal fees may be charged for some laboratory tests. Student Health Services is located in the Milo Bail Student Center and is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Physician appointments are available approximately 20 hours per week including both morning and afternoon appointment times. Preventative health measures are a primary concern and include blood pressure checks, vision tests, and flu shots. Treatment for minor illnesses and accidents, with referrals are also available when necessary. Programming related to alcohol and drug awareness is coordinated through Student Health Services. The telephone number is 554-2374.

Financial Aid:

The University of Nebraska at Omaha provides financial assistance to undergraduate students based on "financial need." This assistance consists of grants, loans, scholarships, and part-time employment which may be offered in various combinations depending on the degree of need. To apply, a student should submit a Free Application for Federal Student Aid (FAFSA) to ACT Student Financial Services, Iowa City, Iowa, by March 1st prior to the academic year for which assistance is needed.

The University of Nebraska at Omaha Office of Financial Aid is located in Eppley Administration Building, Room 103, 554-2327.

Campus Security

The duties and responsibilities of the Campus Security Department are to protect life and property, to patrol buildings and grounds, to enforce traffic and parking rules and regulations and federal and state laws, to investigate criminal offenses, to recover stolen property, to control the University key system, and to provide for the general safety of all persons on campus.

Information concerning several of these areas follows:

Parking and Traffic:

All vehicles parked on the University of Nebraska at Omaha campus must display a valid parking permit. To obtain a permit, present your UNOmaha identification card or proof of class registration at Campus Security Office, located in Eppley Administration Building, Room 100. The *UNO Parking and Traffic Rules and Regulations Handbook* lists the fee schedule and parking lot designation for faculty/staff parking. All vehicle accidents must be reported to Campus Security immediately. After 12:30 p.m., coin operated parking is available in the parking garage.

University Building Keys:

To receive University keys, the employee must obtain authorization from his/her supervisor, make a \$5.00 key deposit and complete an application in the Campus Security Office, Eppley Administration Building, Room 100. Requests for University keys should be made in writing by the department chairperson/school director to Campus Security. Duplication of University keys is not permitted; lost keys should be reported promptly to Campus Security.

Motor Vehicle Services:

Campus Security provides assistance to motorists 24-hours-a-day. These services include jump starting vehicles, opening locked vehicles, and changing a tire in certain situations. These services are for vehicles on campus only.

Campus Escort:

Individuals who are apprehensive about walking alone on campus may contact Campus Security. An officer will escort the individual from one campus location to another.

Operation I.D.:

Employees may check out engraving equipment from the Campus Security Department to mark personal property such as stereo equipment, televisions, and radios. The engraved marks help in the identification of the property if it is lost or stolen.

Office Hours:

Campus Security maintains a dispatcher on duty 24-hours-a-day. Business office hours are 6:00 a.m. to 10:30 p.m. Monday through Friday and 6:00 a.m. to 1:00 p.m. on Saturdays. For additional information call 554-2648. For on-campus emergencies, dial 554-2911.

Safety:

The University of Nebraska at Omaha has great concern for the safety of its employees. It is our goal to provide a safe, healthful environment in which to work and study. In order to reach this goal, employees should realize the importance of safety and practice good, safe work habits in their everyday work. Any unsafe conditions or unsafe acts must be reported to the employee's immediate supervisor as soon as possible in order to achieve prompt correction.

Material Safety Data Sheets (MSDS) are available through the Campus Safety Office for chemicals used on campus.

Training programs are offered throughout the year on a variety of topics. Contact the Safety Office for potential training needs and schedules.

Persons injured during the course of employment should report the incident to their supervisors and to Health Services.

Fire Prevention:

In order to maintain a safe atmosphere at the University of Nebraska at Omaha, all employees can assist in preventing fires. All fire hazards or potential fire hazards should be reported to a supervisor or to Campus Security immediately.

The Omaha Fire Prevention Bureau prohibits the following:

1. Obstructing hallways or stairways.

2.
Blocking fire doors or any doors used for exiting.
3.
The storing of flammable liquids in classrooms, offices, closets, or anywhere that is not approved. All flammable liquids must be stored in an approved storage cabinet or storage room.
4.
The storing of cleaning rags in other than metal containers with self-closing lids.
5.
The unauthorized discharging of fire extinguishers.
6.
The unauthorized silencing or resetting of the fire alarm system.
7.
Any act that may cause the activation of the fire alarm system for no justifiable reason.

Any inquiries regarding fire prevention should be directed to the Campus Safety Office, 554-3596.

Shuttle:

The University of Nebraska at Omaha provides remote parking on the South Campus between the hours of 6:30 a.m. to 10:30 p.m. Monday through Friday when classes are in session during the fall and spring semesters. The hours of operation may change during the summer. The shuttle bus service is provided free of charge and no parking permit is required.

Shuttle buses leave the South Campus and the UNO campus approximately every 15 minutes making stops south of Lot N, along University Drive South, at the three-way intersection south of Lot K along University Drive South, north of the Durham Science Center, north the Milo Bail Student Center, east of Kayser Hall, east of Peter Kiewit Institute (PKI) (circle drive), in Lots 5, 6, and 7, and east of PKI along 67th Street.

The shuttle bus loads/unloads in Lots 5, 6, and 7 on the South Campus.

University Library

The University Library, centrally located on the University of Nebraska at Omaha campus, offers many services to its users and contains materials and facilities for study and research. The collection encompasses approximately 680,636 volumes; 4,300

journal and newspaper subscriptions; 450,000 government documents; 1,500,000 microforms; plus audio and video cassettes and other media. Back issues of periodicals in bound volumes and in microform are maintained. As a partial government documents' depository, the University Library collects most federal and Nebraska state publications. A collection of local documents also is maintained. Nearly all of the Library's collection is on open shelves and is arranged according to the Library of Congress Classification System. Most of the Library's holdings are accessible through an on-line catalog, GENISYS (General Information System). GENISYS is available through terminals in the University Library, via Ethernet, and by modem from remote locations.

University of Nebraska at Omaha students, faculty, and staff may check out university library materials with their University of Nebraska at Omaha identification cards at any of the four University of Nebraska campuses. A reciprocal borrowing agreement also allows anyone with a University of Nebraska at Omaha identification card to check out materials from 30 other Nebraska college and university libraries. Community users may obtain a borrower's card for a small annual fee.

Qualified staff are available to aid students. Reference librarians answer questions at the Reference Desk, assist individual students with their research, and give lectures to classes on the use of the Library in general and on the materials of specific subject areas as requested. The Reference Department also provides on-line data base searching of over 200 data bases on a cost-recovery basis as well as access to CD-ROM data bases. Assistance is available for government documents, reserve materials, and audio-visual and microform material and equipment. When needed material is not available in the University of Nebraska at Omaha collection, the Interlibrary Loan Division can borrow it from other libraries for University of Nebraska at Omaha students and faculty. Handouts with information about the Library's collections and its many services are available on the main floor.

The University Library is open 91 hours per week during the fall and spring semesters. Slightly shorter hours are observed during the summer and intersessions. Study areas include tables, chairs, and individual study carrels. Photocopiers are available on the lower level.

Inclement Weather

Closing:

The decision to close the University because of adverse weather conditions will be made by the Chancellor or his/her designee. Should an inclement weather situation arise during the workday, this decision will be made in consultation with a "Weather Emergency Committee" to be established by the Chancellor. This committee shall have representatives from Public Relations,

Facilities Planning and Management, the Academic Affairs Vice Chancellor's Office, Student Services/Registrar's Office, Personnel, and others as input is required. University Affairs will maintain a current list of news media outlets for public announcement, as well as a recorded message on 554-2255 and an up-to-date announcement on the Web at <http://www.unomaha.edu/News/Weather/>.

The decision and announcement could be one of the following alternatives. Each alternative will include a statement concerning "off-campus" and "evening classes" (defined as those classes beginning at or after 4:00 p.m.) either "including the University evening and off-campus classes" or "with the exception of the University evening and off-campus classes."

1.

"All classes and offices at the University of Nebraska at Omaha will be closed and no one except essential personnel is to report for work."

It is the responsibility of the various department heads and the school director to determine who are the essential personnel, and, if possible, essential personnel should report to work. The number of essential personnel necessary may depend on whether the bad weather occurs during a student vacation period or during the semester. Departments that normally need to have essential personnel on duty are Campus Security, Facilities Management, and KVNO Radio/KYNE-TV. Other departments who identify personnel as essential should contact the Director of Personnel for review. For convenience, KVNO Radio (90.7 FM) will announce the University of Nebraska at Omaha closing information at 6:15 a.m.

2."All classes at the University of Nebraska at Omaha will be closed; however, other business will be conducted as usual. Staff personnel should report for duty."

3."All morning classes at the University of Nebraska at Omaha have been canceled and only essential personnel should report for work. A decision regarding afternoon classes and work schedules will be announced mid-morning and released to the news media so they can help with timely notification. Students, faculty, and staff should take responsibility for listening to local broadcast news media for that update."

4."The University of Nebraska at Omaha will close classes and dismiss staff at (specified time). Essential personnel shall remain on duty or report to work as scheduled."

5."The University of Nebraska at Omaha will be open and all activities will be conducted as usual."

Note: As a matter of policy, some of the Omaha news media will not air school closings.

Tornado Safety

Tornado Watch:

A tornado watch is issued by the Weather Bureau when weather conditions are such that tornadoes are likely to develop. During a tornado watch University business should continue as usual. Campus Security will monitor a radio tuned to a local station.

Tornado Warning:

A tornado warning is issued when a tornado has been sighted. The tornado may have been spotted by any citizen or by Weather Bureau radar. University personnel should seek shelter on receipt of a warning.

Signal:

Civil Defense authorities sound the warning sirens when danger is imminent. The sirens are sounded when a tornado warning is issued for Omaha by the Weather Bureau. All persons should move to a shelter area when the warning sirens are sounded.

Shelter Areas:

Major buildings on campus, except the Field House and residential-type buildings used as offices, should be used when taking shelter. Persons in temporary buildings or in the Field House should go to the nearest major building. Shelter areas are considered to be interior corridors and rooms without windows on the lowest level of the buildings and basements of residential-type buildings. Do not enter boiler rooms or electrical switch-gear areas. In the event of damage, these may be areas of increased danger.

All Clear:

All persons should remain in shelter areas until advised that the danger has passed.

Employee Assistance

The Faculty/Employee Assistance Program's (FEAP's) purpose is to provide cost-free, confidential assessment, referral, and short-term personal counseling services to faculty, staff, and their immediate family members. FEAP counseling services are currently provided by the counselors of the University of Nebraska Medical Center Faculty/Employee Assistance Program.

Common types of issues brought to FEAP counselors include marital/relationship concerns, divorce, addictions, codependency, workplace conflicts, incest/sexual assaults, stress management, grief management, etc.

The FEAP staff also provides the following services:

1. management/supervisory training on FEAP issues
2. crisis counseling/intervention
3. manager/supervisor consultation
4. campus/community education programs

An FEAP counselor is available on the University of Nebraska at Omaha campus two and one-half days per week in Arts and Sciences Hall, Room 339. Appointments may be scheduled by contacting the FEAP Counselor at 554-3120 or by calling the FEAP Office on the University of Nebraska Medical Center campus at 559-5175. FEAP Office hours held on the University of Nebraska at Omaha campus are published regularly in *The Notes*.

Printing and Duplicating Services

University Printing and Duplicating provides a wide range of services which are available to all members of the University community.

Printing and Duplicating provides desktop publishing, printing coordination, quick copy, and bindery services. Information regarding the procedure, cost, and delivery of these services may be obtained at:

- **Printing and Duplicating**
Eppley Administration Building, Room 106
554-3672
Hours: 8:00 a.m. - 5:00 p.m. (Monday - Friday)
- **Duplicating (Copy Center)**
Eppley Administration Building, Room 106
554-3061
Hours: 6:30 a.m. - 5:30 p.m. (Monday - Thursday)
6:30 a.m. - 5:00 p.m. (Friday)

Procedures for duplicating materials for instructional purposes are designated by each department/school. Please refer to page 7 in the Department/School section.

Notary Public Services

Four offices have a Notary Public available to all employees at no cost. These

offices are:

- Information (Eppley Administration Building, Room 119)
- Personnel Services (Eppley Administration Building, Room 205)
- Purchasing (Eppley Administration Building, Room 207)
- College of Education (Kayser Hall, Rooms 233 and 330)

Wellness Stampede

“The Wellness Stampede is UNOmaha’s NEW health promotion program aimed at improving the overall wellness of all faculty, staff and students. The program’s focus is developing knowledge, attitudes and beliefs to change behavior, resulting in a healthier lifestyle. This will be accomplished through a collaborative effort by various groups and organizations on campus with campus recreation, fitness center, student health services, women’s resource center, counseling and environmental safety and security as the primary service providers. The purpose of the Wellness Stampede is for you to play an active role and take ownership in bettering your health and well being.

Part of the Wellness Stampede includes a year round incentive program called Mav Tracks. Mav Tracks encourages you to invest in your health and wellness by providing motivation to improve behaviors. Wellness activities are awarded points, Hoof Prints, and are recorded and turned in each month. Approved activity areas include aerobic fitness, strengthening, stretching, screenings, spiritual pursuits, nutrition and safety. As you accumulate these Hoof Prints, you are on your way to earning excellent prizes like clothing, office accessories, gizmos and a BIG grand prize (yet to be determined). Registration is required to take part in this program. For more details on the Wellness Stampede or Mav Tracks, you may contact Stacie Vainiunas, Graduate Assistant in Fitness/Wellness at 4-3917 or email svainiunas@mail.unomaha.edu or Dave Daniels, Assistant Director of Fitness/Wellness and Instructional Programs at 4-2008 or just stop by HPER 100.”

Multimedia Equipment

Multimedia Technology Services (MTS) provides the following services to faculty, students and staff:

- C Deliver and recover audio/visual and computer equipment to academic courses and other academic/administrative events
- C Technicians to support five Distance Learning rooms
- C Design, install and maintain High Tech Classrooms
- C Set up many live audio events on campus, including sporting events
- C Fix hardware for departments (computers, printers and electronic)

Currently there are forty-three High Tech Classrooms available (permanent installation of technology). These classrooms include the following equipment: Windows or Macintosh computer, connected to a high lumen ceiling projection system, VCR, and sound system. Visual presenters for projecting overhead transparencies, and printed page material are available in the majority of these rooms. Locations of the High Tech Classrooms are:

High Tech Classrooms North Campus

All Wine Hall	301	310	314	403			
Arts & Science Hall		100	101	143	188	216	290306
		384	438				
College of Business		204	206	212	214	218	305
		306	404				
Durham Science Center		110	115	254	285		
Eppley Administration Building				Auditorium			Chancellor's Conference Room
Engineering				229			
Fine Arts Building		017	128	214	218		
Health, Physical Education Recreation		102	206	209	213	215	
International Studies			220D	220E			
Kayser Hall		234	238	339	341	436	442
Library		100H	207				
Performing Arts Center		105	131	239			

High Tech Classrooms South Campus

Peter Kiewit Institute		155	157	252	256	260	261
		263	276	335	359	375	377
		383	387				

Eight to ten technology classrooms are installed each year. MTS has been partnering with colleges to make this happen. MTS goal is to convert virtually every classroom into technology presentation rooms.

Also, MTS provides mobile support services (Smart Carts) for locations that do not have permanent installation. These Smart Carts have computer, projector, VCR and sound system. Other items available for checkout include VHS playback, video cameras, and slide projectors.

Please refer to page 11 in the Department/School section.

Milo Bail Student Center

The Reservations & Event Planning Office is responsible for the non-academic scheduling of any available campus building and/or grounds. Reservations are made on a first-come, first-served basis by contacting the Administrative Offices, second floor, of the Milo Bail Student Center, 554-2383. Our office can assist you with setup and audio visual needs, and put you in touch with Food Services for any Catering.

APPENDIX I - KNOWLEDGE BASE

APPENDIX II -

**POLICY FOR RESPONSIBLE USE OF UNIVERSITY COMPUTERS AND INFORMATION
SYSTEMS**