



GUIDELINES

FOR

PART-TIME

FACULTY

## NEW EMPLOYEE INFORMATION

New employee information and how to get started with essential services and resources is available at: <http://www.bradley.edu/offices/business/humanresources/newemployee/>

# THE UNIVERSITY

## A. ORGANIZATION AND ADMINISTRATION

### 1. Introduction

A standard for quality education was established for Bradley when its founder, Mrs. Lydia Moss Bradley, recruited the service of William Rainey Harper to assume the Presidency of the Faculty of Bradley Institute at the time of its founding in 1897. Dr. Harper, who was then the President of the University of Chicago, was one of the outstanding educators of his day, and his emphasis on a quality faculty and a concern for the individual student established standards for the institution.

Through the first 23 years of its existence, from 1897 to 1920, Bradley served as a four-year prep school (Lower Academy) and a two-year junior college (Higher Academy). In 1920, the decision was made to develop Bradley Polytechnic Institute into a small, four-year college, and the Lower Academy was dropped. The Higher Academy was expanded to offer the baccalaureate degree.

Bradley University assumed its present form in 1946, when the booming post-war enrollment encouraged the Trustees and the administration to transform the institution into a medium sized university, divided into various colleges and schools and adding a graduate program to the curriculum. Prior to the war period, Bradley enrollment had always remained at the 1,000 level, but the influx of students and the resulting change of offerings brought about an enrollment of 5,000 students after the war.

Throughout these changes the institution has maintained Mrs. Bradley's original goal that it remain "non-partisan, non-sectarian and independent". And through the years it has continued to attract a high quality faculty dedicated to excellence in teaching.

### 2. University Administration

The President is the chief administrative officer of the University and has primary administrative responsibility for the conduct of the University activities as delegated by the Board of Trustees. All University matters requiring action by the Board of Trustees are brought to its attention by the President.

**The officers of administration who report directly to the President of the University are the Provost and Senior Vice President for Academic Affairs, Senior Vice President for Business Affairs, Vice President for Advancement, Vice President for Student Affairs, and the Director of Athletics.**

In the President's absence, the Provost and Senior Vice President for Academic Affairs acts on behalf of the President.

In the colleges, the deans are the chief administrative officers and report directly to the Provost and Senior Vice President for Academic Affairs.

Bradley University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools

230 N. LaSalle St., Ste. 7-500

Chicago, IL 60604-1411

(312)-263-4560

<http://www.ncahlc.org>

Bradley also has a number of select undergraduate and graduate programs that are accredited by the following:

- AACSB International – The Association to Advance Collegiate Schools of Business
- American Chemical Society
- American Council for Construction Education
- American Council on the Teaching of Foreign Languages (ACTFL)
- Association for Childhood Education International (ACEI)
- Commission for Accreditation for Dietetic Education (CADE)
- Commission on Accreditation in Physical Therapy Education (CAPTE)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Commission on Collegiate Nursing Education (CCNE)
- Council for Exceptional Children (CEC)
- Council on Social Work Education (CSWE)
- Educational Leadership Constituent Council (ELCC)
- Engineering Accreditation Commission and the Technology Accreditation Commission (ABET), <http://www.abet.org>
- National Association for the Education of Young Children (NAEYC)
- National Association of Schools of Art and Design (NASAD)
- National Association of Schools of Music (NASM)
- National Association of Schools of Theatre (NAST)
- National Council for Accreditation of Teacher Education (NCATE)
- National Council for the Social Studies (NCSS)
- National Council of Teachers of Mathematics (NCTM)
- National Science Teachers Association (NSTA)

## B. UNIVERSITY ACADEMIC ORGANIZATION

### FOSTER COLLEGE OF BUSINESS

Department of Accounting	Department of Finance
Department of Economics	Department of Management & Leadership
Department of Entrepreneurship, Technology, and Law	Department of Marketing

### SLANE COLLEGE OF COMMUNICATIONS AND FINE ARTS

Department of Art	Department of Music
Department of Communication	Department of Theatre Arts
Department of Interactive Media	

### COLLEGE OF EDUCATION AND HEALTH SCIENCES

Department of Family and Consumer Sciences	Department of Nursing
Department of Education, Counseling and Leadership	Department of Physical Therapy

### CATERPILLAR COLLEGE OF ENGINEERING AND TECHNOLOGY

Department of Civil Engineering and Construction	Department of Industrial and Manufacturing Engineering and Technology
Department of Electrical & Computer Engineering	
Department of Mechanical Engineering	

### COLLEGE OF LIBERAL ARTS AND SCIENCES

Department of Biology	Department of Political Science
Department of Chemistry Biochemistry	Department of Psychology
Department of Computer Science & Information Systems	Department of Philosophy & Religious Studies
Department of English	Department of Sociology, Social Work & Criminology
Department of History	Department of World Languages & Cultures
Department of Mathematics	
Department of Physics	

### GRADUATE SCHOOL

## C. BRADLEY UNIVERSITY – Its Vision and Mission

### **Our Vision**

The leader in student engagement.

### **Our Mission**

Bradley University empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation, liberal arts and sciences, and co-curricular experiences. Alongside our dedication to students, we embrace the generation, application, and interpretation of knowledge.

### **Core Values**

At the heart of Bradley University is a community built upon the valued relationships we find in each other as students, staff, faculty, administrators and alumni. At the core of these relationships are the values of student success, knowledge and discovery, inclusiveness and connectivity, and excellence.

#### **Student Success**

We are a community that ensures student access to an individualized learning experience. This is characterized by broad opportunities for students to marry their passions and skills, by innovative academic programming, and by an exceptional level of engagement between students, staff and faculty, such that all students acquire the skills and dispositions essential to purposeful and productive living.

#### **Knowledge and Discovery**

We are a community that prioritizes academic excellence by nurturing critical inquiry, research, creativity and technical skills development. We work collaboratively to engage learners in high-impact practices, in scholarship, and in leadership development opportunities in order to foster lives of purpose and advance a better world.

#### **Inclusiveness and Connectivity**

We are a community that strives to contribute meaningfully to understanding and resolving the problems around us. By embracing servant leadership, purposeful civil discourse, and an inclusive identity whereby we understand that our differences are our strengths, we lend our passions and knowledge to build valued relationships with local, regional and global partners.

#### **Excellence**

We are a dynamic community committed to the continuous pursuit of excellence. As individuals, as units and across campus, we welcome mutual accountability and are strengthened by our shared, collaborative efforts to ensure that we are each exceptional and passionate stewards of Bradley University.

## II. PART-TIME FACULTY DUTIES & RESPONSIBILITIES

### A. STATEMENT ON FACULTY ETHICS

PROFESSORS, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it, and to this end they devote their energies to developing and improving their scholarly competence. Accepting the obligation to exercise self-knowledge, they practice intellectual honesty. Although they may follow subsidiary interests, these interests never seriously hamper or compromise their freedom of inquiry.

AS TEACHERS, professors encourage the free pursuit of learning in their students, holding before them the best scholarly standards of the discipline. They demonstrate respect for students as individuals. Adhering to their proper role as intellectual guides and counselors, they make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects true merit. They respect the confidential nature of the relationship between professor and student, avoid any exploitation of students for private advantage, and acknowledge significant assistance from students. They protect students' academic freedom.

AS COLLEAGUES, professors have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others, acknowledge academic debts, and strive to be objective in professional judgment of colleagues. They accept their share of faculty responsibility for the governance of their institution.

AS MEMBERS OF THEIR INSTITUTION, professors seek above all to be effective teachers and scholars. They comply with federal, state, and local laws and regulations applicable to the institution and its operations. Although they observe the stated regulations of the institution, provided those do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work done outside the institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

AS MEMBERS OF THEIR COMMUNITY, professors have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of responsibilities to the subject, to students, to the profession, and to the institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for the college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

AS ADMINISTRATORS, professors practice intellectual honesty. In the exchange of criticism of ideas, they show due respect for the opinions of others. They do not make false charges against other faculty members.

## B. TEACHING POLICIES & PROCEDURES

### 1. Introduction

Regulations pertaining to academic matters for undergraduate students are published semiannually in the SCHEDULE OF CLASSES, a copy of which is available to each student and faculty member online at <http://www.bradley.edu/classes/> before the start of the semester, and in the UNDERGRADUATE CATALOG. In addition, the SCHEDULE OF CLASSES contains the semester calendar and the course offerings. Regulations concerning graduate students are published in the GRADUATE CATALOG and the UNDERGRADUATE CATALOG. Faculty members are urged to familiarize themselves with all academic rules and regulations. If you need current copies of these publications, contact your department chairperson.

There are several regulations that are cited in this section in addition to, or are expansions of, regulations found in the publications noted above.

### 2. Registrar's Office

The Registrar's Office serves the campus community in the areas of academic records and registration. Students should contact this office if they need information concerning class schedules, academic regulations, registration, grade reporting, evaluation of transfer work for current students, permanent scholastic records, transcripts of credit, graduation and certification of academic program for campus offices or for off campus agencies.

Students, faculty, and advisors may also visit the Registrar's Office web site at <http://www.bradley.edu/registrar/> for other helpful information.

### 3. Selection of Textbooks

All orders for textbooks and instructions to discontinue textbooks are placed through the department chairperson. If you have a question about the textbook to be used for your class, please contact your chairperson.

### 4. Class Rosters

Official class rosters are available on the web via *AcInquire* as soon as students begin to register. Up to the minute rosters are available on the web at <http://acinqire.bradley.edu> and should be checked carefully and periodically throughout the semester.

If a student is attending class and does not appear on the roster, the student's name should be reported to the Registrar's Office. Any student who attempts to attend a class without being listed on the class roster in *AcInquire* should be prohibited from attending, until the Registrar's Office notifies the instructor on record of the student's course registration.

If a student's name is on a class roster and that student has not attended class by the end of the third full week of classes, the student's name should be reported to the Registrar's Office.

Students whose names appear on the official grade roster in *AcInquire* are the only ones for whom grades will be accepted, and a grade must be reported for each student whose name is on the final grade roster.

## **5. Procedures for Changing Class Schedules**

Once a student has registered for even a single class section, changes to that schedule (additions and deletions) may be made by the student using the web registration system *Webster*. Detailed instructions on the way to accomplish these changes are included in the section of the online SCHEDULE OF CLASSES that describes the online registration system.

## **6. Policies Governing Adding and Deleting Classes**

Students may cancel their registrations in any classes up to the end of the second full week of classes. These registrations will not be part of the permanent record. During the third through the twelfth week of classes, all courses dropped will be recorded on the permanent record with the indication of "W" (withdrawn) together with the date. After the twelfth week of classes, the dean of the college in the student's major field of study may, in cases of extreme hardship, authorize a student to withdraw from one or more, or all, courses. This action will be recorded on the student's permanent record with the grade of "W" together with the withdrawal date.

No classes may be added after the first full week of classes except by special permission of the dean of the college in which the course is taught. No classes may be added to the student's schedule and no registration is permitted after the second full week of classes.

Do not offer to change a student's registration (drop, add, or section change) on a student's behalf. Each student is required to drop and add his/her own courses using *Webster* or by requesting reserve card assistance from a departmental representative with access to *AcInquire*. If the student missed the course add deadline, the student must initiate and follow through with a Late Add Request.

## **7. Absence from Classes**

If it is necessary for a faculty member to be absent from class for reasons other than emergencies, prior approval must be secured from the department chairperson and the

dean of the college, and satisfactory arrangements must be made for the performance of the regular duties of the faculty member during the absence.

If the absence is extended and is due to illness, salary will continue in accordance with current University policy. This policy does not apply to the summer contractual obligation. Absences due to illness, injury or personal reasons will be processed as deductions from summer compensation.

Classes should begin promptly and should meet for the full scheduled time.

The policy of absences for students is as follows:

Every student is expected to attend all classes regularly. Each student is responsible for all work contained in the course even in case of absences caused by circumstances beyond the control of the student. In cases of absence, provisions for make-up work, insofar as make-up work is possible, may be made by the instructor if acceptable reason for the absence is presented.

The grade in any given course will, therefore, ordinarily depend upon the amount and quality of the work done in the course. Absence will affect the grade insofar as the quality of the work is affected. Reasons for absence are presented to the instructor by the student.

This is the all University policy regarding absences. Consult the policy of each college or department for further details.

## **8. Absence Reports**

Absence from classes frequently signals that a student is developing academic or personal problems. If the faculty member becomes aware of unusual absence of any student, the faculty member should notify that student's academic advisor; or for students living on campus, the Executive Director of Residential Living and Leadership; or for students living off campus, the Executive Director of Student Involvement. The Director of Counseling will contact the student, indicate the concern of the faculty member, and inquire if assistance is needed. If it is more convenient, you may want to contact your chairperson instead.

A consistent and accurate report is important for other reasons. For example, any overpayment to a veteran who is enrolled but not attending classes must be repaid to the Veteran's Administration by Bradley University. A change of visa status may be necessary for international students who are not attending class.

## **9. Grading Standards and Practices**

Grades in individual courses, should reflect achievement in the subject matter in accordance with the standards of the course.

Instructors shall inform students of standards for the course, the basis for judgment in grading, and the weight of each criterion in the assessment of the final grade. The standards of grading shall remain constant throughout the semester. Each student has the right to know where he or she stands in each course at periodic intervals throughout the semester. Any work submitted for evaluation should be assessed and returned promptly.

## 10. Grade Point System

The grading system of the University is based on the following:

	Honor points per semester hour
A--High Competence .....	4
B--Competence .....	3
C--Minimum Competence .....	2
D--Limited or Incomplete Competence .....	1
F--Inadequate Competence for Credit .....	0
IN--Instructor lacks sufficient evidence to award a letter grade	
IP--Work in progress. Graduate level and certain departmentally approved undergraduate courses. Research work (theses, reading courses, special research, problems) carried over more than one semester.	
I--Permanent Incomplete	
P--Pass--Non-Credit courses and certain courses approved for Pass/Fail	
S--Satisfactory--Non-Credit courses	
U--Unsatisfactory--Non-Credit courses	
W--Official Withdrawal	
X--Successful Audit	
UX--Unsuccessful Audit	

Grade Point Average is determined by dividing honor points by semester hours.

Only work registered through Bradley University is used in calculation of Grade Point Averages. Effective Fall 2005, audited courses will appear on the transcript with a grade of “X” (successful audit) or “UX” (unsuccessful audit). The audited class will not be used in grade point calculations or in determining full-time enrollment. P, IN, IP, and W's are not considered in calculating the Grade Point Average. For repeated courses, the last grade and credits earned shall be the only ones used in the calculation of Grade Point Averages for undergraduate students. This policy also became effective for graduate students with Summer Session I 2015. Credit earned by proficiency examination (CLEP, AP, IB, etc.) is not used in the calculation of Grade Point Average.

## **11. Mid-Term Grades**

Faculty assigns midterm grades by using *AcInquire*. Grade rosters are available online as early as the first day of the term. Midterm grades are due during the 8th week of classes (excluding Spring break) with the exact dates to be found in the online SCHEDULE OF CLASSES. Midterm grades are collected during the Fall and Spring terms only. All students have electronic access to their midterm and final grades via *Webster*.

Mid-term grades are provided to give the students an indication of their progress and are not officially recorded on permanent records.

## **12. Course Evaluations**

Toward the end of each semester, students are provided an opportunity to evaluate each course in which they are enrolled. Specific procedures for the evaluation process vary from college to college. Contact your chairperson for more specific information on course evaluations.

## **13. Final Examinations**

The dates for final examinations are listed in the online SCHEDULE OF CLASSES. Regular examination periods are two hours in length. Examinations are held in classrooms in which the classes regularly meet at the time indicated unless other arrangements are made in advance through the Office of the Registrar. Final examinations for individual members of a class are not permitted before the scheduled class examinations.

In case a class is entirely laboratory, the first hour of meeting determines the examination period. In case of lecture and laboratory, the lecture hour determines the examination period.

Final examinations shall be given according to the schedule arranged. All final examinations will be given in accordance with the schedule. If in any class a semester examination is not given, the class must meet for regular class work at the examination time.

A call will be issued through the Registrar's and Deans' offices for requests from the faculty members to hold combined final examinations. Special periods are set aside during the regular examination period for combined examinations.

More than two final examinations in any one day of the final examination period shall entitle the student to petition the Dean to have the final examinations in excess of two in one day shifted to some other day of the final examination period which is mutually convenient for both the student and the faculty member involved. See the online Schedule of Classes for priorities on rescheduled exams.

## 14. Final Grades

Final grades for all students are due in *AcInquire* no later than 10:00 a.m. the Saturday following the last examination scheduled for Fall and Spring semesters. Due to the pressure of processing grades at the end of the semester, no exceptions can be made to this deadline time.

At the end of the semester, a grade must be filed with the Registrar's Office for each student who is officially registered for the class at the time (whether or not the student has been in regular attendance). Grades must be submitted on *AcInquire* at <http://acinquire.bradley.edu>.

A report of final grades will be available to students on *Webster* shortly after the end of the semester. The issuing of grades to students by instructors by means of letters, Sakai, verbally, etc., is at the discretion of individual instructors, provided extreme care is exercised to insure accuracy and confidentiality. This practice is seldom necessary, however, because of the speed with which the official grades are available to the students on *Webster*, Sakai is suggested as a means for informing students of grades on course assignments and individual tests. However, grades need to be officially submitted via *AcInquire*.

All examinations, term papers, themes, etc., which are not returned to the student by the instructor must be kept for at least two semesters from the close of the semester in which the work was done.

If an error is made in submitting a final grade to the Registrar's Office which the faculty member wishes to rectify later, a request for such correction must be approved by the department chairperson, the dean of the college, and the Provost. Requests for grade changes must be processed and routed online via the Change in Final Semester Grade form that is available within the Registrar section in Docsoup. Grade change requests should be made as quickly as possible, preferably not more than one week after the grade has been reported. All completed grade change request forms must be submitted and processed no later than four weeks before the end of the next regular semester.

## 15. Incompletes

"IN" is the symbol used when the instructor lacks sufficient evidence to award a letter grade. The purpose of an "IN" is to provide the time necessary for a student to complete course work which, through no fault of the student, was not completed in the normal time allowed. Reasonable time necessary for completion is decided by the student and the faculty member teaching the course. The "IN", once assigned, remains on the official academic record upon conversion to a grade or permanent "I".

The "IN" should not be mistakenly considered as an incentive for the faculty to recommend or for students to believe that this extension permits students merely to retake courses, or to extend the time for the completion of the prescribed work beyond

the end of the semester of enrollment, as a means of removing the "Incomplete".

At the time the "IN" is assigned, the instructor must file with his division director or department chairperson a copy of the contract specifying what must be done to complete the "IN" and the date by which the "IN" must be converted. An "IN" must be converted no later than four weeks before the end of the next regular semester in which the student is enrolled or the Registrar will record a permanent "I". If the instructor does not submit a letter grade by the specified deadline, the "I" will remain permanently upon the student's record and may not thereafter be removed. Under unusual circumstances, the student may be granted an extension to the end of the semester with the approval of the instructor involved, provided that the request was received prior to the normal deadline for the removal of Incompletes.

## **16. Convocations**

Undergraduate Commencement convocations are held each Fall and Spring on the Saturday following the close of the final exam period. Please refer to the online academic calendar for exact dates of Commencement exercises.

## **17. Fall and Spring Recess**

During the Fall semester, two half week recesses occur: the first (Fall recess) in October, and the second during the week of Thanksgiving. The Spring recess occurs during the middle of the Spring semester. (See the Academic Calendar for precise dates of a given year.)

## **18. Cheating**

According to Senate rules, all occasions of academic dishonesty must be reported to the Director of Residential Living and Leadership, together with a statement of the penalty imposed by the faculty member. If, in the opinion of the Director of Residential Living and Leadership, other problems of a personal or an emotional nature are present, a referral to the Center for Student Development and Health Services will be made.

Cheating is officially defined as giving or attempting to give, or obtaining or attempting to obtain, information relative to an examination or other work that the student is expected to do alone and not in collaboration with others, or the use of material or information restricted by the instructor. Each instructor will indicate beforehand work that may be done in collaboration with other students.

A "Zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned on a final examination to any student cheating on a final examination. An "F" shall also be assigned as the course grade to any student cheating on a comprehensive final examination.

Note that plagiarism is treated as cheating.

## C. DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs' mission is to connect and prepare students through co-curricular learning and extracurricular engagement to foster student success. Alongside our commitment to students, we embrace collaboration with our university and community partners.

We foster a commitment to the University's core values of student success, knowledge and discovery, inclusiveness and connectivity, and excellence. The environment shaped by Student Affairs provides opportunities for the intentional development of the whole student, encompassing experiences beyond the classroom and addressing the complexity of the myriad environments they may face. Our goal is to ensure an enriched environment for learning, personal growth, and positive outcomes for our students.

### **DIVERSITY AND INCLUSION**

203 Garrett Center  
(309) 677-2646

Located in the Romeo B. Garrett Cultural Center (824 North Duryea Place across from Williams Hall), houses the Office of Diversity and Inclusion (ODI). Diversity and Inclusion functions to meet the various needs of students from historically underrepresented backgrounds—including students who are ethnically diverse, first generation, low income, and/or are a part of the LGBTQ+ community. The Center serves as a meeting place for students and community groups as well as a place for social and cultural events. It also has access to computers for students to use, as well as an auditorium on the first level for programming. Named in honor of the late professor emeritus of sociology, Dr. Romeo B. Garrett, the Center is open every day during the regular academic year.

### **HEALTH SERVICES/COUNSELING CENTER**

101 Markin Center  
(309) 677-2700

Student Health Services is an outpatient clinic that provides service to enrolled Bradley students who experience health problems. Students are assisted through advisement, treatment, consultations with health providers, and referral for extended treatment if necessary. While there is no charge for most on-site treatment, services provided through referral to outside agencies are charged by that care provider and are the student's financial responsibility. The Center's qualified staff of physicians, psychiatrist, counselors, and nurses is located in modern treatment offices in the Markin Center. They provide a point-of-entry for all university students to receive health care both at the Center and in the Peoria community. Professional counselors and supportive staff are trained to work with Bradley students in their growth and total development—social, emotional, intellectual, physical, spiritual, and occupational—as well as the environment in which they live.

Personal growth and development issues of adjustment to college, relationship concerns, alcohol and substance abuse, anxiety and stress management, communication skills, eating disorders, assertiveness, and lifestyle choices are some of the issues addressed by the counselors. Visits

are confidential and free for Bradley students. The Center is open during the school year 8:00 a.m.-12:30 p.m. and 1:30-4:30 p.m., Monday-Friday. The Center is open limited hours during breaks and regular summer school sessions. Students are seen on an appointment basis. At times when the Health Center is closed, patients are referred to the afterhours number, 677-3200, which connects to OSF St. Francis Phone Nurses Triage.

In addition to regular medical services, Health Services also offers special men's and women's clinics during the regular academic year. All students are required to have a student health form on file at Health Services before registering. To avoid penalties and delays in registering, return the completed health form and then verify through Health Services that it has been received and is complete.

*Immunization Requirement:* To comply with Illinois State law, all students registering for classes for the first time in a four-year college must show proof of proper immunization or titer showing immunity to measles, mumps, rubella, tetanus, diphtheria, and meningitis

### **Counseling Center**

Counseling is located in the lower level of Markin Recreation Center, Room 52. Students may bring their student ID with them to access the lower level. Counseling is staffed by a psychiatrist and professional counselors. Students may receive an assessment and therapy for disorders such as depression, anxiety, eating disorders, addictions, and relationship concerns. Visits are confidential and free for Bradley students who have paid the health fee. Contact Health Services at 677-2700 to make a counseling appointment. A nurse will speak directly with the student to gain information about the needed services & acuity of the problem. The student will be scheduled with a counselor or with the psychiatrist or physician based upon the presenting concerns.

## **OFF-CAMPUS PROPERTIES**

### **St. James Apartment Complex**

St. James Apartments at Bradley University is university owned, off-campus housing. Aside from being a Bradley University student, qualified individuals must be 20 years of age by September 1 of the current school year for the lease year the individual is applying. The 17-building complex offers spacious one to four-bedroom apartments. Just a short distance (.3 miles) off campus, all units come fully furnished, including dishwasher, full-sized refrigerator and electric stove. Laundry facilities are located in each building. All utilities are provided, including internet service connected to the university's network. St. James Apartments also includes 24-hour emergency maintenance and roommate matching in their four-bedroom apartments.

Inquiries can be made by contacting:

Off-Campus Properties

Bradley University

1103 W. Main Street

Peoria, IL 61606

(309) 677-2100

stjamesinfo@fsmail.bradley.edu  
[www.bradley.edu/stjames](http://www.bradley.edu/stjames)

### **Main Street Commons**

Main Street Commons, is a five story, 184-bed, amenity-rich student housing development located just one block from campus. Independently-owned, this student housing development offers the following amenities for each unit: individual leases, fully furnished, private bathroom for each bedroom, fully-applianced kitchen with dishwasher, washer/dryer in each unit, 32" flat screen television, Wi-Fi, study/TV lounge, a multi-layered security system, elevator service, 24-hour fitness center, 24-hour emergency maintenance, tanning facilities, and enclosed parking available. The facility is open to Sophomores, Juniors and Seniors (co-ed living optional) with two and three bedroom units available. Submit your application to Live at Main today!

Inquiries can be made by contacting:  
Main Street Commons  
1109 W Main Street  
Peoria, IL 61606  
(309) 673-4585  
info@liveatmain.com  
www.liveatmain.com

Students living off campus may eat in any residence hall on the same program that residence hall student's use. Two meal plan options are available. Additional information can be found at <https://www.bradley.edu/sites/quickcard/meals/commuternon-residential/index.dot>

### **RESIDENTIAL LIVING & STUDENT CONDUCT**

111 Sisson Hall  
(309) 677-3218

Residential Living and Student Conduct is responsible for the general welfare of residence hall students at Bradley University, particularly concerning their out-of-class activities and living environment. This office interacts with all segments of the University including students, faculty, administrators, parents, and the community.

The Student Conduct System is responsible for protecting the rights of the University and the individual student through the University Standards of Conduct.

### **SMITH CAREER CENTER**

Burgess Hall  
(309) 677-3510

The Bradley University Smith Career Center empowers students to achieve positive career outcomes through career development, experiential education, and learning opportunities. We partner in this work with stakeholders who benefit from the skills and talents of our students and alumni.

With the help of the Smith Career Center students and alumni can explore and define career options, develop job search strategies, obtain career-related work experience and identify and connect with prospective employers. The Center provides individual career advisement, job search workshops, extensive web-based career resources, a targeted internship & full-time employment database, several job fairs, a graduate/professional school fair, and campus interviews with prospective employers.

The Smith Career Center and the Springer Center for Internships also administer Bradley's centralized co-operative education and internship program. Through internships, cooperative education, and summer or part-time employment, students have opportunities for professional development which integrate classroom theory with supervised work experience.

Several hundred employers visit the Bradley campus each year to talk with our students, participate in job fairs and conduct interviews with candidates. Employers are eager to hire Bradley students and graduates because of the many skills and talents that were developed during their years at Bradley.

## **STUDENT INVOLVEMENT**

120 Markin Center  
(309) 677-2890

- Campus Recreation and Athletic Facilities
- Event Services
- Student Activities
  - Fraternity and Sorority Life
  - Lewis J. Burger Center for Leadership and Service
- Campus Programming
- Student Government
- Student Organizations

Student Involvement provides a cohesive plan of programs, activities, events and services designed to respond to the cultural, social, physical, and recreational needs of all students enrolled at Bradley. Opportunities for leadership and group development are provided for students to learn new skills, broaden their abilities, and manage their organizational activities. Communication between faculty, administration, students, and staff will be encouraged as a means to promote a well-informed campus community regarding student activities and government.

## **CAMPUS RECREATION AND ATHLETIC FACILITIES**

Campus Recreation provides a variety of programs to meet the recreational needs of all students. The Markin Family Student Recreation Center is a multi-use indoor facility. The center provides opportunities for intramural events, sports and fitness classes, and unscheduled, informal activity. It has exercise and fitness equipment, an indoor pool, two racquetball courts, a rock climbing wall that stands 46 feet, a bouldering wall, a Multi-Activity Court (MAC court), a 1/8-mile running/walking track, and a juice bar. It has four basketball courts for intramural and recreational games and a championship court, which seats about 300 and will be used for, among

other things, hosting championship intramural events. The intramural sports calendar includes 25 different events.

Outdoor recreational opportunities exist at the David Markin Tennis Courts and the Meinen Field outdoor recreation complex, which houses 21/2 basketball courts and a multi-sport field where soccer, softball, flag football, and a variety of other activities occur.

Campus Recreation also offers a variety of club sports students can participate in. Some of the most popular are men's ice hockey, men's and women's volleyball, men's and women's soccer, softball, and ultimate frisbee among many others.

Athletic Facilities provides facility management to the Renaissance Coliseum, Markin Tennis Courts, and Meinen Field. With a capacity of 4,200, the Renaissance Coliseum is home to some of Bradley University's largest events, including concerts, women's basketball and volleyball, commencements, and other special events. Past concerts have featured Weezer, Wiz Khalifa, The Band Perry, and Macklemore & Ryan Lewis. Students receive free or discounted tickets to most events.

## **EVENT SERVICES**

Event Services is responsible for scheduling and reserving rooms in most buildings on campus, including the Michel Student Center, Global Communications Center, and academic buildings other than the labs.

## **STUDENT ACTIVITIES OFFICE**

28 Student Center  
(309) 677-3050

The Student Activities Office provides support and oversight for student organizations. Maintains Student Organization Handbook. Advises student organizations on the Student Activities Budget. Review Committee policies, procedures, and assists with purchasing. Signs contracts on behalf of student organizations who receive funding.

## **FRATERNITY AND SORORITY LIFE**

Fraternity and Sorority Life is comprised of over 1400 students, representing 33% of the undergraduate population. Bradley is the home to 27 fraternity and sorority chapters, which are represented by 3 governing councils.

## **THE LEWIS J. BURGER CENTER FOR LEADERSHIP AND SERVICE**

The Burger Center represents the University's commitment to educate and prepare our students for civic responsibility to become committed leaders for the 21st century. By involving our students in a myriad of service activities and leadership seminars, the Center benefits not only Bradley students, but the Central Illinois Community and our society. The Center promotes service and leadership among the Bradley student body. It provides opportunities for students to be involved in community service and leadership activities and promotes the incorporation of a service component into the curriculum where appropriate.

The Center has three main services:

- Volunteer Services: The Center provides students with resources and programs that make volunteering accessible, including volunteer placement, Service on Saturday events
- Leadership Development Programs: Through the Braves Lead certificate program, LINCS Leadership Trainings, and a variety of leadership-based campus organizations, the Center provides students with a multitude of ways to develop their skills and increase their effectiveness as a leader; and Student Leadership
- Service Fellows Program: This scholarship-based program accepts 15 incoming freshmen students annually and strives to instill lifelong leadership skills and civic responsibility in its members through a comprehensive four-year experience.

The Lewis J. Burger Center is home to student organizations including Fellows, SERVE, LINCS and facilitates programs such as Service on Saturday, [volunteer.bradley.edu](http://volunteer.bradley.edu), philanthropy drives, and Braves Lead certificate program. In addition, the Center provides information on a wide range of peer advising, service-learning initiatives and leadership opportunities throughout the United States.

### **CAMPUS PROGRAMMING**

The Student Activities Office provides a number of programming opportunities for students and the campus community including programming by ACBU, Late Night BU, Get Fit Stay Fit and signature events like Family Weekend and Siblings Weekend.

### **STUDENT GOVERNMENT**

Student Government organizations provide leadership opportunities for students to participate in the governing process of the University, particularly as it relates to student concerns and welfare.

### **STUDENT ORGANIZATIONS**

The Student Activities Office maintains a master calendar of events, coordinates reservations for campus grounds and the Michel Student Center foyer, and approves fundraising requests. For a complete list of recognized student organizations, please visit [bradley.edu/sao](http://bradley.edu/sao).

### **STUDENT SUPPORT SERVICES**

103 Sisson Hall (309) 677-3910

- Students with Bereavement Issues or Emergencies
- Violations of Title IX (sexual assault, sexual misconduct)
- Student Withdrawal from University
- Parents Association and Parents' Board
- Academic Success Center
- Orientation
- Student Access Services

Student Support Services is designed to offer guidance to students in times of need. Our mission is to provide personal attention and resources to students as they work to achieve their academic and personal goals. Student Support Services serves as a major link between academic and student affairs striving to improve student retention through positive communication and relationships with students, faculty, staff, and families. We will help students find the necessary information or resources so they may have a personally rewarding education at Bradley University.

## **ACADEMIC SUCCESS CENTER**

320 Library  
(309) 677-2416

The Academic Success Center strengthens comprehensive learning, enhances retention, and promotes student success by providing academic support services to Bradley students. The programs provided include:

### **Academic Advisement**

Academic Advisement at Bradley is decentralized, meaning that all students are assigned a faculty advisor in the major they are currently declared in, including the Academic Exploration Program. If a student changes their major, they will be assigned a new academic advisor. Advisors help students to define academic and career goals, provide course planning assistance, clarification of academic policies and regulations, and provide awareness and guidance to those interested in studying abroad or in registering an internship for credit with the Smith Career Center. Students should feel comfortable contacting their academic advisor not only during registration periods, but all year long. We also provide online resources to aid students in the advising and registration process. The Academic Success Center offers supplemental advising to all students who may need help deciding on specific courses for all-university degree requirements and offers support to faculty advisors with any questions they may have about academic policies and requirements.

### **Academic Exploration Program (AEP)**

The Academic Exploration Program (AEP) helps students with undecided majors and undeclared majors (exploratory students) identify and pursue their academic and professional goals. Through a combination of instruction, reflection and exposure, students gain the experience and confidence to declare a major and succeed professionally. The key to success in the Academic Exploration Program rests with the student-academic advisor relationship. Each student in AEP is assigned an advisor, with whom they will spend time in the classroom and in one-on-one advising within the first semester. The award-winning academic advisement in AEP is integrated throughout the AEP curriculum and helps students select the major and career path that's best for them through the lens of whole student development.

### **Academic Coaching**

Students experiencing challenges that are causing academic difficulty (poor time management, test anxiety or inadequate test-taking strategies, low reading comprehension, etc.) can meet with an ASC staff member to create a learning improvement plan and to identify strategies to improve their likelihood of academic success.

### **AEP 115: Learning Enhancement Strategies Seminar**

The Learning Enhancement Seminar (AEP 115) is for University program students to ensure they have the college-level study skills necessary to be successful at Bradley.

### **Turning Point Retention Program**

Many students experience some form of academic difficulty during their college career. At Bradley, students whose difficulty has resulted in academic probation are required to participate in the Turning Point Program (TPP). The Turning Point Program's mission is to assist first-time probation students as they work to regain good academic standing. Program participants complete an online course that helps students understand what academic probation is and how it might affect them academically and financially. TPP Coaches are available to meet with students to discuss topics around student success, academic advisement, course registration and academic planning.

### **Tutoring**

The Academic Success Center and select academic departments provide free drop-in tutoring. Schedules for all free tutoring services provided across campus are provided on the ASC website.

### **University Program (UNV)**

The University Program (UNV) helps students get started at Bradley on the right track by ensuring appropriate academic advisement and goal-setting for major(s) of interest. Students in University Program majors will be assigned an advisor in their college or a professional advisor and will spend time outside of their traditional classes working toward developing habits that enhance academic success and identifying major options that align with students' interests, skills, and goals.

## **ORIENTATION**

141 Sisson Hall  
(309) 677-2420

Freshmen Orientation will give students the necessary tools to deal with a wide range of emotions as they begin their "college career" at Bradley University. Orientation is a necessary introduction to college life and to the challenges and opportunities, students will encounter. Because of its importance, it is required that first year students attend one 2-1/2 day sessions offered during the summer. During Orientation, students will meet other students through social activities, register for fall semester classes, become familiar with campus and learn about campus life, and participate in "team orientated" events.

## **STUDENT ACCESS SERVICES**

100 Heitz Hall  
(309)677-3654

The Office of Student Access Services (SAS) is committed to the fulfillment of equal educational opportunity, academic freedom and human dignity for students with disabilities.

The SAS exists to provide reasonable and appropriate accommodations for qualified students with documented disabilities, to assist students in self-advocacy, to educate the Bradley community about disabilities, and ensure compliance with federal and state law.

### III. GENERAL POLICIES

#### A. CONFIDENTIAL STUDENT DATA

Bradley University considers important a meaningful policy regarding the information which becomes a part of a student's permanent educational record, the student's financial aid and asset information, and that of the student's spouse (where applicable) and of the student's parents, and governance of the condition of its disclosure. This policy reflects a reasonable balance between the obligation of the University for the growth and welfare of the student and its responsibilities to society.

Students control outside access to their education records including requests for information from their parents, spouses and other family members. Bradley University will make every endeavor to keep the student's record confidential and out of the hands of those who would use it for other than legitimate purposes. All faculty members, administrators, and staff must respect the confidentiality of information about students and their families. Disclosure of such information should be limited to legitimate educational purposes, and in particular, must conform to the guidelines and procedures published on the Registrar's Office website or through the link in each issue of the SCHEDULE OF CLASSES. The listed procedures accord with the Family Educational Rights and Privacy Act of 1974.

There may be conditions such as unmet financial obligations, violations of non-academic regulations, etc., under which Bradley University will not release grade reports, transcripts, certifications, diplomas or other information about a student.

A review of FERPA is required before *AcInquire* access is granted. See <http://www.bradley.edu/registrar/ferpa/> for more detailed FERPA information.

Students may allow third parties access to certain parts of their academic record (including grades, holds, schedule, addresses, etc.) using a system called *Sentry*. The student may set up this access by logging into *Webster* and selecting *Other/Third Party Access*.

#### B. UNIVERSITY STUDENT ACADEMIC GRIEVANCE POLICY

Please visit the undergraduate catalog for information on this topic:  
[www.bradley.edu/academic/undergradcat/20162017/overview-argrievance.dot](http://www.bradley.edu/academic/undergradcat/20162017/overview-argrievance.dot)

## C. FACULTY STATEMENT ON CAMPUS DISSENT

The following statement, endorsed by the University Senate, reflects the philosophical stance regarding protest and grievance:

The common and primary commitment of the faculty of Bradley University is the respect for the following rights:

The right of all to search for truth and knowledge without obstruction or restraint.

The right of all to attempt to persuade by reasonable discourse or peaceful processes.

The right of all to form conclusions based on full and free exploration, exposition and discussion.

Therefore, be it resolved:

Deliberately violent, obstructive or disruptive actions of groups or individuals which are prejudicial to these rights and destructive to the pursuit of learning to which the faculty is dedicated are unacceptable forms of behavior and stand condemned. This position in no way limits the right of peaceful dissent or legal protest.

At the same time, the faculty dedicates itself anew to the establishment and maintenance of an atmosphere conducive to the search for truth, justice, and dignity for all on the Bradley University campus, in the community, and in the nation.

## D. STATEMENTS ON DISCRIMINATION AND HARASSMENT/SEXUAL HARASSMENT

### **Discrimination**

Bradley University is committed to a policy of non-discrimination and the promotion of equal opportunities for all persons regardless of age, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, gender identity and expression or veteran status. The university is also committed to compliance with all applicable laws regarding non-discrimination, harassment and affirmative action.

### **Age**

Bradley University will not refuse to hire or terminate any individual or otherwise discriminate against any individual because of such individual's age. Federal and state

laws provide restrictions on the hiring of individuals below certain age levels.

### **Veterans**

Bradley University will not discriminate against disabled veterans, veterans of the Vietnam era or veterans with an unfavorable military discharge as defined in the Illinois Human Rights Act.

### **Gender**

Bradley University is committed to providing a positive work environment for all employees free from gender discrimination. Gender discrimination is defined as an action that results in different treatment to anyone based on gender. This policy applies to all phases of employment, including but not limited to hiring, training, promotion, compensation, benefits and termination.

### **Handicap/Disability**

No qualified handicapped/disabled person shall, on the basis of handicap/disability (with reasonable accommodation on the University's part) be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under programs, activities or employment. A handicapped/disabled person is defined as one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

### **National Origin**

National origin discrimination is defined broadly as including, but not limited to, the denial of equal employment opportunity because of an individual's, or his/her ancestors' place of origin; or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

The University will not discriminate in its programs, use of its facilities or any employment practice because of the national origin of an individual or group.

### **Racial**

Bradley University reaffirms the principle that its employees and students have a right to be free from racist actions in the form of racial discrimination by any member of the University community or by any unfair or inappropriate treatment accorded as a result of one's race or ethnic background.

Racial discrimination is defined as different treatment of members of underrepresented groups as a result of race. Decisions and actions based upon race or ethnic considerations have no place in the University community.

Bradley University does not tolerate discrimination and commits its efforts to educate its students and staff that the understanding of and sensitivity to this issue is paramount in the world both inside and outside the University. This policy applies to all phases of

employment, including, but not limited to, hiring, training, promotion, compensation, benefits and termination.

### **Religious**

The University will not discriminate in its programs, use of facilities or any employment practices because of religion or religious practices of an individual or group. The University will make reasonable accommodation (those accommodations that would not result in undue hardship in the operation of University business) for religious orientations. Bradley University reaffirms the principle that students and employees have a right to be free from harassing or discriminatory behavior by any member of the University community or by any unfair or inappropriate treatment accorded as a result of one's religion.

### **Sexual Orientation**

Illinois State Law (Senate Bill 3186), prohibits discrimination against an individual because of his/her sexual orientation. The University will not seek information regarding a person's sexual orientation, and shall not keep any record of such orientation, with the exception of application materials for domestic partner health insurance coverage. Sexual orientation as defined in the Illinois Human Rights Act will not be a factor in decisions concerning employment status.

Employees in the University community seeking redress in any of the above areas should contact the Human Resource Department (239 Sisson Hall, Ext. 3223) or use the established University grievance process.

It is the policy of Bradley University to provide a workplace for every employee and a campus for all students which are free from sexual harassment. Sexual harassment in the work environment and sexual harassment in higher education are civil rights violations under Illinois law.

Individuals seeking redress or information to clarify University policy should contact the Human Resource Department, EEO/AA office (Sisson Hall, Ext. 3223). Students may contact the Executive Director of Residential Living and Leadership (Sisson Hall, Ext. 2428) or the Coordinator of the Campus Sexual Harassment and Sexual Assault Program (Sisson Hall, Ext. 3218).

Any individual who feels that a racial discrimination or sexual harassment complaint did not receive prompt and equitable response through these offices should contact the Provost's Office, (employees) 205 Swords Hall, Ext. 3152 or the Vice President for Student Affairs, (students) 100 Sisson Hall, Ext. 3148.

For further information on Bradley University's faculty sexual harassment policy, please refer to the [Faculty Handbook](#).

## **HARASSMENT/SEXUAL HARASSMENT**

### **Harassment**

Bradley University reaffirms the principle that its students and employees have a right to work in an environment free from harassment. Bradley University does not tolerate harassment and commits its efforts to educate its students and staff that the understanding of and sensitivity to this issue is paramount in the world both inside and outside the University.

Harassment is any verbal or physical conduct that denigrates or shows hostility toward an employee because of the employee's race, ethnicity, national origin, disability, age, gender, sexual orientation, unfavorable military discharge, military status or other basis which may be protected by applicable law. Harassment occurs when such conduct has the purpose or effect of interfering with an employee's work performance, creating a hostile or offensive work or educational environment or otherwise adversely affecting an employee's employment opportunities.

Harassment includes epithets, slurs, negative stereotyping, insulting or degrading words or actions. Harassment also includes threatening, intimidating or violent acts directed against an employee. Harassment may result from the use of written or graphic materials, such as cartoons or jokes.

Bradley University is committed to providing and maintaining a work environment free from all forms of harassment. For that reason, Bradley University does not and will not tolerate harassment. Employees in the University community who feel they have been the victims of harassment are encouraged to seek redress through the Human Resource Department (239 Sisson Hall, Ext. 3223) or the established University grievance process.

### **Sexual Harassment**

Bradley University reaffirms the principle that its students and employees have a right to work in an environment free from sexual harassment. Bradley University does not tolerate sexual harassment and commits its efforts to educate its students and staff that the understanding of and sensitivity to this issue is paramount in the world both inside and outside the University.

Sexual harassment is any verbal or physical conduct that denigrates, threatens, or shows hostility toward another employee because of that employee's gender. Males or females may commit sexual harassment. Victims of sexual harassment may be of the same or opposite sex. Sexual harassment may occur in any employment, student/teacher or student/employer relationship.

Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature, without regard to whether submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, performance appraisal, wages, advancement, assigned duties,

shifts or any other condition of employment or career development. Such actions may also constitute sexual harassment without regard to whether such conduct may interfere with an individual's work performance or create an intimidating, hostile or offensive work or educational environment.

Verbal or physical conduct need not be of a sexual nature to constitute sexual harassment. Hostile conduct motivated by gender may be sexual harassment.

In all cases, sexual harassment undermines the integrity of the University and is not tolerated.

Employees in the University community who feel they have been the victims of sexual harassment are expected to seek redress through the established University grievance process or the Human Resource Department. Employees seeking redress or information should contact the Human Resource Department (239 Sisson Hall, Ext. 3223).

### **Policy on Sexual Harassment**

It is the policy of Bradley University to provide a workplace for every employee and a campus for all students which are free from sexual harassment. Sexual harassment in the work environment and sexual harassment in higher education are civil rights violations under Illinois law.

### **Definitions**

In the work environment, "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

### **Description of Sexual Harassment**

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used include conduct which has the effect of humiliation, embarrassment or discomfort. Examples of verbal conduct which may have such an effect include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits. Examples of non-verbal conduct which may have such an effect include: suggestive or insulting sounds, obscene gestures, display of foul or obscene printed or visual material. Examples of physical conduct which may have such an effect include: sexual touching, patting or pinching of a sexual nature, intentional brushing of the body, coerced sexual intercourse, and sexual assault.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the above definitions. In listing these examples, we do not intend to infringe on academic freedom nor discourage discussion of controversial issues.

### **Retaliation Protection**

It is also a civil rights violation under Illinois law for a person, or two or more persons, to conspire, to retaliate against a person because he or she has opposed conduct which he or she reasonably and in good faith believes to be unlawful sexual harassment in employment or sexual harassment in higher education, or because he or she has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

### **Bradley's Internal Procedures for Sexual Harassment Complaints**

Prevention of harassment must begin at an early stage in the occurrences. It should begin with the affected employee indicating clearly that the conduct is unwelcome and request it cease.

Failing in the first step, the next step is for the employee to make a complaint to the offending person's supervisor or Bradley's AA/EEO Officer. The supervisor or AA/EEO Officer shall act promptly to investigate and take appropriate action to prevent further occurrences and advise the complainant of the appropriate mechanism for complaint resolution.

Sexual harassment complaints may be informally resolved. If the informal process is unsuccessful, formal resolution is achieved by means of the appropriate grievance policy.

Penalties for substantiated sexual harassment of any kind include the full range of discipline available under Bradley's policies from a reprimand to immediate termination. The penalty in a given case will depend on all relevant facts and circumstances.

### **Procedures Available Through the Illinois Department of Human Rights and the Illinois Human Rights Commission**

In addition to Bradley's internal procedures set forth above, the Illinois Human Rights Act provides formal procedures for the filing, investigation, and adjudication of sexual harassment complaints. In the event Bradley's internal procedures prove unsatisfactory, any employee with a complaint of sexual harassment may initiate charges under the Illinois Human Rights Act by contacting the Illinois Department of Human Rights (IDHR) or the Illinois Human Rights Commission at the offices of such agencies, located in Chicago and Springfield. The Springfield addresses are:

Illinois Department of Human Rights 222  
S. College, Room 101A Springfield, IL  
62704  
Telephone: (217) 785-5100

Illinois Human Rights Commission  
Stratton Building, Room 404 Springfield,  
Illinois 62706  
Telephone: (217) 785-4350

Under the Act, a charge must be filed with the IDHR within 180 days of the alleged unlawful conduct, which, after IDHR investigation, may result in adjudication before the Illinois Human Rights Commission. Further details on this process may be obtained from the IDHR or the Illinois Human Rights Commission.

#### E. BRADLEY UNIVERSITY GENERAL EQUAL

#### OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

Bradley University is committed to a policy of non-discrimination and the promotion of equal opportunities for all persons regardless of age, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, gender identity and expression, or veteran status. The University also is committed to compliance with all applicable laws regarding non-discrimination, harassment and affirmative action.

#### F. NON-SMOKING POLICY

The Smoke Free Illinois Act mandates Illinois facilities are smoke free with very few exceptions. The Act also prohibits outdoor smoking within a minimum distance of 15 feet from building entrances, exits, windows that open and ventilation intakes. Smoking is also prohibited in any University owned vehicle. Outdoor cigarette receptacles have been removed from all areas where smoking is prohibited as stated above. "No Smoking" signs are posted at all entrances, exits and throughout all University buildings as required by the Act. The Smoke Free Illinois Act is in effect 24/7 and as a result smoking is not permitted in the above referenced areas at any time.

Academic and business administrators shall be responsible for ensuring that the non-smoking policy is upheld in their individual colleges, departments, and offices.

Employees who become aware of any violations of Bradley University's Non-smoking Policy and the Smoke Free Illinois Act should immediately notify the Human Resource Department at Ext. 3223.

## IV. BENEFITS FOR PART-TIME FACULTY

### A. STIPEND INFORMATION AND FRINGE BENEFITS

#### 1. Faculty Appointments

- a. Part-time faculty appointments are made on a semester basis and are determined by the expected demand for courses and need for faculty members with particular expertise. They are not tenure track appointments and are contingent on final departmental enrollments. The title of Affiliate Instructor will be assigned to the appointee, unless special rank, e.g. Emeritus, has been granted.
- b. Recommendations for appointment are made by the chairperson through the dean to the Provost and Senior Vice President for Academic Affairs. A letter confirming the anticipated teaching assignment will be sent to the appointee from the Provost.

#### 2. Stipend Checks

New employees must complete an I-9 form, W-4 forms, and EFT form in the Payroll Office in Sisson Hall, Room 207. Stipend checks for part-time faculty members are mailed to the person's home address on or about the first of each month. Electronic fund transfers are available for directly depositing payroll checks. The electronic check stubs can be viewed on the Bradley Website, under MyBU.

Summer School faculty will be paid on the last Friday of each summer session.

Fall Semester Payment Schedule:

October 1  
November 1  
November 27  
December 23

Spring Semester Payment Schedule:

February 28  
April 1  
May 1  
June 1

#### 3. Payroll Benefits

Bradley University participates in the Social Security Program providing retirement, disability or death benefits and in the Worker's Compensation and Unemployment Compensation programs.

#### **4. Employment Eligibility Verification Forms**

The new Immigration Reform and Control Act of 1986 requires employers to obtain from each person evidence showing that he or she is authorized to work in the United States. Upon arrival on campus, all part-time faculty members will report to the Payroll Office in Sisson Hall, Room 207, and must provide an original, unexpired document that establishes identity and employment authorization for completion of the I-9 document. Please refer to the table below for a list of acceptable documents. One item out of list A will satisfy the certification of the form; or one item out of list B and one item out of list C will satisfy the certification. A social security card must also be presented for payroll purposes.

All documents presented must be originals, not photocopies. These documents must be presented within three days after arriving on campus at the beginning of the fall or spring semester or interim or summer session so that the University remains in compliance with federal law. Arrangements can be made if someone cannot get to campus during regular business hours.

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

## **5. Tuition Provision for Part-Time Faculty**

Part-time faculty members, their spouses and dependents may receive remission of tuition on the basis of one hour of undergraduate credit for each semester hour taught, and one hour of graduate credit for each two semester hours taught. The privilege of accumulating tuition remission credit will commence after a part-time faculty member has taught nine semester hours. (Taxable because of its discriminatory nature.)

- a. No application fees shall be required for those who are eligible for tuition remission.
- b. Any and all exceptions to these regulations must have the approval of the President. In order that registration may be processed promptly, any request for exception should be made in ample time for consideration to be given before the applicant appears for registration.
- c. A Tuition Remission Application form must be completed and documentation of dependency provided. The dependent(s) of the employee who qualifies for admission to Bradley University is a natural child, adopted child, stepchild, or legal ward of an eligible employee who was claimed as a dependent on the employee's most recent federal tax return. Otherwise eligible children of eligible employees not claimed on the employee's most recent federal tax return due to divorce or legal separation agreements are considered eligible dependents.
- d. The Financial Assistance Office may request the participant to present the employee's BU QuickCard ID in order to verify eligibility.
- e. The above procedure is applicable each session of school and applies only to courses offered on campus.
- f. The Division of Continuing Education and Professional Development may permit Bradley employees, spouses and dependents to attend noncredit community service courses, institutes, seminars or extension courses at reduced rates.

## V. MISCELLANEOUS INFORMATION

### A. SERVICES AVAILABLE TO THE PART-TIME FACULTY

#### 1. **I.D. Cards**

BU QuickCard ID pictures for the Faculty-Staff are taken in Swords Hall, Room 103, from 8:00 a.m. through 5:00 p.m. Monday through Friday. You may submit a photo to have your Bradley ID pre-printed. More information is available at <http://www.bradley.edu/sites/quickcard/photo-submission>. You must have a valid Government issued photo ID to receive a Bradley QuickCard. The QuickCard serves as a Bradley library card, access to buildings on campus, proof of employment for check cashing, discounts and other services on campus. It may also be used as a debit card when a QuickCash account is opened.

#### 2. **Bradley University Bookstore**

The Bradley University Bookstore is managed by Barnes and Noble College, as a service to Bradley University students, faculty, staff and the community. A portion of all purchases at the Bookstore goes to support Bradley University.

In addition to textbooks and school supplies, the Bookstore stocks greeting cards, Bradley emblematic clothing and gifts, snacks, soda, a selection of general reading books including National Campus Bestsellers and campus authors.

The Bookstore offers faculty, staff, and their dependents a 10% discount on most merchandise. Exceptions include, but are not limited to magazines, class rings, graduation cap & gowns, food items, textbook rentals, e-books and discounted merchandise.

To receive a discount on adopted textbooks, you need to present your Bradley University ID and your current class schedule to the cashier prior to the sale. Dependents must also provide their own Bradley University ID, class schedule, and the faculty or staff member's Bradley University ID prior to the sale. For all other discounts, you need to present your Bradley University ID prior to the sale. Abuse of this policy may result in the individual loss of discount privileges.

Textbook adoption orders for classes should be given to the Bookstore and/or the administrative assistant for your department. Textbook adoptions may also be submitted using the Faculty Enlight website at: <http://www.facultyenlight.com/?storeNbr=550>

For information on obtaining desk copies, please contact the Bookstore. In emergency situations desk copies may be taken out on loan, but must be replaced with an unmarked and salable copy prior to the end of the semester or as soon as your copy arrives from the publisher. Desk copies must be signed out on a Bradley University requisition or paid and

later refunded when you receive your book from the publisher.

**Bookstore Contact Information:**

Phone: (309) 677-2320

Fax: (309) 677-3709

Website: <http://bradley.bncollege.com>

**Location:**

830 N. Elmwood

Peoria, IL 61625

Paul Kroenke

Store Manager

(309) 677-2320

[pkroenke@fsmail.bradley.edu](mailto:pkroenke@fsmail.bradley.edu)

Leigh Ann Fox

Assistant Manager

(309) 677-2319

[lafox@fsmail.bradley.edu](mailto:lafox@fsmail.bradley.edu)

### 3. Mail Service

Mail is picked up from the main Peoria Post Office at 7:00 a.m. First and second class mail is sorted and distributed to the various buildings at approximately 9:30 a.m. and 1:30 p.m. Interdepartmental campus mail is picked up and delivered concurrently.

Outgoing mail is delivered to the Peoria Post Office at approximately 3:00 p.m. All outgoing mail should be in the Mail Room by 2:30 p.m. All outgoing mail is handled through the Mail Room in Macmillan Hall. All postage is charged back to the department for billing. For large bulk mailings, a call can be made to Ext. 3211 for a special pickup. All outgoing mail needs a departmental account number.

Check with your chairperson to determine where University mail for part-time faculty members is delivered.

### 4. Telephone Service

Bradley owns and operates its own telephone system. All equipment and wiring is Bradley University property. Modifications to telephone wiring or equipment may be performed only by authorized staff of Information Technology (IT).

To call another campus extension, dial the party's 4-digit campus number. To place a local call, dial "9" and then the seven digit number. For long distance calls, dial 9-1 and then the number. All University employees with a campus extension have access to voice mail.

A campus online directory is available from the main Bradley Web page ([www.bradley.edu](http://www.bradley.edu)).

Documentation on phone usage and system features is located on the Bradley website by going to the A-Z index listed under Communication and Engineering Services, or Networking and Communication Systems. To open a telephone work order, or report a service problem, call the HelpDesk at Ext. 2964.

## **5. Check Cashing Service**

Personal checks may be cashed at the Controller's Office Cashiers' windows located on the main floor of Swords Hall between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. You must present your BU QuickCard to cash checks up to a maximum of \$250. A \$25.00 fee is charged if the check is returned by the bank for any reason. Second party checks are not acceptable for cashing. Bradley University payroll checks can also be cashed.

## **6. Notary Services**

Notary Services are available in the Controller's Office located at 103 Swords Hall and in the Vice President for Legal Affairs & General Counsel's Office located at 203 Swords Hall. This service is available without charge Monday through Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.

## **7. Lost and Found Property**

Lost or found articles in a building should be taken to the main office within that building. Offices receiving property will notify the Bradley University Police Department immediately so those owners may be located. After five (5) business days, found items that go unclaimed should be sent to the Bradley University Police Department.

Articles lost or found on the University grounds should be taken to the Bradley University Police Department in the Campustown Shopping Center, 1200 West Main Street, Unit D. (309-677-2000 or *Ext. 2000*).

## **8. Vehicle Registration and Parking**

Parking permits for part-time faculty are available for purchase online at [www.bradley.edu/parking](http://www.bradley.edu/parking) on or after your start date with the University. A BUNetID and login credentials are necessary to purchase a faculty/staff permit. Please allow two business days after purchasing a permit for processing time and permit distribution or pickup. Purchase of parking permit will allow part-time faculty to park in any open blue or yellow lined parking spaces in campus surface lots or any open spaces in the Main Street Parking Deck located on the corner of Maplewood and Main.

Part-time faculty are strongly encouraged to review the complete parking regulations which are available online at [www.bradley.edu/parking](http://www.bradley.edu/parking). If a parking citation is received, payment can be made online at [www.bradley.edu/parking](http://www.bradley.edu/parking), in person at Cashier windows, or mailed to Controller's Office, Swords Hall, 1501 W. Bradley Ave., Peoria, IL 61625.

Questions regarding parking can be made to 677-2227. Option #1 will direct one to the Cashier Windows – Controller’s Office to address parking permit questions and Option #2 will direct one to General Services to address parking citation questions.

## **9. Bradley University Police Department**

The Bradley University Police Department (“BUPD”) officers are commissioned by the State of Illinois, have full law enforcement and arrest powers, and are graduates of a State of Illinois certified police academy. All officers have received training in police work, emergency medical procedures, first aid and cardiopulmonary resuscitation (CPR). The BUPD officers conduct foot, bike and vehicular patrols of the campus and residence halls and are on duty 24 hours a day, 365 days a year. The BUPD officers have authority to apprehend and arrest anyone involved in illegal acts on or off campus. If the offense is committed by a Bradley student, officers may refer the individual to the Student Judicial System. The BUPD provide police services for Bradley owned on- and off-campus student residences, fraternity and sorority residences, and the near off-campus areas.

The BUPD also is a part of the Peoria County 9-1-1 Emergency System. The BUPD shares jurisdiction of the campus with the Peoria County Sheriff's Department and the Peoria Police Department; maintaining close working relationships with those agencies as well as the Illinois State Police. The BUPD maintains Memorandum of Understandings with both the Peoria County Sheriff's Department and the Peoria Police Department providing the BUPD with full law enforcement powers in both jurisdictions.

### **Mission Statement**

We are committed to working in partnership with Bradley University’s students, faculty, staff, and community members utilizing a community-oriented policing approach focusing on proactive patrols and innovative outreach. We will promote public safety and crime prevention through education and enforcement. We will safeguard life and property, preserve the peace, prevent and detect crime, and enforce the law, while protecting the rights of all citizens in order to promote a safe living environment, a positive learning experience, and an enhanced quality of life.

### **Where is the BUPD office?**

The Bradley University Police Department is located in the Campustown shopping center at the intersection of St. James and University.

### **How do I contact the BUPD?**

The non-emergency telephone number is 309-677-2000. The administrative telephone number is 309-677-1002.

### **What hours does the Bradley University Police Department operate?**

Bradley University Police Officers and dispatchers are on duty 24 hours a day throughout the year, including holidays.



**What are the Bradley University Police Department patrol boundaries?**

The BUPD generally patrols east to Sheridan Rd., south to Moss Ave., west to Western Ave., and north to Columbia Terrace. However, the BUPD does have full jurisdiction and arrest powers in both the City of Peoria and Peoria County.

**If stopped by a Peoria Police Officer on campus, do I have to obey him/her, or may I request a Bradley University Police Officer?**

You do have to obey a Peoria Police Officer, either on or off campus. You may request a Bradley University Police Officer, but it is the discretion of the Peoria Police Officer to call one.

**Will the BUPD “jump” my car battery?**

The BUPD has jumper cables and pop starter units which we will use to assist with getting your vehicle started. There is no fee for these services. A Bradley University ID or other picture ID is required.

**Will the BUPD help me get my keys out of a locked car?**

The policy is generally yes, but due to newer vehicle locking systems, there are no guarantees. If BUPD cannot unlock your vehicle, the BUPD dispatch center has a list of vendors who can assist. These vendors typically charge a fee for their services.

**Do I need a permit to park on campus?**

Yes. All faculty, staff, and students are required to have a parking decal to park in the University lots and/or decks. However, there are also a number of locations in and around campus where visitors can park. *Questions regarding parking and permits can be obtained from the Parking Department at 309-677-2227.*

**Where is the Lost and Found located?**

Each building has a lost and found area in their main office. Each office holds property for a short time before it is turned in to the Bradley University Police Department.

**Student Patrol & Hilltop Safety Cruisers**

The Bradley University Police Department offers two services in which students, faculty and staff may be escorted within the Bradley patrol area (between the areas of Moss Avenue to Columbia Terrace and Western Avenue to Sheridan Road).

Student Patrol

The Student Patrol, operated by trained student employees outfitted in reflective vests and equipped with flashlights and two-way radios, provides walking escorts for students, faculty and staff to travel safely on and within close proximity to campus. A valid Bradley ID card must be presented at the time of service. To request the service, call (309) 677-2800. When not providing escorts, the Student Patrol conducts foot patrols of the campus and immediate area. The Student Patrol operates on Thursdays, Fridays and Saturdays between 7 p.m. and 3 a.m. when school is in session during the fall and spring semesters.

### Hilltop Safety Cruisers

The Hilltop Safety Cruisers, operated by trained student employees driving uniquely marked Bradley vans, provide shuttle transports for students, faculty and staff to travel safely from place to place between the areas of Moss Avenue to Columbia Terrace and Western Avenue to Sheridan Road. A valid Bradley ID card is required to utilize this service. To request the service, call (309) 677-2800 or flag down the vans.

Safety escorts provided by Bradley Police Department officers are available 24 hours a day and can be obtained by calling (309) 677-2000.



### **General Emergency Preparedness**

- Familiarize yourself with evacuation procedures for your building. Emergency Evacuation/Tornado Shelter maps are posted on the walls of all buildings.
- Know where fire extinguishers are located in your building.
- Each academic and administrative unit should determine an assembly point outside of your building in the event of a building evacuation.

### **Faculty and Administrative Staff Responsibility**

In the event that a fire alarm sounds or you are warned that there is a fire, all persons are required under state law to exit the building immediately. Failure to evacuate is a criminal offense. Persons in charge of a facility (including faculty teaching classes) are responsible for evacuating their area, and may be held personally liable for a failure to evacuate.

In the event of a tornado warning siren, persons in charge of a facility (including faculty teaching classes) are responsible for evacuating their areas to a designated severe weather shelter area. Each building has a designated severe weather shelter area. These locations can be found on the Emergency Evacuation/Tornado Shelter maps found on the walls of the buildings.

### **Emergency Alert General Instructions**

When emergency alert is received stop classes or work. Provide for safety of all those in your area. Follow specific procedures below.

- **Take Shelter**  
Go to basement or interior hallway and close doors. Refer to shelter location maps in hallways. Stay away from windows. Get under table or desk. Wait for all-clear.
- **Evacuate**  
Exit the building via stairwells. Refer to evacuation route maps in hallways. Go to pre-arranged meeting place.
- **Shelter-in-place**  
Select interior rooms with few windows or vents. Close doors and windows.

Stay in place. Wait for all-clear.

- **Lock down**

Get into a room. Lock or block door. Shut off lights. Lock windows. Stay out of sight. Wait for further instructions.

### **Classroom Alerts Policy**

Effective August 26, 2008, all faculty or staff must:

1. Keep their cell phones on while in class, or;
2. If they don't have a cell phone, designate a student to keep his/her cell phone active.

These phones must be registered with the University text messaging system to receive emergency alerts. Phones can be on vibrate in class as long as they can receive a text message. If you have not done so already, you can register at the Bradley website <https://mybu.bradley.edu/>.

This policy is being instituted so that every classroom in every building will have access to the University text messaging system whenever a class is in session. The emergency text messaging system will be used when there is a danger to the campus or to test the system.

If you have any questions regarding this policy, please contact your Dean.

**Go to the BUPD webpage for more information:**

<http://www.bradley.edu/police/>

## 10. Dining Facilities

The University's dining facilities are located in the Michel Student Center Food Court & Center Court Bistro. Service hours may vary during the academic year breaks and holidays. The options will include Chick-fil-A, Marketplace Deli, Tossed, Moe's, 85 Acre Grill, OPA!, and Simply Wrapped.

	<u>Monday – Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<b>Michel Student Center</b>				
Chick-fil-A	7:30 am – 9:00 pm	7:30 am – 9:00 pm	10:30 am – 9:00 pm	Closed
Moe's	10:30 am – 12:00 am	10:30 am – 12:00 am	10:30am – 12:00 am	1:00 pm – 12:00 am
Mktplace Deli	10:30 am – 12:00 am	10:30 am – 12:00 am	10:30am – 12:00 am	1:00 pm – 12:00 am
Tossed	10:30 am – 9:00 pm	10:30 am – 9:00 pm	10:30 am – 9:00 pm	1:00 pm – 9:00 pm
P.O.D.	7:30 am – 12:00 am	7:30 am – 12:00 am	9:00 am – 12:00 am	1:00 pm – 12:00 am
<b>Center Court (Williams Hall)</b>				
85 Acre Grill/ OPA!	10:30 am – 10:00 pm	10:30 am – 10:00 pm	Closed	4:00 pm – 10:00 pm
Simply Wrapped	10:30 am – 10:00 pm	10:30 am – 10:00 pm	Closed	4:00 pm – 10:00 pm
<b>Stacks Café (Library)</b>				
	9:00 am – 11:00 pm	9:00 am – 3:00 pm	Closed	5:00 pm – 11:00 pm
<b>Jerry's Juice Bar (Markin Recreation Center)</b>				
	7:30 am – 8:00 pm	7:30 am – 3:00 pm	Closed	Closed
<b>Geisert Dining Hall</b>				
	7:15 am – 8:00 pm	7:15 am – 6:30 pm	8:30 am – 4:00 pm 5:00 pm – 6:30 pm	8:30 am – 4:00 pm 5:00 pm – 6:30 pm
<b>Williams Dining Hall</b>				
	11:00 am – 1:30 pm 4:45 pm – 7:00 pm	11:00 am – 1:30 pm	Closed	Closed

## **1. Robert H. Michel Student Center**

The Michel Student Center has a Food Court, P.O.D. Convenience Store, ballroom, meeting rooms, and an auditorium.

Direct bus service to ISU, Joliet Mall and O'Hare or Midway Airport is offered at a discount price. The bus leaves the Michel Student Center four times a day Monday through Wednesday, five times on Thursday and Friday, and four times on Saturday and Sunday. Tickets for the bus are purchased directly from the bus drivers or online.

Faculty and staff employees can rent rooms in the Michel Student Center with complete banquet facilities for personal use at reduced rates. Please contact Event Services at Ext. 3054.

## **11. Scout**

Bradley's student newspaper, created and distributed by students, is available every Friday during the academic year throughout the campus. The Scout offers journalism and non-journalism majors the opportunity to work, inform, entertain, and provoke.

## A. CULLOM-DAVIS LIBRARY

The Library provides information resources and services that the University community requires for its academic, professional and instructional objectives. The Library is a member of the Resources Across Illinois Library System (RAILS) and Consortium of Academic and Research Libraries in Illinois (CARLI/I-Share). I-Share provides an online catalog and circulation system which includes Bradley's holdings and those of 91 other academic libraries in Illinois. In addition to direct borrowing available through I-Share, Bradley faculty and staff can obtain material through traditional interlibrary loan. As a participant in Worldcat, an international computerized union catalog, the Library has ready access to millions of items in 72,000 libraries in 170 countries and territories. Requests for interlibrary loans can be made through the Library web page via ILLIAD (<https://dewey.bradley.edu/illiad/>) or at the Info Desk. In addition, a document delivery service for items in our collection is available to faculty and staff. We'll find the book or copy the article you want and deliver it to your office. Send your request via e-mail to [document@bradley.edu](mailto:document@bradley.edu), call Ext. 3550, or go to Online Request Forms on the Library home page.

In addition to paper resources, the Library subscribes to numerous electronic resources which are available to you, both on and off campus, with your BUNetID. This includes not only journals but also subject specific and multidisciplinary databases, and reference materials. For journals the Library does not own, we have joined GetItNow which provides articles from member publishers to the desktop. The Library also provides access to numerous e-books through a variety of services.

The Library is a secure building and an ID is required to enter. Your BU QuickCard provides access by either swiping or patting the access panel. If you forget your BU ID, you will be required to show an alternative picture ID, such as a driver's license, and Library staff will verify your status. With the exception of children under high school age, every individual entering the library must have an ID. For more information, please see written policy at <https://www.bradley.edu/academic/lib/aboutus/policies/building.dot>

The Library's resources and reference services can be used for personal needs as well. The BU QuickCard serves as the Library card for faculty and staff members. Family members of staff may also be eligible for borrowing privileges both on-campus and at most other RAILS libraries. Ask for details at the Library Circulation Desk.

For more information refer to the Library's web page <https://www.bradley.edu/library/>

## B. Learning Design and Technology (LDT)

Faculty members using technology in their teaching and work can receive support from Learning Design and Technology and the IT Service Desk. The IT Service Desk provides a single point of contact for questions or needs and can route you to the appropriate person who can for classroom support, technical support, or help with learning tools. The Service Desk is located on the main floor of the Library and is staffed approximately 90 hours per week on average. Call 309-677-2964 for answers to your technology questions or to open a service request. You may also email the desk at [itservicedesk@bradley.edu](mailto:itservicedesk@bradley.edu) or fill out a ticket using the Online Support Portal (<https://corona.bradley.edu/>).

Faculty and staff accounts (“BUNetID” and email address) will be created automatically for new employees. Bradley uses G Suite for Education (Google) for electronic mail, calendaring, document sharing and storage, and more. You will log into your Bradley-provided email account at [fsmail.bradley.edu](mailto:fsmail.bradley.edu) with any web browser, and your email address will be in this format: yourBUNetID@fsmail.bradley.edu. You will use the same BUNetID and password to access our portal system, MyBU ([mybu.bradley.edu](http://mybu.bradley.edu)), to change your password, and access other services. You will also use these credentials to log into Sakai, our learning management system (LMS) at [sakai.bradley.edu](http://sakai.bradley.edu).

The University offers a comprehensive array of technologies for teaching and learning:

- **Classroom Technology** (<http://www.bradley.edu/ldt>) is available in approximately 85% of Bradley classrooms at varying levels. Classroom technology may include laptop and device connectivity, document camera, DVD player, Blu-Ray player, lecture capture, interactive whiteboard, and annotation tools.
- **Sakai** learning management system (<https://sakai.bradley.edu>) is a secure environment for online teaching and learning. Course sites are automatically created once the first student enrolls and rosters are updated daily.
- **Panopto** (<http://www.bradley.edu/ldt>) is a video platform that makes it easy to record presentations, lectures, and screencasts.
- **Turnitin** (<http://www.bradley.edu/ldt>) offers plagiarism checking and GradeMark grading and feedback system.
- **Bongo** (<http://www.bradley.edu/ldt>) is a web-based, video platform for students’ class projects and interactions. Bongo integrates with Sakai and offers both synchronous and asynchronous meetings, question and answer exercises, individual video uploads, and other assignment types that professors can assign to their students.
- **FSMail** (<http://www.bradley.edu/sites/helpdesk/fsmail/>) is the official method of University communication for all faculty and staff. It is accessed by entering fsmail.bradley.edu in any web browser.
- **Google Apps of G-Suite** are available for creating and sharing of files, creating forms, scheduling things in your calendar, and other tasks. Once you access FSMail, all Google apps are available from an icon in the upper right of your screen.
- **Qualtrics** (<http://surveys.bradley.edu/>) is Web-based survey software available for use by Bradley University faculty, staff and students.
- **Zoom** is a FERPA compliant cloud-based video and audio web-conferencing,

collaboration, and chat tool that functions across multiple platforms

- **Scantron** (<https://www.bradley.edu/sites/it/departments/ldt/services/testing-evaluations/>) is for machine grading of paper-based tests. Students must complete the tests in pencil on the appropriate Scantron form.
- **Examity** is an online test proctoring system that aids in authenticating students taking exams, ensures exam integrity, and provides live support to students during the exam. There is a cost to the student associated with each test proctored through Examity.
- **Evaluation System** offers online course evaluations for University departments through Sakai. Contact [sakai@bradley.edu](mailto:sakai@bradley.edu) for more information.

The following are some of the more common services and support of interest to faculty, grouped by category:

#### Audio Visual

AV Equipment Checkout  
AV and Classroom Equipment Troubleshooting  
Web Conferencing Support  
Scantron Test Scoring

#### Duplicating

Copies, Binding, Laminating  
PDF Creation and OCR Scan Conversion  
Satellite Copiers Across Campus

#### Instructional Technology & Design

Faculty Development & Training  
Instructional Design  
Learning Tool Selection and Support  
Sakai Systems Management

#### IT Service Desk

Bradley Email Support  
Device Registration  
Printing Support  
Laptop & Smartphone Support  
Password Resets  
Wired & Wireless Network Support

Visit <https://www.bradley.edu/sites/it/services/faculty-staff/> for information based on your role. Call 309-677-2964 for answers to your technology questions or to open a service request. You may also email the Service Desk at [itservicedesk@bradley.edu](mailto:itservicedesk@bradley.edu) or fill out a ticket by going to <https://corona.bradley.edu/>.

## C. FINANCIAL ASSISTANCE

(100 Swords Hall, Ext. 3089). The Office of Financial Assistance communicates directly with students and their families about the financial costs, financial obligations and programs of financial assistance pertaining to academic merit, talent and need. Financial planning is considered a primary part of the mission of the Office of Financial Assistance. Its services are articulated in various ways to all students of the University regardless of financial need.

The Smith Career Center maintains listings of employment opportunities on and off campus.

Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday

## EXTRA-CURRICULAR ACTIVITIES

### 1. Hartmann Center for the Performing Arts

The Hartmann Center for the Performing Arts contains the 275-seat Meyer Jacobs Theatre, the mainstage venue of the Department of Theatre Arts, and the 75-seat Blythe O'Sullivan Studio Theatre, home to performance classes and student productions. The Hartmann also houses scenic and design studios as well as the Theatre Arts offices. Bradley University Theatre presents annual seasons of plays for which faculty and staff may audition or work backstage. Auditions are posted at the Department offices, announced on the Bradley calendar, and on the Department of Theatre Arts website. Or, contact the departmental office at Ext. 2660. For information about tickets for Bradley Theatre productions and other Hartmann Center events, call the Cultural Events Box Office at Ext. 2650. Season tickets and cultural events packages for theatre productions are available to faculty and staff at reduced prices. Tickets may also be purchased online at [www.bradley.edu/theatre](http://www.bradley.edu/theatre)

The Hartmann Center Art Gallery, maintained by the Department of Art, presents a series of exhibitions by students, faculty, and guest artists, as well as notable traveling exhibitions by acclaimed artists. For exhibition information visit the Department of Art website at [www.bradley.edu/academic/departments/art/](http://www.bradley.edu/academic/departments/art/) or call the Gallery Director at Ext. 2989.

### 2. Dingeldine Music Center

The Dingeldine Music Center includes the Peters Recital Hall which seats approximately 440 persons and rehearsal spaces for the University Band Program. In addition to its use as an instructional facility, scheduled performances are offered throughout the year. The annual Music Scholarship Concerts are a subscription series performed by faculty and guests. Students, faculty and the public are invited to all musical performances. Information about tickets for music performances, as well as other events scheduled in Dingeldine Music Center, may be obtained through the Cultural Events Box Office at Ext. 2650. For further information about the facility, contact the Department of Music at Ext. 2595 or visit the Department of Music website at

[www.bradley.edu/academic/departments/music](http://www.bradley.edu/academic/departments/music)

### **3. Heuser Art Center**

Heuser Art Center was designed especially for instruction in the Visual Arts. Included are facilities for Art History, Ceramics, Paper Making, Drawing, Graphic Design, Painting, Book Arts, Printmaking, Photography, and Sculpture. The Art History auditorium is a mediated facility for small group presentations and seats 60. The Department also houses the Inland Visual Studies Center, focused on progressive art & design production in the Midwest, and the Illinois Women Artists Project, recognizing and appreciating the work and experiences of Illinois women artists & designers from the past. A principal feature of the Heuser Art Center is the large 2 ½ story gallery that hosts national and world-class exhibitions year round. Program, gallery exhibition and the Professional Lecture Series information is also available on the Department of Art website at [www.bradley.edu/academic/departments/art/facilities/](http://www.bradley.edu/academic/departments/art/facilities/) or by calling Ext. 2989. Gallery hours are Monday-Thursday 9:00 a.m. – 12:00 p.m., 1:00 p.m. – 7:00 p.m., Friday 9:00 a.m. – 12:00 p.m., 1:00 p.m. – 4:00 p.m., and by appointment.

### **4. Caterpillar Global Communication Center**

The Caterpillar Global Communications Center (CGCC) is an internationally renowned, multi-million dollar, state-of-the-art building for classes, conferences, performances, exhibitions, and presentations embracing new media and world-wide communication. The facility has great gear including seven high-end interactive digital media labs, a world-class videoconference center, connectivity, digital audio and video editing bays, mediated and videoconferencing enabled classrooms, the David C. Horowitz Auditorium, and the John C. Hench Production Art Studios. The CGCC houses the Department of Communication, the Department of Interactive Media Program, Office of International Programs, the Charley Steiner School of Sports Communication and the Office of the Dean of the Slane College of Communications and Fine Arts. Public lectures, colloquia, videoconferences, film series, digital media festivals, Speech Team performances, student art exhibitions, job fairs, and high-school workshops in speech and broadcasting are hosted in the CGCC. For a complete schedule of events, go to <http://slane.bradley.edu/web/> or call 309-677-2360.

### **5. University Theatre Costume Shop**

Located in the Duryea Parking Deck, the University Theatre Costume Shop is a state-of-the-art educational and production facility for the teaching of costume design and construction and for producing the costumes and accessories for all University Theatre productions. The facility contains the latest high technology for designing, constructing, fitting, dyeing, cleaning, and storing costumes. The University Theatre rents and loans costumes and accessories from its extensive stock of modern and period clothing. Contact the Department of Theatre Arts at Ext. 2660 for more information.

**ACADEMIC CALENDAR  
2019-2020**

**FIRST SEMESTER**

August 19, Monday	Reporting date for faculty
August 24, Saturday	Residence halls open
August 28, Wednesday	Classes begin
October 12, Saturday	Fall Recess begins
October 16, Wednesday	Classes resume
November 27, Wednesday	Thanksgiving Recess begins (no classes)
December 2, Monday	Classes resume
December 10, Tuesday	Last day of classes
December 11, Wednesday	Study Day
December 12, Thursday	Final Examinations begin
December 18, Wednesday	Final Examinations end
December 21, Saturday	Commencement

**JANUARY INTERIM**

January 2, Thursday	First day of classes
	Classes meet Monday – Saturday
January 20, Monday	January Interim ends - Final Examinations

**SECOND SEMESTER**

January 13, Monday	Reporting date for new faculty
January 19, Sunday	Residence halls open
January 22, Wednesday	Classes begin
March 14, Saturday	Spring Recess begins
March 23, Monday	Classes resume
May 5, Tuesday	Last day of classes
May 6, Wednesday	Study Day
May 7, Thursday	Final Examinations begin
May 13, Wednesday	Final Examinations end
May 16, Saturday	Commencement

**SUMMER SESSIONS**

May 18, Monday	May Interim I begins; May Interim II begins
NO CLASSES on Memorial Day Holiday	
June 5, Friday	May Interim I ends
June 8, Monday	Summer Session I begins
NO CLASSES on Fourth of July Holiday	
July 10, Friday	May Interim II ends; Summer Session I ends
July 13, Monday	Summer Session II begins
August 14, Friday	Summer Session II ends