

**Faculty
Guidebook to
IUP
and the Indiana
Community**



**Written and Compiled by members of the
IUP-APSCUF Newer Faculty Committee**

19th Edition, 2020

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Welcome from IUP-APSCUF President

On behalf of the Association of Pennsylvania State College & University Faculties (APSCUF) at IUP, and the over 600 faculty members we represent, I welcome you to the IUP community!

Since 1972, APSCUF has represented faculty at 14 state universities across the commonwealth. In 2002, APSCUF began its representation of non-faculty athletic coaches as well. We are committed to providing quality higher education, and providing a voice for faculty and coaches at both the local and state levels through the process of shared governance. Membership in APSCUF provides you with an opportunity to be heard on issues that impact you, your students, colleagues, and the greater IUP community.

I became a member of the IUP community and APSCUF in 2004. My service to the union has been one of the most fulfilling experiences of my time here at IUP. I've been able to meet and interact with faculty in different disciplines across campus and across the other PASSHE universities. Each of these members have been of service giving their time and effort to the union and to the IUP community by championing faculty and coaches rights as found in the Collective Bargaining Agreement (<https://www.apscuf.org/members/contracts/>). Participating in shared governance is a way for us to map out the future of what IUP is and becomes. I encourage you to help build that roadmap to IUP's future.

The Newer Faculty Committee, a standing committee of APSCUF, has worked long and hard to compile the information within this book in an effort to help you to learn and to navigate the university. Additionally, they plan activities throughout the year to help you to stay connected to each other, and to get acquainted with other newer faculty from across campus. Please take advantage of these opportunities.

If you have any questions about APSCUF and how to become an active member, I encourage you to contact me at (724) 357-5604 or at e.frenzel@iup.edu. Once you become a member, I encourage you to attend the general membership meetings held throughout the academic year. These meetings are meant to inform members of what is happening within the union and across campus.

Again, welcome to the IUP community!

Erika Frenzel
IUP-APSCUF President

Welcome from the IUP-APSCUF Newer Faculty Committee

Dear New Faculty Member:

The members of the IUP-APSCUF Newer Faculty Committee would like to welcome you to our campus! We look forward to working with you as colleagues. If you have not already done so, please consider joining the union. You can join even as a temporary faculty member. Forms will be available at the IUP-APSCUF Office (311 Pratt Hall). Please also take the time to get to know Bonnie Jo Young (724-357-3021, bjmarlin@iup.edu), our extremely helpful IUP-APSCUF office manager.

This newly revised and updated New Faculty Handbook contains information that will help you develop your teaching, scholarship, and service contributions to the university. In addition to practical information regarding APSCUF, this manual includes information about technology services, academic and campus resources, service opportunities, library information, information about evaluations, etc. It also offers material related to such things as cultural activities in Indiana, restaurants, finding housing in Indiana, community services, schools and recreation. While we have done our best to update the information, there is no guarantee that information won't change. If you note any information that is no longer accurate, please feel free to let me know so that we can continue to revise the handbook. We certainly want this to be a helpful document for you! Our committee wants to help make your move to IUP and the Indiana community a smooth one.

Again, welcome to IUP!

Best,

Rachel Fox, Chair

Julie Ankrum
Stephanie Davis
Brandon Dulisse
Jenna Hennessey
Eric Morschhauser
Anthony Perillo
Jeremy Waltman

Contact Numbers and Information

	Office Phone	Email
Erika Frenzel IUP APSCUF President Criminology & Criminal Justice	357-5933	e.frenzel@iup.edu
David Chambers IUP APSCUF Vice-President Political Science	357-2290	chambers@iup.edu
Rachel Fox Newer Faculty Committee, Chair Communications Media	357-5691	rporter@iup.edu
Bonnie Jo Young IUP APSCUF Office Manager	357-3021	bjmarlin@iup.edu

311 Pratt Hall
Indiana, PA 15705
Phone: (724) 357-3021
Fax: (724) 357-7575
Academic Year Office Hours: 8:00am-4:00pm

Union information, blog, and contact information: <http://www.iupapscuf.org/>

Section One:

APSCUF: Our Faculty Union

Your local chapter of the Association of Pennsylvania State College and University Faculties (APSCUF) is the voice of the faculty at Indiana University of Pennsylvania. As a group dedicated to quality higher education, we all benefit from faculty participation in shared governance. Our collective bargaining agreement guarantees participation in the hiring, tenure, and promotion processes, in sabbatical leave determination, and in curricular decisions. Through these provisions and others, faculty involvement in governance is assured and faculties have a major voice in what were formerly reserved as "management prerogatives."

APSCUF – Our Faculty Union Protecting and Advancing Faculty Rights

Your Voice and Representation: Pennsylvania's Benefit

What began in 1937 as a professional organization for faculty at Pennsylvania's Teacher Colleges has evolved into an organization touching the lives of nearly 100,000 students and their families each year.

Today, APSCUF (the Association of Pennsylvania State College and University Faculties) represents nearly 5,500 faculty members and coaches at Pennsylvania's 14 publicly owned universities – the Pennsylvania State System of Higher Education (PASSHE). Our faculties provide education in degree and certificate programs encompassing more than 120 areas of study, as well as many continuing education programs. APSCUF members honor the privilege of instructing the state's future leaders in business, education, service and technology sectors.

One in 34 Pennsylvania citizens is attending or has graduated from a State System University staffed by APSCUF members. State System Alumni remain loyal to Pennsylvania, with about 80 percent remaining in the state after graduation. By helping to provide affordable quality education, APSCUF members greatly contribute to Pennsylvania's economy and commonwealth: for every dollar invested in PASSHE universities, PASSHE returns \$11 in economic impact.

But our reach extends far beyond the classroom. Each year, APSCUF faculties volunteer countless hours of public service and charitable work. From fundraising to helping the homeless, we offer our time and talents to help solve society's problems. We also touch countless lives through continuing education, outreach programs, small business development guidance, technological guidance, offerings in the arts and recreational planning.

Through our dedication both in the classroom and beyond, APSCUF faculties bring improved quality of life through higher education to millions of people in Pennsylvania and beyond.
APSCUF faculties deliver on the promise of higher education.

APSCUF's Role

APSCUF is a national leader in protecting and advancing faculty rights. The APSCUF/PASSHE Collective Bargaining Agreement (CBA) guarantees bargaining unit participation in the hiring, tenure, and promotion processes, in sabbatical leave determination, and in curricular decisions.

Through these provisions and others, faculty involvement in governance is assured and faculties have a major voice in what were formerly reserved as "management prerogatives." Additionally, no one outside of the faculty may teach or perform faculty work without the prior approval of the local APSCUF and the concerned academic department.

The APSCUF Grievance Procedure guarantees enforcement of these and other rights enunciated in the APSCUF/PASSHE CBA. APSCUF has a nationally acclaimed record for its successes in grievance and arbitration actions that protect faculty rights.

APSCUF has secured payment for unused sick leave upon retirement based on a formula found in the current APSCUF/PASSHE CBA.

APSCUF was the organization mainly responsible for the passage of Act 188 of 1982, the law establishing PASSHE, creating university status and autonomy for the university system.

Fee remission, an important benefit to many faculty members, is now a reality at every PASSHE campus.

APSCUF's Record

APSCUF has one of the most impressive records of any higher education faculty union in the nation in—

- defending faculty rights
- successful negotiations and contract implementation
- protecting academic freedom
- saving faculty jobs and securing the rehiring of faculty and
- preserving quality education

The Collective Bargaining Agreement (CBA)

The Collective Bargaining Agreement (CBA) is available [here](#) on the state APSCUF website.

The CBA sets the legal terms for our working conditions. Each faculty member receives a copy. Know your contract! It takes time to become conversant with those working conditions. The best thing you can do is read the contract and forward any questions you have directly to Erika Frenzel, our campus union president, or Rachel Fox, the chair of the Newer Faculty Committee. We can better serve you if we know what kinds of questions you want us to address. Articles that may be of interest to you, since they relate to newer faculty issues, include:

Article 12. Performance Review and Evaluation

Article 13. Personnel Files

Article 15. Tenure

Article 16. Promotions

Article 18. Leaves of Absence

Article 21. Fringe Benefits

Article 22. Salaries

Article 23. Workload and Workload Equivalents

Article 39. Intellectual Property

A Brief Guide to Union Lingo

IUP-APSCUF is the local chapter (representing all IUP faculty) of the Pennsylvania Association of Pennsylvania College and University Faculty (often called “**State APSCUF**”), a faculty union based in Harrisburg, PA that represents faculty who work at the fourteen colleges and universities that make up the Pennsylvania State System of Higher Education (**PASSHE**). As is the case in any union, the local chapters are bound by the decisions made by the centralized (or “state”) union leadership. It is important for all faculty to be aware that they have a voice at both the local and the state levels, but that this voice is heard through the organization’s existing structure. It is also important for new faculty to resist conflating the concerns of IUP and state APSCUF, since the concerns of a local chapter are not always the same as those of a union that must synthesize the educational situations of fourteen separate institutions.

If you have concerns, find out from your department chair or secretary who your department union representatives are. These representatives are members of the IUP Representative Council, a group that meets once a month to discuss union issues. It is commonly known as “**Rep Council**.” Better yet, run as a candidate for union representative in your department’s next election. The more new faculty who become active in the union, the better the union serves us.

Local union concerns are heard at the State APSCUF **Legislative Assembly**. Delegates to the Legislative Assembly are elected during university-wide elections. Please consider these delegates as a group (if possible), and send e-mail concerns to all delegates, including alternates (again, if possible). While raising concerns with individual delegates can be effective, it is usually better to communicate with department representatives and delegates as a whole (so that everyone is aware of the issues you have raised).

Our **State APSCUF union President** is Jamie Martin, a professor in the Criminology and Criminal Justice Department at Indiana University of Pennsylvania. Please look for the State APSCUF Newsletter in your mailbox – it contains articles regarding important issues and letters from the union president, other officers, and union members.

The **IUP-APSCUF union President** is Erika Frenzel, and our **Vice-President** is David Chambers. Please look for the IUP-APSCUF Newsletter. It deals with issues related more directly to IUP faculty. Nadene and Erika are extremely receptive to the concerns of newer faculty and to the concerns of all faculty, so please do not hesitate to speak with them, either through your department representative or in person.

APSCUF is an effective and vigorous union. Its leadership is committed to quality education and quality pay and benefits for faculty. The state and campus leadership demonstrate this commitment by applying rigorous academic standards to the issues that educators face in our state.

IUP-APSCUF's Organization

The following are the key offices and bodies of the IUP-APSCUF, the chapter of APSCUF here at Indiana University of Pennsylvania.

President: Oversees the entire local chapter, is an ad hoc member of most APSCUF committees. Attends meetings of other unions on IUP's campus and the Indiana-Armstrong Central Labor Council, a body made up of regional labor unions. Meets with Statewide Executive Committee, which includes the state-wide APSCUF President and all other local chapter presidents on a regular basis. Runs Executive Committee and Representative Council meetings at IUP. Meets on a regular basis with IUP administrators to negotiate and trouble shoot, and attends all Board of Trustees Meetings. The President is also a member of the Meet and Discuss team (which consists of APSCUF and Managers).

Vice-President: Stands in for the President whenever she/he must be absent. Attends all local executive meetings, Representative Council meetings, and is a delegate to the Statewide APSCUF Legislative Assembly. Attends several committee meetings as an observer, and is a member of the Meet and Discuss team.

Treasurer: Keeps track of budget and all monetary issues; makes disbursements.

Secretary: Records the minutes of all Executive Committee and Representative Council meetings.

Executive Committee: Consists of the 14 delegates to the Statewide Legislative Assembly, the President, the Vice-President, Treasurer, Secretary, and Chairs of 15 Standing Committees. Members of the Executive Committee meet once a month and attend all Representative Council meetings, also held once a month. Delegates, President and Vice-President of APSCUF attend Statewide Assembly meetings four times a year. The President, Vice-president, Treasurer, Secretary and Delegates are elected by the APSCUF membership for two year terms. All Committee Chairs are appointed by the APSCUF leadership.

Representative Council: Every department at IUP elects representatives once a year. The number is proportionate to the number of faculty in the department. These representatives are elected to attend all Representative Council meetings and they are your connection to APSCUF. They report to you what goes on at Council meetings and are also expected to be a sounding board for individual faculty concerns and ideas. Keep in touch with your departmental representatives.

All faculty members who are members of APSCUF are eligible to serve on any committee, chair a committee, run for any office in IUP-APSCUF, or for delegate to the Statewide Legislative Assembly. If you are interested in being a member of a particular committee, let the APSCUF President or Vice-President know.

Section Two:

Information Technology Services

Information Technology Services

Dear New IUP Faculty Member:

It is my pleasure to welcome you to our campus. As the Executive Director of Information Technology Services (IT Services), I have the opportunity to introduce you to the vibrant technology environment at IUP that is in place to support your teaching/research and to enhance the learning experiences of your students.

The use of technology at IUP impacts all facets of campus life. From the first day when you may want a list of the students in your classes to the last day of the semester when you enter final grades, administrative functions can be performed through the web-based portal environment referred to as MyIUP (<https://my.iup.edu>). Comprehensive network services enable you to exchange information electronically and connect to computing resources virtually anywhere. A variety of hardware and software is available to support your scholarly activities. In addition, a large portion of classrooms are equipped with a standard multimedia configuration.

To support your use of technology, the IT Support Center, located in Delaney Hall (Suite G35), is your “one-stop shop” for IT-related issues or requests. The IT Support Center offers full support for the centralized computing environment at IUP. Centralized computing systems include the student information system (Banner), central web service, e-mail, learning management system, calendar services, optical test scoring, software license administration, user account and group management, network infrastructure (wired and wireless), and the virtual computer lab. The “Technology Guide for Employees” will provide further detail of all the information technology services that are provided by IUP. Find the guide on the web at <http://www.iup.edu/itsupportcenter/employee/>.

You may self-report any information technology issue via the web at <https://ihelp.iup.edu>, via phone at 724-357-4000, or by e-mail to it-support-center@iup.edu. Once your issue is logged via ihelp, one of our IT professionals will assist with the issue in a timely manner. It should be noted that the new Teaching and Learning Technologies Team (ten-member team that consists of former college-based and centralized IT personnel) may be dispatched to address any college, departmental and discipline-specific needs.

This is an exciting time at IUP, and we are confident that the campus technology environment will enhance your experience. Best wishes for success at IUP.

Sincerely,
Todd Cunningham

Getting and Using an I-Card

Available to all faculty free of charge, the I-Card can be used for a variety of purposes. To obtain a card all you need to do is go to the Hadley Union Building (HUB), Room 232, near the front entrance, Monday–Friday, 9:00 a.m.– 5:00 p.m., and have one made. Your I-Card is permanent and there will be a \$15.00 replacement fee for a lost card. **A valid I-card is needed to check out library books.** It also serves as your official IUP identification card.

With your I-card you can take advantage of many things at free or reduced prices.

- Receive a 10% discount at numerous restaurants or stores around town.
- Free admission to most sporting events.
- Free use of Indiana County Transit Authority buses
- Reduced ticket prices and subscription rates for the Lively Arts Series (Music and Theater events).
- Reduced admission to Theater-by-the Grove productions.
- Reduced admission or subscriptions to the Artist Series. (This series brings performing artists of national and international renown to the IUP campus.)

Furthermore, by paying an activity fee each semester or annually you (and your family) will become a member of the Student Cooperative Association and be able to take advantage of the many cultural and recreational programs, activities, and facilities offered by the Student Co-op. Among other things, these include:

- HUB fitness area
- Free or reduced admission to major campus events and The Entertainment Network programs.
- Use of the Co-op Recreational Park for events and outings

As a faculty member you can also put money on your I-Card online through MyIUP or use the machines on various areas of campus. With this you can then purchase vending items and use the copiers and printers in the library without carrying cash. It is quite handy.

Section Three:

**Getting to Know
IUP's Academic
Structure &
Resources**

The University Senate

What is the Senate?

The **University Senate** is a body comprised of faculty, administrators, and students that carries out the joint governance of IUP. Faculty can serve on the Senate either as elected department representatives or as at-large members. The Senate meets once a month, usually on Tuesday afternoons, and is a vital forum for the sharing of information. Many new faculty members join the Senate and find this service extremely rewarding. Visit www.iup.edu/senate/ for more information on the University Senate.

What are the UWGCC and UWUCC?

To ensure that the academic quality of courses and programs offered at IUP remains rigorous, two committees, the **University-Wide Graduate Curriculum Committee (UWGCC)** and the **University-Wide Undergraduate Curriculum Committee (UWUCC)**, meet each week to discuss curriculum proposals and revisions. Membership on the UWGCC includes the Provost and Vice President for Academic Affairs (ex-officio), twelve faculty members elected by and from the Senate faculty and 1 appointed faculty member, and three students appointed by and from the Student Government Association. Each college in the university is represented on the UWUCC. The graduate committee has the same distribution of faculty representation with Dr. Randy Martin, the Dean of Graduate Studies and Research, as the ex officio administrator.

What are the Senate Committees and how can I get involved?

The following are standing committees of the University Senate. For a description of each committee's function, please visit the website [here](#).

- Academic Committee
- Libraries and Educational Services Committee
- Non-credit Instruction Committee
- Research Committee
- Rules Committee
- Student Affairs Committee
- University Development and Finance Committee
- University-Wide Awards Committee
- University-Wide Graduate Committee (UWGCC)
- University-Wide Undergraduate Curriculum Committee (UWUCC)

Please consider joining the Senate by running for the position of Department Representative or nominating yourself for the University-Wide At-Large Senate election. Elections are announced in advance by the Senate chair. For more information, contact Dr. David Piper (David.Piper@iup.edu), current Chair of the IUP Senate.

Library Resources

While some new faculty may want to explore the library's on-site and electronic holdings on their own, it is important to recognize that IUP's Library faculty and staff are fully committed to the academic well-being of faculty from across the University. Any faculty member can request a one-on-one session with a librarian at any time by calling the reference desk (724-357-3006 or 1-866-836-8815).

All information about the Library can be found by starting at the main [website](#).

Finally, remember that the Library is constantly growing and improving. That gives all of us the opportunity to have a say in how it develops- from adding books to the collection to increasing databases. Take the time to participate in this process by serving as Library coordinator for your department or just by keeping in touch with the Library faculty and staff.

Stapleton Library

See the IUP Libraries' [website](#) for an excellent summary of all services offered. The library computer labs also can be used for classes, but the arrangement needs to be made in advance by using the [online form](#).

IUP Libraries are dedicated to providing their users with access to materials to support their scholarly and professional activities. However, no modern library can own all materials needed by their users. Therefore, IUP's Libraries offer Interlibrary Loan Services to students, staff, and faculty of the university to provide materials that are not available at Stapleton Library. You can request materials not available through IUP's Libraries through [interlibrary loan](#) (Illiad and PALCI).

Collections

IUP Library collections include a variety of formats and access options. Electronic databases provide access to the most recent materials both on campus and from home. See [here](#) for a list of databases in your area. You will need to log on to IUP-VPN to be able to access these databases from a non-IUP-network computer (such as your home computer). See [here](#) for instructions on how to do this.

Print periodicals and Microforms can be found in the library catalog and are housed on the ground floor of the library. The reference collection provides extensive subject specific encyclopedias, dictionaries, and atlases on the first level of the library near the reference desk. The circulating collection can be found on levels 2-3 of the library and can be transferred between IUP campuses - Stapleton, Punxsutawney, Armstrong (Kittanning), etc.

The Reserve Collection & Electronic Reserve. The Library maintains a Reserve service to enable instructors to provide supplemental course materials to students. Materials may be circulated either overnight or only within the library. The instructor must determine the loan parameters for all materials placed on Reserve. Reserve materials may remain for no more than two consecutive semesters.

The Reserve area also provides Electronic Reserve. This service allows users to access supplemental course materials via the World Wide Web from remote locations. Clear first generation photocopies are eligible for scanning and processing through Electronic Reserve. Instructions to access EReserve are available at the Reserve Desk and [online](#).

Periodicals & Microforms. The Serials Department is located on the ground floor of Stapleton Library and houses periodicals, newspapers, microform and microfiche materials. The department contains over 1400 current subscriptions shelved in open stacks. Faculty also have access to over 21,700 electronic journals via the 214 databases the library subscribes to. These electronic journals can be accessed through the [E-Journal Portal](#) or through the online [library catalog](#).

The Reference Collection. The Reference Collection serves as the information center of the Library. Found here are the journal indexes and abstracts, and research resources such as encyclopedias, handbooks, bibliographies, and directories.

The Circulating Collection. The Circulating Collection represented in the Catalog includes materials located throughout the System. Materials are temporarily transferred between locations - Stapleton, Punxsutawney, Armstrong (Kittanning), etc.

Special Collections and University Archives. Created in 1981 with the completion of the Stapleton Library Complex, this division includes four major collections types: University Archives, Manuscript Collections, Pennsylvania Collection and the Rare Book Collection.

Government Documents Collection. IUP Library has been a Federal depository library since 1962 and a Pennsylvania depository library since 1972. As a depository, it houses and makes available publications issued by agencies/departments of the Federal and State governments. In addition to Federal and State government document collections, the library has selective collections of the United Nations and foreign government documents.

The Music Collection. Housed in Cogswell Hall (room 101), the Music Library has been named for Dr. Harold S. Orendorff, former Chair of the Music Department and first Dean of the College of Fine Arts at IUP. Dr. Orendorff was honored by having the auditorium of Cogswell Hall named after him, which is now part of the space that the music library occupies. The facility features a large commons area, with comfortable furniture. The score collection is housed on electronic compact shelving; our book collection on standard shelving. The multi-media pods feature computers, CD players and recorders, cassette players and recorders, and turntables to listen to vinyl recordings. We also have a seminar room for teaching small classes. The collection contains a broad variety of music materials, with strong holdings in music monuments, collected editions and reference materials, and in piano-vocal scores of operas and musical theater. Approximate figures: 7,000 volumes of monuments and collected editions, 3,000 reference books, 7,000 circulating books, 15,000 scores, 10,000 LP sound recordings and 3,500 compact disks. The library includes the Charles Davis Collection of Jazz and Musical Theatre and the Edward R. Sims Collection of Ethnic Musical Instruments, with instruments representing every continent (still currently in storage). Among the more specialized materials are the Albert R. Casavant Research Collection of marching band and drill team materials.

The Culinary Arts Collection. The book collection in support of the Culinary Arts, IUP Academy at Punxsutawney, consisting of over 500 titles, is located at the IUP Punxsutawney Regional Campus. Call (814) 938-4870 for assistance with this collection.

Media Services. The Library's Media Services department provides: graphic arts and production services for print and electronic media, duplication services, as well as equipment and media circulation.

Instructional & Research Technologies. The Instructional and Research Technologies (IRT) group is responsible for the research, design, deployment and support of enterprise technologies that directly aid the teaching and learning process. These services include, but are not limited to, Learning Management Systems (LMS), Learning Management System-related services, in-class multimedia workstations, production and post-production media development activities, course communication services, and course storage services. IRT will also provide consulting and support activities for faculty and sponsored research projects. The Instructional and Research Technologies (IRT) group is a member of IT Services.

Services

Instruction Services. You can request that a librarian speak to your class about using the library resources by filling out the [form](#) located on the library website. This form goes to the instruction coordinator, who may schedule the instruction immediately or forward your information to the subject bibliographer who is assigned to your department. A complete list of subject librarians can be found [here](#).

Reference Services. The IUP library reference desk provides one-on-one research help for students and faculty. The [Bring your Assignment](#) service allows students to meet with a librarian who will help them discover resources and strategies to find the information they need.

Technology Services. The IUP libraries house the one button studio which allows instructors to record video using a smart board or a green screen. This room can be reserved on the [website](#). There are also a variety of computer labs and multimedia spaces within the library for both faculty and student use.

Other Information about the Library:

- The main library URL is: <http://www.iup.edu/library/>
- Study cubicles are available.
- The library faculty offer credit bearing courses on library and research skills.
- The Catalog is totally online and can be accessed [here](#).
- The periodical stacks are open to Faculty and Graduate Students. There are photocopiers in the stacks for faculty use. You will need to have money on your I-Card to use the photocopiers in the Library.

The Center for Teaching Excellence

[The Center for Teaching Excellence](#) (CTE)'s mission is to foster the enhancement of teaching excellence in all its forms. The CTC seeks to provide constructive and developmental mechanisms for nurturing the excellence in teaching which already exists at IUP. These mechanisms will honor our differences and build on our strengths. The CTC offers several [programs and services](#) to help faculty enhance teaching and learning. For example, the CTC hosts [Reflective Practice](#) to support faculty and encourage reflective and effective teaching. Faculty can participate in reflective practice in a variety of ways including teaching circles and large group meetings. Participation in these events is valuable for improving teaching practice and reflective practice certificates can be added to your documentation for tenure and promotion.

The Advisor Advocate

There is no doubt that Academic Advising can be, from the student's point of view, a major factor contributing to success at the university. There is also no doubt that, from the faculty advisor's point of view, it can be sometimes a frustrating and thankless role. Fortunately, it can also be a rewarding one, in which both students and advisor can be satisfied with the outcomes, and students are more likely to succeed and complete their degrees.

Check out the **Advisor Advocate** [website](#) (sponsored by the Office of the Provost), for a simple and quick advising resource that accommodates your busy schedule.

Additional faculty advisor resources can be found on the Academic Success Center at IUP (ASC@IUP) [website](#).

The Kathleen Jones White Writing Center

The [Kathleen Jones White Writing Center](#) helps students become stronger and more independent writers. The director and staff work with faculty members to support and complement writing assignments for undergraduate and graduate students in all majors.

The Writing Center offers individualized tutoring and group workshops for ENGL 100, 101, 202, writing intensive, and other courses. Workshops include Introduction to the Writing Center, MS Word—Beyond the Basics, MLA and APA Documentation, Communicating with Professors, Writing Professional Memos and Emails, Proofreading, Using Transitions for Smooth Writing, Peer Review, and DIY Resume and Personal Statements. Instructors may also arrange for additional workshops to fit their needs.

Students who visit the Writing Center will work with an undergraduate or graduate student tutor who has been trained in the peer tutoring model of instruction. Sessions last about 30 to 45 minutes and focus on assisting writers with developing and organizing ideas, drafting, revising, documenting sources, and editing. Instructors receive a follow-up report for each student's visit to the Writing Center.

The Writing Center also sponsors [Thesis and Dissertation Writing Groups](#) for graduate students.

The IUP Writing Center is located in room 218 of Eicher Hall and they also offer online services. To schedule an online appointment, click [here](#). For more information on the Writing Center contact the director, Dr. Dana Driscoll, at ddriscol@iup.edu or call 7-3029.

The Department of Developmental Studies

Through its curriculum, center, and programs, the [Department of Developmental Studies](#) provides IUP students with courses and services designed to enhance the development of all students.

Credit bearing courses are open to all students and include 1) developmental courses in math and reading; 2) learning enhancement courses in mathematics and critical reading; 3) college success courses in introduction to higher education, college learning strategies, and career development; and 4) courses in preparing undergraduates in roles as paraprofessionals.

As part of the Department of Developmental Studies, [The Center for Learning Enhancement \(LEC\)](#) offers a range of programs designed to promote the success, satisfaction, and intellectual development of all IUP students through academic assistance, learning enhancement, and college success and retention programs, including:

- [Supplemental Instruction \(SI\)](#) provides small-group study/review sessions for sections of courses with difficult content or high levels of failure and withdrawal rates. Peer leaders guide students on how to learn course content.
- [Walk-in Peer Tutoring](#) provides individual and small group assistance with how to learn content for mathematics, natural sciences, and various Liberal Studies courses.
- [Educational Advisement Program](#) provides students with both curricular and educational advisement, monitoring, guiding, and referring students as they progress through the college experience.
- [The Freshman Year Experience Program](#) provides a first-year program of freshmen seminar courses that include *Introduction to Higher Education* (DVST 150), *Learning Strategies* (DVST 160), and *Career Exploration* (DVST 170). These 1-credit courses may be taken individually or as a package, depending on the student's needs and interests.
- [Linked Courses Program](#) coordinates clusters of two, three, or four courses designed to form a learning community of students for whom course content may be linked by theme, with applied reading strategies, with math, with applied learning strategies and/or with Supplemental Instruction.
- [Introduction to Higher Education](#) is an early entrance freshman experience for first-year students, scheduled during the week before Fall Term. The experience includes enrollment in two 1-credit courses, *Introduction to Higher Education* (DVST 150) and *Strategies for Success in Collegiate Mathematics* (MATH 150), workshops, seminars, ; tours, and other informational and social activities.
- [Act 101 Program](#) provides a comprehensive first-year experience to students who qualify for the Pennsylvania State Act 101 Program. This program provides services to educationally and economically disadvantaged students to assist them so they can successfully complete postsecondary school. The program includes educational and

developmental advising, the first-year experience courses, academic courses in math and/or critical reading skills, and the services of the Peer Assistance Programs.

- [DVST 250: Role of the Peer Educator: Theory, Practice and Assessment](#) prepares selected students for the role of paraprofessional peer educator within the higher education setting. Topics include student learning and problem solving, facilitative helping and interpersonal communication, peer leadership, and assisting peers with how to effectively succeed at the college level. Roles include Supplemental Instruction leader, tutor, peer advisor, workshop leader.

The Department for Disability Access and Advising

[The Department for Disability Access and Advising \(D²A²\)](#) is a department within the Division of Student Affairs. [D²A²](#) provides accommodations and services for students with disabilities of all kinds, including learning, physical, hearing, vision, or psychological. IUP is committed to ensuring equal access to education as intended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Its mission is to enhance quality and provide a platform for the inclusion of IUP students with disabilities and others experiencing lengthier temporary disabilities, towards fully engaging in the university and its programs.

[D²A²](#) advocates on behalf of students with disabilities to ensure that the IUP campus is aware of the issues, concerns, and laws that relate to higher education and disability. The department seeks to help the campus community to better understand that every student with a disability that affects his or her life's major functions (obvious or hidden), no matter what the student's race, cultural background, age, gender, sexual orientation, or disability, should be included in any educational or cocurricular activities if he or she desires. [D²A²](#) assists the university in providing positive, nondiscriminatory educational and cocurricular activities for persons with disabilities.

Students who have declared a disability are assigned a [D²A²](#) adviser. The [D²A²](#) advisor can provide referrals to the Academic Success Center, the Department of Developmental Studies tutorial program, the Writing Center, Health Service, the Counseling Center, and other university resources as necessary.

Other services include, but are not limited to: testing accommodations and proctoring, note takers, audio or alternate format texts, "Dear Professor" letters (letters to professors that detail the reasonable accommodations that a student with a documented disability is entitled to), some assistive technology and equipment loans, etc.

Other advising services for students include:

1. The [Major and Career Exploration Center](#) located in 214 Pratt Hall provides IUP students, as well as the surrounding community, with resources to help them choose a major and potential career. These resources include: FOCUS 2 (a continuously updated computer based assessment tool that helps to measure a person's values and interests and gives the user insight on occupations that match those values and interests); Interest Inventories (presently, the Strong Interest Inventory and the Myers-Briggs Type Indicator [MBTI]); Career Counselors (professional and paraprofessional staff trained in career exploration consultation); Resource Library (books, occupational briefs, and handouts on numerous professions that give insight on careers in most occupations); & DVST 170 "Career Exploration" (a one-credit career exploration course that allows students to participate actively in selecting a major and learning about career resources at IUP).
2. [The Career and Professional Development Center](#) located in 302 Pratt Hall. The goal of the Career and Professional Development Center is to teach students, by providing coaching and support, how to become active participants in their own continuing career development. Services provided include informational handouts on topics such as

creating cover letters and resumes, interviewing and professional attire; mock interviews; etiquette dinners; information on internships; job fairs; CandidCareer (informational videos of career advice from industry professionals); GlassDoor (a job search database that includes 6 million company reviews, CEO approval ratings, salary reports, interview reviews and questions, office photos, and more).

The Academic Success Center

[The Academic Success Center](#) (ASC@IUP) is a hub connecting students with IUP's array of curricular, co-curricular, and other support services that promote student success and well-being. It is a one-stop, one-click resource that responds to needs of the university community. Goals of the ASC@IUP include to positively impact overall student success and well-being, to contribute to student satisfaction regarding their IUP experience, and to link [students](#), [faculty](#) and staff with resources that contribute to student success.

The [Academic Success Assistance Program](#) provides students support through bi-weekly meetings with an academic success assistant. The program is provided in each academic college under the direction of a member of the college dean's staff.

The Counseling Center

[The Counseling Center](#) is part of the Center for Health and Well Being, located in the Suites on Maple East, G31, 901 Maple Street. The phone number is 724-357-2621.

The IUP Counseling Center assists students in recognizing tasks inherent in their development as individuals and their growth as IUP students. Faculty and staff at the center work collaboratively with students to foster the self-knowledge and skills necessary to succeed personally, academically, and professionally. Accredited by the [International Association for Counseling Services](#), the Counseling Center allows students the opportunity to integrate their personal goals with their academic goals.

The mission of the Counseling Center is to work with the divisions of [Student Affairs](#) and [Academic Affairs](#) to enhance the learning environment. The center assists students in accomplishing developmental tasks resolving impasses to effective psychosocial functioning, and achieving their academic, personal, and professional goals.

The Counseling Center consists of 5 full-time tenure-track faculty members who are licensed psychologists with doctorates in counseling or clinical psychology. They also serve as a training center for advanced graduate students in the mental health professions.

Services for Students

Individual counseling. Students with emotional well-being concerns may meet with a counselor. Services are available both by appointment and during walk-in clinic hours, which are Monday through Friday from 1pm to 3pm. There are no fees for students who have paid tuition and the university's Wellness Fee. The number of sessions per student vary; however, the maximum is 12 individual sessions per academic year.

Group counseling. Groups usually include four to nine students and are facilitated by two therapists. Group facilitators work to provide a safe, confidential environment where members are free to discuss their thoughts, feelings, and concerns as they are comfortable. Participation in these groups requires an initial meeting with the group facilitators. There are no sessions limits for group counseling Group topics vary by semester. Groups offered in the past include:

- **Women's Group.** The Women's Group (open to female undergraduate and graduate students) focuses on helping women gain a better understanding of themselves and ways of relating more comfortably with others. Topics vary week to week and may include assertiveness, intimacy, self-acceptance, family of origin issues, academics, body image, and interpersonal relationships. and interpersonal interaction.
- **Men's Group.** The Men's Group (open to male undergraduate and graduate students) is a safe space for men to discuss and explore any issues impacting their lives. Topics vary week to week and may include school and personal stressors, relationship issues, emotional expression, and dealing with pressures associated with masculine ideals and stereotypes.
- **Graduate Student Interpersonal Process Group.** This group is intended to help graduate students achieve personal growth and raise self-awareness. Issues addressed vary week to week and may include relationships, life transitions, family of

origin issues, managing stressors both in and outside of academic life, and how these issues affect feelings about ourselves and others.

- **Anxiety Clinic.** The Anxiety Clinic is designed to help students who struggle with various forms of anxiety. Students will learn more about symptoms of anxiety, how anxiety impacts daily functioning and the body, and skills to manage stress and reduce overall anxiety. Students will also talk with and receive support from other students who struggle with anxiety.
- **Understanding Self and Others.** Do you have difficulty developing and maintaining close relationships with others? Would you like to learn about yourself and better understand your relationships? In this group, you will practice new ways to express your thoughts and feelings in a safe and encouraging atmosphere, while learning to deal with a variety of concerns such as feelings of depression and anxiety, resolving relationship issues, and other personal concerns.

Workshops. The Counseling Center regularly offers workshops to talk about issues that commonly affect college students. The workshops cover a variety of topics, including study skills, stress, sexuality, and stigma.

Crisis and emergency services. The Counseling Center offers crisis consultation and crisis services Monday through Friday from 8:00 a.m. to noon and from 1:00 to 4:30 p.m. Additionally, the Counseling Center houses the [Haven Project](#) counselor for sexual assault and abuse issues.

Referrals and psychiatric services. The Counseling Center does not have a full time psychiatrist onsite; however, there is a psychiatrist onsite one afternoon a week and they have a contract with the local community health agency for referral to their psychiatric services while students remain in counseling at the counseling center. The Counseling Center also arranges for referral to appropriate service providers when students' concerns and issues are beyond the scope of counseling center services. The Center has good relationships with a number of practitioners and hospitals in the area and provides referral services for students who wish to see non-IUP practitioners and will help students arrange for services when they leave IUP over breaks or when they graduate.

Self-help resources and library. The Dana Kriebel Memorial Self-Help Library contains books, videos, and audiotapes covering many areas of psychological concerns and interests to students. The library is located in the Counseling Center and can be accessed with the aid of the secretary or counselors. All materials may be read or reviewed in the center. Some items may be borrowed by students. In addition, there are a number of [self-help links](#) on the Counseling Center website, including screening instruments for depression, anxiety, and eating disorders.

Services and Counseling for Substance Use and Abuse

The Counseling Center provides the following services for substance use and abuse:

- Counseling for students who are concerned about their drinking or drug use. If necessary, the Counseling Center provides referrals for drug and alcohol treatment centers.

- Support, advice, and counseling for students as they maintain responsible drinking.
- Help for students for whom alcohol or drug use is secondary to other psychological or developmental issues so that they can cope more effectively with their symptoms or concerns.
- Support, advice, and counseling for students who are concerned about the alcohol or drug use of others (family, friends, roommates, and so on).

Graduate Student Training Facilities

The Counseling Center serves as a training site for graduate students from IUP's Clinical Psychology program.

Services for Faculty

Referral. The Counseling Center does not provide counseling for faculty members. They can, however, provide referrals to practitioners and other services. They have a fairly extensive referral list. Feel free to call them at 724-357-2621.

Consultation. Counseling Center faculty members (licensed psychologists) are available to consult with all members of the IUP Community. Counseling Center faculty can assist with concerns about students, referrals, and student crises. They are also available for presentations and workshops on a variety of topics. If interested in learning more, please call 724-357-2621 during normal working hours.

The Care Team. The Care Team works with members of the university community (faculty, staff, and student peers) to help assist students with concerns and whose behaviors concern others. For more information about the Care Team or to seek assistance for a student exhibiting concerning behaviors, contact any of the [Care Team Members](#).

Where to Turn for Help: There are many people at IUP and in the Indiana community who are committed to assisting students during particularly stressful times. [Here](#) is a list of resources and contact information.

Section Four:

**Campus Policies &
Other Important
Things You Should
Know**

Campus Map and Directions

Campus map and directions: <http://www.iup.edu/mapanddirections/default.aspx>
The interactive and virtual tours are helpful when navigating your way on campus.

Class Cancellation Policy

If you must cancel class for any reason, official forms must be filled out. Forms for professional leave, such as attending an academic conference, require listing who will be covering the class and/or the alternative assignment the class will be doing in place of the class meeting. Faculty also have sick leave that accumulates each semester. Further information regarding your faculty sick leave bank and how to use it can be found at <https://www.iup.edu/humanresources/benefits/leave-benefits-by-bargaining-unit/>. Sick leave forms differ from professional leave forms and both can be obtained from departmental administrative assistants and/or online.

IUP may cancel classes or close the university during inclement weather. The Inclement Weather Policy can be found at <http://www.iup.edu/weatherpolicy/default.aspx>. The university has designated radio and television stations where such information is announced.

Syllabi Requirements

Undergraduate Catalog: <http://www.iup.edu/registrar/catalog/>

Graduate Catalog: <http://www.iup.edu/graduatestudies/catalog/default.aspx>

Specific requirements may vary by department, so always ask for the Syllabus of Record for each course assigned. If a syllabus of record exists for your course, it can be found at [this](#) site. Some departments will require use of this syllabus and will also require certain texts while other departments will allow for more flexibility on specific assignments and textbooks.

Be aware that a syllabus is a quasi-legal document and a copy of each course's syllabus must be submitted to the department and be kept on file. Additionally, each student *must* be provided with a free copy of the syllabus within one week of the first meeting of the class (*for the Fall 2020 semester, students must be given a free copy of the syllabus on the first day of class*). The syllabus may be distributed as a hard copy or made available electronically. If students request a hard copy, they need to be provided with one.

The Undergraduate Catalog recommends that each syllabus include:

- The faculty member's name, office location, telephone number, IUP e-mail address, and office hours.
- An outline of the course content, objectives, and prerequisites, as appropriate.
- Information about any required textbook(s) with title, author, and edition, as well as any other required materials.
- Information on the determination of grades, including the weight, types, and scheduling of evaluations, other planned requirements, academic integrity, expectations for class participation, and attendance.
- A statement of policies and/or penalties for make-up exams and late submission of assignments.

- A statement addressing accommodations for students with disabilities.

In addition to the above, the syllabus should also include a Title IX statement. The following link displays the statement all faculty are to include on syllabi:

<http://www.iup.edu/teachingexcellence/new-faculty-support/syllabus-language-for-title-ix/>

Explicit statements about policies on participation, attendance, and plagiarism should be considered. If faced with a grade appeal, having all policies clearly stated in the syllabus is extremely helpful. University guidelines concerning syllabi, undergraduate course attendance, mid-term grades and other policies are available in the university catalog under Academic Policies. See [this link](#) for a detailed listing of these policies.

Be sure to check with your Department Chair in regards to specific syllabus language to be included for Fall 2020 in regards to classroom management, Hyflex/Hybrid model, etc.

Final Exam Policy

Final exam week is the last week of the semester. Faculty are required to hold some kind of culminating activity at the scheduled time. See the Final Exam schedule [here](#). The schedule is available before the beginning of each semester. [Here](#) you will find the official policy on final exams.

The final examination week is part of the regular academic program and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only legitimate type of culminating activity, and therefore the instructor may choose an appropriate activity that conforms to course objectives.

The culminating activity shall take place only at the time and location assigned by the Scheduling Center. Unless granted an excused absence, the faculty member responsible for the course must be present for the full examination period to direct the culminating activity. Faculty members may require student attendance at the culminating activity.

Faculty members who do not schedule or do not attend the culminating activity for a course may be subject to disciplinary action commensurate with unexcused absences. Once the final examination has been set by the Scheduling Center, changes and absences must be approved by the instructor's dean.

During the examination period, the following general rules apply where conflicts exist:

The higher numbered course takes precedence. Thus, a student enrolled in GEOG 102 and ECON 325 would take the ECON 325 exam at the assigned time and the make-up in GEOG 102.

If courses in conflict are the same level and number, an alphabetical determination by full name of department will be made. For example, a student enrolled in ACCT 481 and CNSV 481 would take the ACCT 481 exam at the assigned time and a make-up in CNSV 481.

University Police

The University Police webpages are located here: <http://www.iup.edu/police/default.aspx>

Location: University Towers
850 Maple Street
Indiana, PA 15705

Phone: 724-357-2141

Fax: 724-357-2104

Office Hours: 24 hours a day, 7 days a week

For assistance in case of emergency, to report a crime, or problems with your vehicle, contact IUP University Police. They will also help faculty who lock themselves out of their offices.

Safe Zone

Safe Zone is a campus-wide organization offering support to IUP's GLBT community. Training for those wishing to become members occurs at least once per semester. Members are identified by signs on office doors with a pink triangle on a rainbow field. For more information, visit the [website](#).

Student Services

Webpages containing information on student life can be found at:
<http://www.iup.edu/studentlife/>

The full directory of student services is located here: <http://www.iup.edu/student-services/>

There are numerous services for IUP students from housing and parking to campus activities and jobs.

Students with Learning Disabilities

Information on services for students with learning disabilities may be found here:
www.iup.edu/advising/testing

Throughout the semester, faculty may receive confidential paperwork regarding students enrolled in their classes. These documents list the accommodations a student is entitled to so that he or she may succeed at IUP. A student may not need all the items listed, but you should make the necessary adjustments to coursework if asked to do so. Usually, the student will approach the instructor if accommodations are needed. You may take the initiative and ask them, in a confidential setting, how you can assist them to ensure a successful classroom experience. Disability accommodation is a federal matter, so if assistance is needed to meet these criteria, contact the Department for Disability and Advising (D²A²), Room 216 Pratt Hall or call 724-357-4067.

Parking

Campus Parking

Finding parking on and around campus may be a challenge unless you are in some of the outlying buildings such as Zink and Eberly or you arrive on campus prior to 8 a.m.

As a faculty member, you must register your car with the University Police. The University Police will then issue you a faculty tag to hang from your mirror and a map of the campus with parking areas clearly marked. Your faculty tag allows you to park in marked faculty spaces from 7am to 5pm Monday through Friday when the University is in session. Parking in these spaces is free. However, in many areas of the campus, *faculty only* parking areas are difficult to find. Many faculty end up parking in metered spaces at least some of the time. Bring quarters for meters, but the university "Pay-by-Space" machines also take credit cards. There are a few short term, 30 minute meters. Most meters are 4 hour or 10 hour meters. Thirty minutes costs 25 cents. Parking is generally worse right before classes change. Plan your arrival on campus accordingly.

After 5pm parking areas on campus are "open" to all members of the University community (that is, anyone with a University parking tag). Parking meters run until 5pm Monday through Friday.

It is possible that you will receive a University ticket at some point in your career at IUP. The cost is \$15.00 if paid within five days; after five days, the cost is \$20.00 and is paid directly to the University. If for some reason you think that your ticket is not valid, do not hesitate to appeal it. The appeal process is available at <http://www.iup.edu/parking/regulations/parking-ticket-appeal-process/> .

Off Campus Alternatives for Parking

Robertshaw Lot. Technically this is campus parking. It is a large open lot and your University tag will allow you to park there free of charge. Robertshaw is about a mile away from the Campus, and a shuttle is available to various locations on campus. You must time your arrival with the shuttle. Shuttle schedules are available from University Police and the HUB Desk. In addition, this is the lot that all resident students are required to park in and many commuters use.

St. Thomas More University Parish. The St. Thomas More University Parish (also called The Newman Center) is at 1200 Oakland Ave a short walk from Sprowls, Cogswell, Clark and Stouffer. They have a large parking lot and charge \$275 per year (Sept – May) for a parking permit. You may not park there on weekends due to their services, and there are additional dates during which parking is not available (including during their September booksale). To purchase a permit, visit their website at <http://www.stmup.org/parish-life/Pages/catholicstudentassociation.aspx>. Click on the menu in the top left corner then click on "Newcomers & Visitors" followed by "Donate". Scroll down on that page to the Parking Permit option.

University Square Student Apartments and Parking. Parking is located below the Newman Center lot. Parking is on a first come, first served basis starting the first day of the semester at \$200 per semester. The office is located at 1163 Grant St. 724-349-5711.

University Parking Garage and Construction. In the parking garage, reserved permit parking is \$475 a year (with a waiting list) and there is also pay-per-space parking at 25 cents per 30 minutes.

Section Five:

Moving to Indiana County, PA

Indiana, Pennsylvania

The following is the description of Indiana from *Wikipedia* (3/21/16):

Indiana is a borough in and the county seat of Indiana County in the U.S. Commonwealth of Pennsylvania. The population was 13,975 at the 2010 census, and since 2013 has been part of the Pittsburgh metropolitan area after being a long time part of the Pittsburgh Media Market. Indiana is also the principal city of the *Indiana, PA Micropolitan Statistical Area*.

The borough and the region as a whole promotes itself as the "Christmas Tree Capital of the World" because the national Christmas Tree Grower's Association was founded there. There are still a large number of Christmas tree farms in the area. The largest employer in the borough today is Indiana University of Pennsylvania.

Industry

For decades the major industry of the town was coal mining, but as mines closed throughout the latter half of the twentieth century the area has had ongoing economic difficulty. Natural gas surveying and production have picked up some of the slack. It also counts a number of other production and service firms as members of the community, as well as two publicly traded companies: S&T Bancorp, Inc., and First Commonwealth Financial Corporation, unique considering the size of the community. In addition, it is home to one of the nation's largest independent insurance agencies: The Reschini Group - which was started by the nation's first female insurance agent Rose Reschini in 1938.

Notable Natives and Residents

Indiana was the birthplace and hometown of actor [Jimmy Stewart](#) (1908–1997), who was born there and lived at 104 North 7th Street. Despite the fact that he left the area upon graduating from high school, the town always followed his career closely, with the local newspaper periodically publishing rumors in his later years that Stewart planned to return there to live. On May 20, 1983, Stewart was given a 75th birthday celebration by the town. Before Stewart's death, a museum to his memory was opened on the third floor of the local public library, and a bronze statue of Stewart was erected in his honor at the county courthouse during his 75th birthday. The town annually holds a Jimmy Stewart film festival as part of the town's "It's a Wonderful Life" holiday celebration.

Arguably the most celebrated and notorious environmentalist author of the twentieth century, Edward Abbey (1927–1989), was born at the Indiana hospital and raised in Indiana and near the Indiana County towns and villages of Saltsburg, Pennsylvania, Tanoma, and Home, Pennsylvania. Abbey's first novel, *Jonathan Troy* (1954), is set entirely in a thinly disguised Indiana, and his novel *The Fool's Progress* (1988), which he called his "fat masterpiece", is an autobiographical account of his growing up in this area and his imagined attempt to return home after a lifetime spent mostly in the desert Southwest. His nonfiction book *Appalachian Wilderness* (1970) lovingly describes Indiana and Home. There is a Pennsylvania state historical marker for Abbey at Home.

Other notable Indiana natives include:

- [James H. Bronson](#), Medal of Honor recipient in the American Civil War
- [Renée Fleming](#), a world-famous Lyric Soprano and a National Medal of Arts recipient who has sung in the world's most prestigious opera houses; voice featured on the *The Lord of the Rings* soundtrack
- [Ernest W. Lewis](#), Arizona territorial jurist
- [Paul McCandless](#), a Grammy-winning jazz woodwind player and composer
- [Jim Nance](#), a football player who was inducted into New England Patriots Hall of Fame in 2009, was born in Indiana and graduated from Indiana High School
- [Michael Ryan](#), a Major League Baseball player
- [Joe Saylor](#), a professional Jazz percussionist for the Stay Human Band
- [Tawni O'Dell](#), a *New York Times* bestselling author
- [Steve Wheatcroft](#), a professional golfer

Geography

Indiana, Pennsylvania is located at 40°37'16"N 79°9'18"W (40.621084, -79.154903). The borough is an independent municipality surrounded by White Township. For some time in the 1990s there was discussion of merging the borough and township, but the matter was never acted upon.

According to the United States Census Bureau, the borough has a total area of 1.8 square miles (4.7 km²), all of it land.

Demographics

As of the census of 2010, there were 13,975 people, and 4,624 households residing in the borough. The population density in 2000 was 8,440.0 people per square mile (3,267.6/km²). There were 5,096 housing units at an average density of 2,887.6 per square mile (1,117.9/km²). The racial makeup of the borough was 91.51% White, 5.19% African American, 0.07% Native American, 1.89% Asian, 0.02% Pacific Islander, 0.44% from other races, and 0.89% from two or more races. Hispanic or Latino of any race were 1.20% of the population.

There were 4,804 households out of which 14.1% had children under the age of 18 living with them, 26.5% were married couples living together, 6.1% had a female householder with no husband present, and 65.3% were non-families. 34.1% of all households were made up of individuals and 10.3% had someone living alone who was 65 years of age or older. The average household size was 2.29 and the average family size was 2.81.

In the borough the population was spread out with 8.2% under the age of 18, 59.4% from 18 to 24, 13.7% from 25 to 44, 10.5% from 45 to 64, and 8.2% who were 65 years of age or older. The median age was 22 years. For every 100 females there were 83.8 males. For every 100 females age 18 and over, there were 82.3 males.

The median income for a household in the borough was \$21,279, and the median income for a family was \$47,768. Males had a median income of \$32,333 versus \$27,831 for females. The per capita income for the borough was \$12,317. About 11.2% of families and 44.1% of the population were below the poverty line, including 14.3% of those under age 18 and 11.5% of those age 65 or over.

Education

Indiana University of Pennsylvania (or IUP) is a public university founded in 1875. It offers over 100 undergraduate majors and is the only doctoral degree-granting institution in the system.

For public K-12 education, the Indiana Area School District supports four neighborhood elementary schools (Eisenhower Elementary, Horace Mann, East Pike, Ben Franklin), a junior high school (Indiana Area Junior High School) and high school (Indiana Area Senior High School), which are accredited and recognized for quality. A Catholic affiliated Pre-K through grade 6 program is offered at the St. Bernard School, in addition to other various parochial schools for different denominations.

Early care and education programs for pre-k children are available. The non-profit IndiKids or (Indiana County Child Day Care Centers) offers [NAEYC](#)-accredited care for children of students and community members on the campus of IUP and throughout the community.

Recycling

Recycling is offered through the Indiana County Solid Waste Authority. Their phone number is 724-479-0444. For more information, see <http://icswa.indianapa.com/>.

The weekly curbside recycling program is for Indiana Borough and White Township residents. Each household is issued two recycling bins for approved recyclable materials 1) glass, cans and newspapers and 2) plastics. You must separate the newspapers in their own bags. If there is no bin at your residence, contact Indiana Borough at 724-465-6691 or White Township at 724-463-8585.

Other recyclable items can be taken at the Recycling Center. For convenience, bins for residential drop-off recycling are accessible 24 hours a day 7 days a week at the recycling center, located at 1715 Route 119 South, Homer City, PA 15748. All bins in the drop-off area are clearly marked for acceptable materials (including glass, cans, newspapers, plastics, yard waste, corrugated cardboard, and magazines).

Local Media

FM Stations				
Call Letters	Frequency	Format	Location	Owner
WFRJ	88.9	Religious	Johnstown	Family Stations, Inc.
WQEJ	89.7	Classical	Johnstown	WQED Multimedia
WIUP	90.1	College	Indiana	Indiana University of Pennsylvania
WQMU	92.5	Hot AC	Indiana	St. Pier Group, LLC
WFGI	95.5	Country	Johnstown	Forever Broadcasting
WKYE	96.5	Adult Contemporary	Johnstown	Forever Broadcasting
WFGY	98.1	Country	Altoona	Forever Broadcasting
WRKW	99.1	Rock	Ebensburg	Forever Broadcasting
WDVE	102.5	Classic Rock	Pittsburgh	Clear Channel
WFSJ	103.7	Christian Contemporary	Indiana	Godstock Ministries, Inc.
WMUG	105.1	Religious	Indiana	The Christian Witness, Inc.
WLCY	106.3	Country	Blairsville	St. Pier Group, LLC
WDSY	107.9	Country	Pittsburgh	CBS Radio

AM Stations				
Call Letters	Frequency	Format	Location	Owner
WKHB	620	Oldies	Irwin	Broadcast Communications, Inc.
KDKA	1020	News/Talk	Pittsburgh	CBS Radio
WCCS	1160	News/Talk	Homer City	St. Pier Group, LLC
WDAD	1450	Oldies	Indiana	Renda Broadcasting Corporation

Indiana, Pennsylvania is also home to the *Indiana Gazette*, formerly the *Indiana Evening Gazette*, a seven-day-a-week publication. Although Indiana County is considered to be part of the Pittsburgh DMA by Nielsen, many area residents also view Johnstown TV stations. The area receives coverage from both media markets.

Information about civic concerns may be found at <<https://www.indianaboro.com/>> for Indiana Borough or <<http://www.whitetownship.org/>> for White Township.

Housing

We hope the following information will be helpful as you make your transition to Indiana University of Pennsylvania. Please note that our goal is simply to provide information. We do not intend to endorse or recommend but simply offer information. The information provided was updated in summer 2020, but we cannot guarantee absolute accuracy as changes may occur.

Moving to Indiana County?

The Chamber of Commerce would like to introduce you to our community by sending you a copy of our Indiana County Newcomer Kit, which includes:

- Names of Member Real Estate Agencies
- Area Maps
- Restaurant/Motel Guide
- Profile of Indiana County
- School Information
- Other specific information upon request.

Newcomer Kits are provided free of charge to those planning to move to the Indiana area. For further information, please call the Chamber at 724-465-2511 or check the [website](#).

Buying a House In/Near Indiana, PA

If you are coming from a major metropolitan area on the east or west coast, house prices might look like a bargain. Although prices are generally higher in Indiana than in the surrounding region, the quality of life is very high for faculty in the area.

There are many types of housing available if you are buying. You can live in an old Victorian in town or in a relatively new home in the suburbs. You can even have an old farmhouse only a few miles out of town.

Prices of decent houses range from \$100,000 to \$300,000 ("decent" meaning good size, not needing a lot of work). In town, a 3-bedroom house in decent condition usually costs \$150,000 - \$200,000. Houses in developments popular with faculty usually cost a bit more.

Before you move or buy, investigate the tax situation very carefully. There are big differences in the tax rate from neighborhood to neighborhood and community to community.

Visit the website of the local newspaper, [The Indiana Gazette](#). Rentals are listed in the Classified section, and they also have a Real Estate section if you're thinking of buying. The local realtors' websites list all the local homes for sale (including ones that are listed with other realtors). Visit any of them to see what's available: www.klrealestate.com, www.northwood.com, , www.puttre.com are a few options. Of course, [Zillow](#) is also a fabulous option!

Indiana, Pennsylvania Realtors/Brokers

[Berkshire Hathaway Home Services](#)

200 South 7th Street
Indiana, PA 15701
Phone: 724-349-8040

[Good News Realty](#)

560 Carter Avenue
Indiana, PA 15701
Phone: 724-463-9000
Phone: 1-800-467-6617

[Howard Hanna Kuzneski & Lockard, Inc.](#)

101 Heritage Run Road
Indiana, PA 15701
Phone: 724-349-1924
Phone: 1-800-709-7896

[Joy Realty](#)

1163 Grant Street
Indiana, PA
Phone: 724-349-6900
Phone: 1-888-349-6800
Fax: 724-349-6902

[Previte Reality](#)

Frank Previte, Owner-Broker
40 North 5th Street
Indiana, PA 15701
Phone: 724-465-8320
Fax: 724-465-9318

[Putt Real Estate](#)

Wallace Putt, Broker
716 Church Street
Indiana, PA 15701
Phone: 724-465-5606

Renting a House or Apartment

If you want to rent a house, be prepared to come early (June or July) and spend a good deal of time. Ask anyone you're in contact with (word of mouth is often the key). Most rentals are listed in the local paper, but it's worth contacting real estate agencies, too.

The same information applies for finding a good apartment. There are many small apartment complexes and apartments in old houses. These will be listed in the local newspaper.

There is one very large agency, Westgate Group, that runs three large apartment complexes. The complexes are: Spring Meadow, Hampton Court and Westgate Terrace. There are a number of different apartment options including townhouses, three bedrooms, two bedrooms, apartments with fireplaces, one bedroom and so on. Not all will be available at the time you want them. More students live in Westgate Terrace than in the other two complexes. Apartment rents are reasonable but not inexpensive. The phone number is: 724-463-0480. Many faculty spend a year or two living in one of these complexes and then find other housing.

Other Rental Options for Faculty

[Colonial Manor Apartment Complex](#): 724-463-9290 (many graduate students live in this complex but few undergraduates)

Lazor Brothers: 724-349-4914

Heatherbrae Apartments: 724-463-7368 (<http://www.rentheatherbrae.com/apartments-.html>)

And of course, ask colleagues and others. Many apartments and houses are found this way.

Transportation

Airport

The nearest international commercial airport is the Greater Pittsburgh International Airport (75 miles but 2-2.5 hours drive time depending upon time of day/traffic). A closer (approx. 30 miles from Indiana) and easier to drive to airport is the Westmoreland County Airport (Arnold Palmer Regional Airport), located in Latrobe, PA, which provides flights to twenty domestic locations including Atlanta, GA- Dallas, TX- Orlando, FL- Los Angeles, CA on Spirit Airlines. Parking is free!

Bus

Indiana County Transit Authority (IndiGO) offers local service. Schedules available [online](#), and their number is 724-465-2140

Fullington Trailway, is a non-local service – can connect to Greyhound. Call 800-942-8287 or 724-463-0213

Taxi

[Turbo Taxi](#) operates seven days a week and services Indiana as well as surrounding areas, including Johnstown, Altoona, and Pittsburgh. 724-465-8294

Storage

Business	Address	Phone Number
A Storage Inn	2125 Shelly Dr.	724-349-6611
Airport Road Storage	1327 Byers Rd.	724-465-8701
Cousin's Self Storage	428 Ben Franklin Rd. S	724-463-0866
Lug-It to Larch's Self Storage	4346 Route 286 Hwy E	724-463-3110
McNaughton & Latrobe	140 Old Route 119 Hwy S	724-463-3571
Peightal's Secure Self Storage	878 North 5 th Ave.	724-840-9752
Regency Self Storage	35 North Ave.	888-864-3200

All of these businesses are located in Indiana, PA.

Banks

Bank (Main Offices)	Address	Phone Number
First Commonwealth	600 Philadelphia St.	724-349-3400; 800-711-2265
1 st Summit Bank	1825 Oakland Ave.	724-349-3225; 888-262-4010
Indiana First Bank	935 Philadelphia St.	724-349-2834
Marion Center Bank	162 Route 119 Hwy N	724-465-5561; 888-762-2265
PNC Bank	76 Ben Franklin Rd S	724-349-1700;
S & T Bank	800 Philadelphia St.	724-349-0599 ; 800-325-2265

All of these banks are located in Indiana, PA.

Pennsylvania State Employees' Credit Union

(excerpted from [PSECU website](#))

Chartered in 1933, Pennsylvania State Employees Credit Union provides full-service financial programs to over 230,000 members. Our main office is located in Harrisburg, Pennsylvania. Our members also utilize our services through over 14,000 automated teller machines located across the country at MAC®, PLUS®, and HONOR® System Networks.

PSECU's Field of Membership

- Employees of the Commonwealth of Pennsylvania
- Students and alumni of institutions of the State System of Higher Education
- Family members of the above groups

[Note from the IUP-APSCUF Newer Faculty Committee: As a faculty member you are an employee of the Commonwealth of Pennsylvania and therefore eligible for membership.]

Local Office

2410 Philadelphia St. Indiana, PA
 (800) 237-7328 Nationwide (USA)
 (717) 234-8484 in Harrisburg, PA

PA Driver's License

To get a PA driver's license, you need to go to the Driver License Center in the Indiana Mall (Rt. 286 and Warren Rd, Unit 110) in Indiana. Their hours are subject to change.

What to bring:

- out-of-state driver's license
- social security card
- additional form of identification containing your signature (e.g. driver's license, photo ID card, bank card, passport, citizenship or naturalization document, vehicle registration)
- proof of residence (bills and letters that show address)
- U.S. birth certificate or valid U.S. passport
- if you are not an American citizen, you might be required to bring translations of non-English language documents
- a personal check (they do not accept credit cards or cash)

Be sure to pull a number out of the machine at the entrance of the driver license center. Take a seat and wait until your number is called. They are usually pretty quick, but your waiting time will depend on how busy they are.

You can find more useful information about getting a driver's license and title and registration online at: <https://www.dmv.pa.gov/Driver-Services/New-Resident-Relocation-Information/>.

License Plates

Unfortunately, you cannot get license plates at the driver license center. You need to go to one of three places:

- AAA; this is easiest if you are an AAA member
- A car dealership; this is easiest if you are buying a new car
- Many notaries public offer this service; check under "Notaries-Public Services" in the yellow pages

Contact any of these places and ask them what you need to bring. Most likely it will be: your vehicle, driver's license, title and registration, and proof of insurance. Depending on where you go, other documents may be required. Note that, in Pennsylvania, a license plate is required on the back of your vehicle, but not the front.

Schools and Child Care

Child Care & Preschool

IUP and the surrounding community are very much like the rest of the nation in their child care dilemma. The supply is far less than the demand, and it is a parental responsibility to determine quality.

An Information and Referral Service for all county childcare is available from Child Care Information Services (**CCIS**) at 724-349-8830 or 1-800-327-3070. This office has information on all currently licensed and registered childcare facilities as well as parent information on selecting quality care. This agency is also responsible for determining financial eligibility for subsidy vouchers. Their office is at 155 N. Clymer Ave. in Indiana.

One option is the Indiana County Child Day Care Program ([IndiKids](#)) IndiKids has locations at:

- IUP (the University Early Care and Education Center – infant, toddler & preschool care)
- Ben Franklin School (school age – before & after school care)
- Horace Mann School (school age – before school care)
- Homer Center School (school age – before & after school care)
- Trinity United Methodist Church (school age – after school care)
- East Pike Elementary School (Camp IQ--summer camp—part or all day camp)

The main office is located at 570 S. 11th St., Indiana, PA. Call 724-349-1821 to reach any center.

Some private childcare and/or preschools in the Indiana/White Township area include:

- Grand Beginnings, 724-463-1819 or 724-463-1984
- Keys Montessori School, 724-349-5680
- Cottage House Day Care 724-349-1377 (License set to expire Sept 3, 2020)
- Seeds of Faith Christian Academy, 724-463-7719
- Stay-N-Play Day Care, 724-465-5683
- Zion Lutheran Preschool, 724-465-5770

K-12 Public Schools:

Indiana County has seven school districts. The [Indiana Area School District](#) including Indiana Borough and White Township, surrounds the IUP campus. The entrance age for kindergarten for Indiana Area Schools and surrounding districts is 5 years old prior to September 1.

Other K-12 school options in or near Indiana include:

- St. Bernard School: K-6th; Catholic; 724-465-7139; Indiana
- Seeds of Faith Christian Academy: PreK-9th; non-denominational; 724-463-7719; Indiana
- Calvary Baptist School: PreK-12th; Baptist; 724-254-2140; Clymer
- Indiana Wesleyan School: K-12th; Wesleyan Methodist; 724-254-2000; Dixonville

Health Resources

Indiana Regional Medical Center (IRMC)

Indiana Regional Medical Center is a for-profit hospital owned by a local group. It is a full service hospital. It is well-funded, well-appointed, and well-staffed. The ER is well-equipped, and the staff are friendly. They have LIFEFLIGHT equipment for major emergencies and good relationships with the Pittsburgh Hospitals. The OB/GYN unit is fairly new and pleasant. Rooms in the OB/GYN unit are singles and infants are in cradles with their mothers. The Med-Surg units are clean and fairly quiet. The hospital staff appears to know when to refer and when not to. There is also a regional cancer center associated with the hospital.

Finding a Physician

Indiana has a number of board certified physicians. Some are newcomers to the area; some have been part of the area for years. This is their hometown or home region. The easiest way to find a physician is to call IRMC and request their publication about physicians. All physicians on staff at IRMC are listed, with pictures, specialties and credentials. Sometimes, if you call the Emergency Room the staff have a good idea of who is currently taking new patients and who is not. On the other hand, you have to be sensitive to whether or not they are busy. Once you look through the Physician Booklet, ask your colleagues or one of the Newer Faculty Committee Members whom they use and would recommend. You can also log in to the [Highmark Blue Shield website](#) to look for a physician or a specialist. A lot of the time you will also find reviews for them.

Finding a Pediatrician

Indiana is a great place to raise children, so pediatricians are very busy! In addition to the excellent care provided by Indiana physicians listed in the yellow pages, there are also excellent pediatricians in Armstrong County who can refer patients to physicians at Children's Hospital in Pittsburgh.

Finding a Dentist

Dentists, orthodontists, and periodontists are listed online. Many specialize in children. Most accept the Health and Welfare dental plan provided by APSCUF and will do the paperwork for you. This is important to ask when you request an appointment. Again, ask your colleagues or call one of the Newer Faculty Committee Members and ask for recommendations. We all have them.

Please note: Dental work is usually expensive and the Health and Welfare dental plan is very good.

Med Express

MedExpress Urgent care is a great option for seeing a doctor when you are sick and can't get an appointment with your own doctor. It is located at 2128 Oakland Avenue and open Monday through Sunday from 8am to 8pm. Co-pay is \$50.

Other Resources

Pittsburgh is a major health and medical center. The University of Pittsburgh Medical School contributes to this. You will see ads and hear a great deal about UPMC- the University of Pittsburgh Medical Center. UPMC has gobbled up a number of hospitals in the region and is the major medical center/establishment in Western Pennsylvania. If you have serious health problems or concerns, which cannot be dealt with at our local hospital, Pittsburgh offers first rate, world-class medical treatment due to the medical school and several research hospitals. Physicians in Indiana can offer referrals to Pittsburgh and/or ask your colleagues. Many of the IUP faculty swear by Pittsburgh physicians. Others prefer the intimacy and familiarity of using a local, community hospital.

Eye Care & Dental Coverage

These insurance benefits are provided by APSCUF rather than by your IUP insurance. Information about coverage and forms may be found [here](#).

Full-time temporary faculty members are eligible for health care benefits and in-depth information will be mailed to you. Furthermore, full-time temporary faculty who are also union members qualify for eye care and dental coverage. Information on health care benefits is available at the website above. The following is a link to the PA Faculty Health and Welfare Fund site which includes an electronic version of the benefits handbook as well as links to forms needed to file eye care and dental claims: www.pafac.com. Some medical practitioners will process these forms for you.

If you do not receive in-depth information regarding other health care benefits, please contact the Human Resources department in G-8 Sutton Hall at 724-357-2431. Likewise, if you do not receive in-depth information regarding eye care and dental coverage, please contact the IUP-APSCUF office in 311 Pratt Hall at 724-357-3021.

Bookstores

The Co-Op Store (in the Hadley Union Building or HUB) offers a decent selection of books and other school-related items you may need such as agendas, pens, notebooks. Additionally, they sell IUP clothing items. This is where you will put in your orders for your textbooks. They will contact you via email to request your books orders.

Another independent bookstore is The Book Nook, located at 711 Philadelphia Street (724-463-0831), about two blocks from campus. The Book Nook also carries newspapers from a number of cities, magazines, and gifts and has a specialty in cookbooks. The Book Nook offers excellent book ordering services.

The nearest big chain is Barnes & Noble. There are stores at 5155 Rt. 30 in Greensburg, at the Monroeville Mall, and at the Logan Towne Center in Altoona. Bookstores also abound in and around Pittsburgh. Recent reviews of independent bookstores in the Pittsburgh area can be found [here](#) and [here](#).

Recreational Resources

Parks and Recreation Areas Near Campus

Recreation areas in or closest to the borough include Mack Park, with its community swimming pool and picnic area, in the eastern part of town (accessible from South 6th St. and Wayne Avenue), and White's Woods (accessible from North 12th St). White's Woods contains several trails that are favorite spots for dog-walkers; the trail system continues into the adjacent College Lodge, property owned by IUP. There is also the Hoodlebug Trail, which is 10 miles long and nice for walking and biking.

[The College Lodge](#), off College Lodge Road, has a toboggan run, cross-country skiing and picnicking facilities. And, as the name indicates, a nicely appointed, large lodge, which is frequently reserved for campus functions. There is also IUP Co-op Park (formerly the College Farm) located off Fulton Run Road. There is a small pond, a softball field and extensive fields and walking trails.

Indiana County has an extensive [county park system](#). The parks are open year-round and as a whole provide hiking, biking, boating, skiing, fishing, and horseback riding opportunities; picnic pavilions and lodge facilities; and other amenities.

"The mission of Indiana County Parks is to protect and enhance county park lands to improve the health of our people and the environmental health of our county. We invite and encourage others to become partners in our efforts to invigorate and sustain the County's natural resources for the future generations."

[Blacklick Valley Natural Area \(675 acres\)](#) - is located adjacent to the Ghost Town Trail 1/2 mile east of Dilltown. As a natural area the property will be left in its natural state so that visitors may enjoy the wide variety of natural habitats, wildlife, and songbirds that inhabit the site.

[Blue Spruce Park \(420 acres, including a 12 acre lake\)](#) - located 6 miles north of Indiana, near the borough of Ernest. The park is a multi-purpose park that is the most frequently visited County Park. (Annual attendance 200,000+)

[Buttermilk Falls Natural Area \(48 acres\)](#) - this site features an impressive waterfall, scenic woodland, and a hiking trail. The site was donated to Indiana County by the Keystone-Conemaugh Group, operators of the nearby Conemaugh Power Station.

[Eliza Furnace Historic Site \(4 acres\)](#) - a hot blast iron furnace located at the Cambria/Indiana County line near Vintondale. The Eliza Furnace is leased from the Cambria County Historical Society and is regarded as one of Pennsylvania's best preserved iron furnaces. The site is a major focal point and interpretive feature at the mid-point of the Ghost Town Trail.

[Ghost Town Trail \(15.5 total miles in Indiana & Cambria Counties\)](#) - this recreational trail follows an abandoned railroad corridor and provides non-motorized trail use along the Blacklick Creek Valley. Attendance at the trail is estimated at 75,000 visitors per year. Seven new businesses have been directly established because of the trail.

Hemlock Lake (205 acres, including a 60 acre lake) - located in Banks Township in northeast Indiana County, near the community of Johnsonburg. The park is leased to Indiana County by the Pennsylvania Fish and Boat Commission.

Pine Ridge Park (630 acres) - located 3 miles east of Blairsville, adjacent to the Chestnut Ridge Inn. Contains Pine Lodge, one of the regions most scenic lodges.

Tunnelview Historic Site (16 acres) - a recently developed historic site next to Conemaugh Dam. This site contains nationally significant remnants of transportation history including a 900' section of the Pennsylvania Mainline Canal.

Whites Woods Nature Center - Northwest of Indiana Borough, this area features 250 acres of woodlands with access off of N. 12th Street and has trails for cross-country skiing and hiking.

Memorial Park - Located in downtown Indiana, this smallest of the county parks is also the oldest and most historic, first surveyed in 1774. Originally a cemetery, the park now serves as a memorial to the county's veterans and features a bandstand as well as a life sized statue of a World War I Doughboy erected in 1923 by Alex Stewart, father of film star Jimmy Stewart. Steeped in history, the park is located near the Silas M. Clark House, on the corner of South Sixth Street, home of the Historical & Genealogical Society of Indiana County.

Mack Park - Located south of the borough between Carter Avenue and Hospital Road, Mack Park is also known as the "fairgrounds." Home of the J.S. Mack Community center, the park features an outdoor swimming pool with diving area, 90-foot figure-8 water slide, and pre-school wading area, 5 ball parks, 3 tennis courts and an enclosed picnic pavilion. For more information call 724-463-3473.

Yellow Creek State Park is seven miles east of Indiana on Route 422. This 2,981 acre park features a 720 acre lake with swimming along an 800-foot guarded beach. Fishing includes largemouth bass, walleye, muskellunge, northern pike, bluegill and catfish. Boats up to 10 hp are permitted. Environmental education programs are presented at this state facility which is perfect for recreational use year-round. Everything from picnicking, swimming, boating, fishing, hunting, hiking, ice fishing, cross-country skiing, sledding, tobogganing, snowmobiling, and ice skating is available. For further information, call (724) 357-7918. For general state park information call 1-888-PA-PARKS.

The following information is excerpted from the Indiana County Tourist Bureau Information. Additional information can be obtained by calling the [Tourist Bureau](#) at 724-463-8636.

Indiana County Golf Courses

Cherrywood Golf Course; Penn Run, 724-349-6909
Chestnut Ridge Golf Course; Blairsville, 724-459-7188
Chetremon Golf Course; Cherry Tree, 814-743-6205
Indiana VFW Country Club; Indiana, 724-465-5131
Meadow Lane Golf Course; Indiana, 724-465-5604
Pleasant Valley Golf Course; Vintondale, 814-446-6244

Sites and Attractions in Indiana County

Hometown Hero—Jimmy Stewart: The glitter of one of America's most beloved screen stars shines brightly on Indiana, for it was here that the town's most famous son, Jimmy Stewart, was born. Indiana may have inspired many of the all-American boy roles that earned him international acclaim as an actor, and as a symbol of the best of American heroes.

His boyhood was, by all accounts, a typical small-town American idyll, which you can retrace along the same streets, viewing many of the same sights that Mr. Stewart saw before he left Indiana for college and Hollywood, where he became one of the immortals of the silver screen.

Today, the most visible sign of his origins in the town is The Jimmy Stewart Museum. The museum highlights its namesake's accomplishments in film, radio, and TV. His roles as military hero, civic, leader, family man and world citizen are also woven into displays, film presentations, and gallery talks.

There's even a special room dedicated to his family's long and colorful history in Western Pennsylvania. Everything from a daguerreo-type of his great grand-dad in Civil War uniform to baby photos of Jimmy to his dad's old desk from the family hardware store are all on display.

You can view Stewart's film clips and career retrospectives in an intimate, 1930s vintage movie theatre. Plush with navy velvet drapes and wine-colored seats, the theatre features the best of the old and new. The state-of-the-art sound and projection system was donated by Universal City Studios of Hollywood. For more information call 1-800-83-JIMMY, 724-349-6112, or check out the Jimmy Stewart Museum [online](#).

The Jimmy Stewart Statue stands on the lawn of the new courthouse, at the corner of 8th and Philadelphia Streets. Jimmy Stewart himself unveiled the statue in 1983 during a festive 75th birthday celebration which included a fly-over of Air Force jets and a telephone call from President Ronald Reagan.

Directly across Philadelphia Street from the statue, a sundial marks the former location of J.M. Stewart & Sons Hardware, where young Jimmy worked and proud father Alex later displayed Jimmy's Academy Award statue.

One block west on Philadelphia Street, a bronze plaque marks the doorstep which led to the house where Mr. Stewart was born.

Travel east on Philadelphia Street, turn left onto Jimmy Stewart Boulevard, and proceed one block to the base of a long set of concrete steps that lead up Vinegar Hill. Jimmy's boyhood home stands at the top of the steps, on the left, and remains a private residence today.

As you return down the steps to Jimmy Stewart Boulevard, you are treated to a panoramic view of the town, and the Victorian-era courthouse that was featured, along with a portrait of Mr. Stewart, on the cover of a 1945 Life Magazine commemorating his return to civilian life and acting at the end of World War II.

Proceed east on Philadelphia Street, turn right onto South 6th Street and travel two blocks to Wayne Avenue, where the Historical & Genealogical Society of Indiana county maintains a museum collection and library that includes a selection of items pertaining to Mr. Stewart. You may also wish to visit Memorial Park, just beyond the Historical Society. Along with its stately trees and inviting benches, the park includes a Doughboy statue, erected by Alex Stewart to honor the veterans of World War I.

[Smicksburg](#) -- An Amish Settlement

Step back into time as you travel to Northern Indiana County, home of a large Amish population which has grown to over 800 settlers since 1961. The Amish pursue a simpler lifestyle, operating farms and other businesses in ways that have changed little in the past century.

Take notice of the fields being farmed with horses, and the small school houses where young children play in simple clothing as you drive through the beautiful countryside with rolling hills and gentle curves.

The people are hospitable and wave as you go by, but please be careful to respect their lifestyle and take no pictures of the Amish folk. Drive slowly through the area being courteous to Amish traveling in horse-drawn buggies, and enjoy over 20 specialty shops along the way, offering Amish wares of handcrafts, quilts, furniture, and foods.

[Historic Saltsburg](#)—Canal Town

Revisit the days of the booming salt industry (thus the name), and enjoy the view of numerous canal-era houses, buildings, and churches in this historic district.

From 1829 through 1865, Saltsburg was an important stop along the Western division of the Pennsylvania Main Line Canal.

In conjunction with the Allegheny Portage Railroad, the canal connected the cities of Philadelphia and Pittsburgh, serving as a major route for transporting both goods and passengers.

Hike the towpath of the old canal from Saltsburg to Conemaugh Dam and experience the route our forefathers traveled across the state. The Saltsburg Canal Park, a major project to preserve and interpret America's industrial heritage, is aggressively underway. Relive the times by viewing artifacts and exhibits from the canal days, and the salt drilling, glass making, and boat building industries at the Rebecca Hadden Stone House Museum. For seasonal hours call 724-463-7505.

Routes to and from Indiana

The Airport Situation

Pittsburgh International Airport is about 77 miles southwest of Indiana. It is fairly new, large, comfortable and easy to navigate. Parking at the airport is generally easy. Rates are fair. There are a number of independent companies near the airport that also provide safe, cheap parking. Many of the hotels near the airport will include free parking for 14-21 days and transportation to and from the airport if you stay overnight before your flight. Since you must allow 2.5 hours to get to the airport prior to your flight, staying overnight is often a good option. If you Google "park and fly Pittsburgh," you will get some websites with a variety of hotel/motels with such parking arrangements. Many give AAA discounts or run specials. You must ask when you make reservations.

There are two smaller, regional airports within 45-50 minutes of Indiana. If you don't mind paying a bit more per flight, these are a good deal since you don't have to drive through Pittsburgh to get to them or stay overnight. Be aware that traffic through and around Pittsburgh is generally bad. There is *always* construction somewhere on the way to the airport. Check <http://www.511pa.com/Traffic.aspx> to find out where the construction is, although that may not show construction on the smaller routes.

Johnstown Airport is off Route 219 South. It is the same exit as the Galleria Mall, only you turn right instead of left. Parking is free.

Westmoreland County Airport is in Latrobe on Route 30 East of Greensburg. Although Johnstown is slightly easier to get to (almost all highway), parking is free at Westmoreland.

Another alternative is to take Barker's AIRE- RIDE NORTH to the airport. This is a "limo"/taxi service to the airport. They will pick you up or drop you off at your house in a fairly new and comfortable van or car. You will usually have to share your ride with 2-4 other people depending upon the time of day. The drivers are professional and friendly. Aire- Ride takes credit cards, personal checks and cash. You can give your credit card number when you call or can pay the driver directly. Aire-Ride Pittsburgh North - 1-800-647-4331.

For flights to the West Coast, it may be cheaper to drive to Cleveland (approximately 3 hours north). Flight prices can be \$200-\$300 cheaper.

Best Routes to the Pittsburgh Airport

Route #1:

1. Route 286 West to Route 380 (this is a four lane for a short while) through to Route 286 West again.
2. Route 286 to Route 22 West
3. Route 22 West to Route 376 West. Route 376 is commonly called "The Parkway West or East" depending upon your direction.
4. Follow the Parkway West (Route 376W) to Pittsburgh and the Fort Pitt Bridge.

5. Start following the signs to the airport. Go over the Fort Pitt Bridge and through the tunnel.
6. The airport is about 20 miles from the tunnel.

Route #2

1. Route 119 South to Route 22 West
2. Same directions as above

Route #1 is shorter; however, the roads are curvier and less predictable. It is good in the early morning hours and late at night (BUT WATCH OUT FOR OUR LARGE DEER POPULATION!).

Route #2 is slightly longer but more predictable. Much of Route 22 has recently been redone and much of the way is four lane and instead of two lane highway.

Both routes go through business and residential areas.

Possible Short Cut to Route #1

Some people swear by the route; others do not. You be the judge.

1. Follow Route 286W to Route 380.
2. At the Sardis Road exit Route 286 and Route 380 come back together. Instead of following 286W again, take the Sardis Road exit (This is now Route 380W).
3. Continue on this road until there is a curve in the road.
4. Shortly after this the road ends in a "T". Turn left.
5. Follow this road until the junction with Route 48. Make a left turn onto Route 48.
6. After the light bear right onto 376 W (Parkway West).

Although this route goes through residential neighborhoods it bypasses the commercial area known as "The Golden Mile" in Plum and may be shorter during heavy traffic periods.

Route #3

If you are traveling to the airport during rush hour and do not want to be stuck in one of Pittsburgh's tunnels you might try this route. It is slightly longer but you can bypass traffic, if and only if, there is no construction in the area. Aire-Ride often goes this way.

1. Route 422W to Route 28S at Kittanning. (The intersection can be a bit tricky. Watch for and follow the signs to Pittsburgh after turning left onto the four-lane highway)
2. Follow Route 28S as far as possible. Eventually it turns into Ohio Street and becomes a two-lane road in Pittsburgh.
3. Look for and follow the signs for Route 279 and the Airport. You will make a left hand turn at a light (at this point you are in Pittsburgh).
4. This will take you over the Fort Pitt Bridge and through the tunnel.
5. Follow the directions above.

Taking the Train

You can take AMTRAK east to Harrisburg, Philadelphia and New York and from there can connect to almost anywhere. You can also take AMTRAK west to Pittsburgh and Chicago.

Service also connects Pittsburgh to Washington DC. Although you can get the train in Pittsburgh, Johnstown is the easiest place to pick up the train. There is overnight parking at the Johnstown station. It is free. The area is relatively safe, if a little deserted (like most of Johnstown). The train from Johnstown to NYC takes about 8 hours; from Johnstown to Philadelphia is about 6 hours. Johnstown to Chicago is about 12 hours. The station is located at 47 Walnut Street in Johnstown. It is about 35-45 minutes from Indiana on Route 56. Air-Ride will also drive you to the train station. Amtrak rates are generally inexpensive.

Driving

Easiest/Fastest way to Route 80

Do not believe the map. Taking 119N will take you through Punxsutawney and Dubois. It is the long way.

Route 80 EAST

1. Take 286E towards Clymer.
2. Follow 286E until it turns into 219N.
3. Follow 219N to Grampian.
4. At Grampian take 879N.
5. Follow 879N to intersection with Route 80.

This may seem like a lot of route numbers but actually you stay on the same road while the route numbers change. It is not hard to follow. It is about 1 hour and 15 minutes from Indiana to Route 80.

Note: If the destination is EAST of Bellefonte, PA on I 80, it is faster to take Rt. 422 EAST to I 99 North to I 80. This route has a higher proportion of divided highway and benefits from recent speed limit increases on I 99.

Route 80 WEST (Upper State New York/Erie PA area)

1. Take 119N toward Punxsutawney.
2. About 22 miles outside of Indiana turn left onto to Route 436.
3. Follow 436 to 36N.
4. Follow 36N to Intersection with Route 80.

Route 80 WEST (Northern Ohio and points west)

1. Take 422W through Kittanning and Butler to intersection with Route 79.
2. Take Route 79N to intersection with Route 80.

Easiest/Fastest way to Route 76-The Pennsylvania Turnpike

Turnpike East

1. Take 422E to 219S.
2. Stay on 219S for about 5 miles.
3. Take 22E.
4. Exit onto I 99S
5. Follow signs for Turnpike

Turnpike West

1. 119S to 22E.
2. 22E to 66S. (This is a new toll road, bring quarters!)

3. Route 66 ends. Follow 119S.
4. Look for signs for Turnpike.

Cities/Driving Distances

Note that, more often than not, distances are given in terms of *time* rather than *miles* among Pennsylvanians.

Pennsylvania

State College (Penn State)

About 1.75 hours. Direct Route. 422W to 22W to I 99N.

Pittsburgh

About 1.5 hours. No Direct route. See above.

Philadelphia

About 5.5 hours. Direct route. 76 Turnpike East is the best route.

Erie

About 2.75 hours. Direct route. 422W to 79N.

Other Destinations Outside Pennsylvania

New York City

About 6.5 hours. Route 80E is the easiest, shortest route.

Washington, D.C.

About 4.5 hours. Direct route. 76 Turnpike East to I 70 is the best route.

Baltimore, MD

About 4.5 hours. Direct route. 76 Turnpike East to I 70 is the best route.

Cleveland, OH

About 3 hours. Route 422W to 79N to 80W is the best route.

Chincoteague, VA (the ocean)

About 7.5 hours. Direct to Baltimore area then it becomes scenic.

Hartford, CT

About 7 hours. Route 80E to 81N to 84E. All highway.

Boston, MA

About 9.5 hours. Same as Hartford.

Shopping

Downtown

In recent years, the downtown area has moved from shops to offices and services. There are several gift stores, Gatti Pharmacy, two or three clothing stores, a few shoe stores, several restaurants, two or three optometrists, a state liquor store, several financial services/ banks, florists, jewelry shops and other small specialty stores and shops.

Regency Mall (Oakland Ave)

The major stores are: Martin's Grocery Store, T. J. Maxx, Ollie's, The Dollar Tree, UPS Store, and The Goodwill Outlet Store (used merchandise).

Indiana Mall

The major stores are: Kohl's, JC Penney's and Harbor Freight. Other stores include card shops, shoe stores, women's clothing shops, jewelry shops, Spencer Gifts, Auntie Anne's pretzels, the ubiquitous teen clothing stores, and hair/beauty services. The Photo Driver's License office is also here. There is a four-screen movie theatre located at the mall.

South Towne Plaza

The major stores are a SUPER Wal-Mart (open 24 hours per day, supermarket, video rental, McDonalds, Wal-Mart, bank, hair salon, pharmacy-- all under one roof although only the Wal-Mart/Supermarket is open 24 hours). Other shops in the plaza include Petco, GameStop, Staples, Verizon, AT&T, and others.

Lowes Plaza

Lowes Home Improvement store, Giant Eagle, and Michael's are located here. The plaza also includes Verizon, PetSmart, Wine & Spirits store, Subway, and Fortune Buffet.

Indiana West

Located in this plaza as well as BIG LOTS, Super Shoe Store, H & R Block, and Salvation Army.

Other Places to Shop

Monroeville Mall

Huge mall about 20 miles east of Pittsburgh. 50-60 Minutes from Indiana (Rt. 286W to Rt. 22 to Business Route 22). Also in and around the Monroeville area are a number of strip malls with Pier One Imports, Marshall's, TJ Maxx, Old Navy, Office Depot, Burlington Coat Outlet, several furniture stores, Sam's Club, Sears and so on. You have to explore. It's definitely an all-day trip. Many faculty shop here.

Westmoreland Mall

Good sized mall east of Greensburg. 45-50 minutes from Indiana (Rt. 119S to Blairsville. Rt. 217S to Latrobe. Rt. 30 W to Greensburg) Kaufmann's, JCPenney, Bon Ton and so on. Several stores in strip malls around the Mall. Just east of the entrance to the mall (on route 30) is Gabriels, a discount store/outlet with many good buys.

Galleria Mall (Johnstown)

Good sized, relatively new mall outside Johnstown. About 40-45 minutes from Indiana (Rt. 422 east to Rt. 219 South). The roads are good and the mall is easy to get to. Boscov's, Sears, JCPenney, BonTon, Eddie Bauer. Many stores. Boscov's is an interesting department store. They sell everything. Very large. On the outskirts of the mall there is Pier One, Wal-Mart, Staples, and an electronics store and so on.

Galleria at Pittsburgh Mills

Good sized mall north of Pittsburgh in Tarentum. Approximately 60 minutes from Indiana (Rt. 422 west to Kittanning and then Rt. 28 south toward Pittsburgh). Stores include JC Penney, Sears Grand, Sam's Club, Macy's, Lowe's, Dick's Sporting Goods, Linens-N-Things, Michael's, Office Max, PetSmart, Wal-Mart, etc.

Grove City Outlet Center

This is one of the largest outlet centers in the country. At last count there were approximately 147 stores. About 90 minutes from Indiana. Rt. 422 West toward Butler then Rt. 79N. The Outlet has over 140 brand-named outlets including Banana Republic, Gap, Nine West, Nike, a BOSE store and Harry and David.

Waterworks Mall

This is an "outdoor" mall in the upscale Pittsburgh suburb of Fox Chapel. About 50-60 minutes from Indiana. (Rt. 422 West to Kittanning. Then, Rt. 28 S to Fox Chapel exit.) Barnes and Noble, Panera Bread, Marshall's, TJ Maxx and other stores are here and around the area. There is also a very large theater complex. Driving to Waterworks is an easier drive than Monroeville where the traffic can be heavy.

Places to Eat and Meet on/around Campus

There are plenty of places to eat here on IUP's campus. You have a choice of many different cuisines and many different atmospheres (<http://www.iup.edu/dining/>). Some of your choices include:

North Dining

This state-of-the-art dining hall brings new options to IUP. It features a large international station with traditional cooking styles, including a tandoori oven, sushi, and traditional oriental wok set. An open pit barbeque, deli, vegan and vegetarian, comfort foods, bakery, salad bar, crepe station, and homemade gelato complete the lineup.

Crimson Café

You can find Starbucks, Crimson Bistro, Burger Studio, Fireplace here along with a couple of your students. They have a great selection of grab and go items, including soup, salads, wraps, and hot meals.

Hawk Hub Food Court

The eating and meeting place for IUP students, faculty and staff, the choices here include typical take-out fare such as burgers, pizza, chicken patty sandwiches, and baked potatoes, as well as a Healthy Choice sandwich line, and a bakery with all sorts of sweet treats. Einstein Brothers Bagels, Chick-fil-A, Pastabilities, Grille Works, etc. can be found here. Open Monday to Friday at 7:00am

Local Restaurants

BAR AND GRILL

Al Patti's Bar and Grill	552 Philadelphia St.	Indiana	(724) 463-9964
Boomerang's Bar & Grill	547 Philadelphia St.	Indiana	(724) 349-9150
Brunzies	470 Philadelphia St.	Indiana	(724) 349-2770
The Coney	642 Philadelphia St.	Indiana	(724) 465-8082
H.B. Culpeppers	653 Philadelphia St.	Indiana	(724) 349-5486
Fire House Brewing Co	553 Philadelphia St.	Indiana	(724) 463-7264
RGB	1395 Wayne Ave	Indiana	(724) 463-3565
Steel City Samiches	15 North 7 th St.	Indiana	(724) 801-8402
Steelworks	1830 Oakland Ave.	Indiana	(724) 801-8053
Twisted Jimmy's	29 N. 7 th St.	Indiana	(724) 801-8402

CAFES, CASUAL DINING & MISCELLANEOUS

Levity Brewing Company	1380 Wayne Ave.	Indiana	(724) 840-7611
Luigi's Ristorante	625 Franklin St.	Clymer	(724) 254-4777
Ninth Street Deli	901 Philadelphia St.	Indiana	(724) 465-5221
Noble Stein Brewing Company	1170 Wayne Ave	Indiana	(724) 801-8087

Pennsylvania BBQ	2045 South 6 th St.	Indiana	(724) 349-7191
Romeo's Pizza & Mediterranean Food	1112 Oakland Ave.	Indiana	(724) 349-7663
Roseann's	2263 Oakland Ave.	Indiana	(724) 349-7727
Rustic Lodge	2199 Oakland Ave.	Indiana	(724) 465-4583
Spaghetti Benders	563 Philadelphia St.	Indiana	(724) 357-8822

COFFEE HOUSES

Artists Hand Gallery and Espresso Bar	732 Philadelphia	Indiana	(724) 463-8710
Caffe Amadeus	628 Philadelphia	Indiana	(724) 349-0540
Commonplace Coffee	1176 Grant St.	Indiana	(724) 465-6529
Cunningham's Caif'e	285 Philadelphia St.	Indiana	(724) 422-8318
Starbucks	2125 Oakland Ave.	Indiana	(724) 349-3981

INTERNATIONAL

China King	731 Philadelphia St.	Indiana	(724) 349-0803
Fortune Buffet	475 Ben Franklin Rd.	Indiana	(724) 463-0688
India Grill	1047 Philadelphia St.	Indiana	(724) 464-5300
Kim Moon	718 Philadelphia St.	Indiana	(727) 349-6336
King Buffet	2401 Oakland Ave.	Indiana	(724) 349-8535
Tres Amigos	1540 Oakland Ave.	Indiana	(724) 349-1040
Thai@Indiana	14 S. 7 th St.	Indiana	(724) 471-2779
Teerak Thai	1830 Oakland Ave.	Indiana	(724) 471-2176
UMI Hibachi Steakhouse	1470 Indiana Springs Rd.	Indiana	(724) 801-8056

FAMILY DINING

The Appalachian Kitchen	701 Philadelphia St.	Indiana	(724) 471-0036
Crouse's Café (breakfast and lunch only)	660 Philadelphia St.	Indiana	(724) 471-2983
Donut Connection	895 Wayne Ave.	Indiana	(724) 471-2985
Eat'n Park	2301 Route 286 S	Indiana	(724) 465-2301
Hoss's Steakhouse	1198 Wayne Ave.	Indiana	(724) 349-5750
Perkins	1775 Route 286 S.	Indiana	(724) 463-0400
Ruby Tuesday	1414 Indian Springs Rd.	Indiana	(724) 465-7853
Rustic Lodge (Sunday brunch only)	2199 Oakland Ave.	Indiana	(724) 465-4583
Valley Dairy	1584 Oakland Ave.	Indiana	(724) 349-6052

FAST FOOD

Arby's	1259 Oakland Ave.	Indiana	(724) 349-8555
Burger King	1740 Route 286 S	Indiana	(724) 463-0610
Chipotle Mexican Grill	1781 Oakland Ave.	Indiana	(724) 349-6760
Jimmy John's	795 Philadelphia St.	Indiana	(724) 349-1524
Long John Silver's/A&W	1655 Route 286 S	Indiana	(724) 463-3100
Mc Donald's	3100 Oakland Ave. # A	Indiana	(724) 465-7848
Mc Donald's	940 Wayne Ave.	Indiana	(724) 349-4020
Mc Donald's	1510 Oakland Ave.	Indiana	(724) 465-8570

Quizno's Subs	1830 Oakland Ave.	Indiana	(724) 463-7827
Subs- N-Suds	470 Philadelphia St.	Indiana	(724) 349-2770
Subway	3100 Route 286 S.	Indiana	(724) 357-9394
Subway	1205 Maple St.	Indiana	(724) 465-7827
Taco Bell	1105 Oakland Ave.	Indiana	(724) 349-8226
Wendy's	1794 Route 286 S.	Indiana	(724) 463-0024

FINER DINING

Benjamin's	458 Philadelphia St.	Indiana	(724) 465-4446
Bruno's Restaurant	1108 Philadelphia St.	Indiana	(724) 465-8493
CH Fields Craft Kitchen	714 Pratt Dr.	Indiana	(724) 349-2222
Donatello's	791 Philadelphia	Indiana	(724) 349-5865
The Grapevine	368 1 st St.	Coral	(724) 915-8128
Josephine's Pizzeria And Enoteca	1037 Philadelphia St.	Indiana	(724) 471-2988
Nap's Cucina Mia	1033 Philadelphia St.	Indiana	(724) 465-6396
Pie Cucina	181 East Brown St.	Blairsville	(724) 459-7145
PJ Brown's	306 Point St.	Saltsburg	(724) 639-3408

PIZZA

Bob's Pizza	459 N 4 th St	Indiana	(724) 465-4339
Capri Pizza	Indiana Mall	Indiana	(724) 349-9000
Domino's Pizza	1176 Grant St.	Indiana	(724) 349-7310
Fox's Pizza Den	586 Philadelphia St.	Indiana	(724) 463-8369
Josephine's	1037 Philadelphia St.	Indiana	(724) 471-2999
I Luv NY Pizza	570 Philadelphia St.	Indiana	(724) 717-8108
Italian Village Pizza	633 Philadelphia St.	Indiana	(724) 349-6873
Papa John's Pizza	1530 Oakland Ave.	Indiana	(724) 349-0909
Capri Pizza	990 Oakland Ave.	Indiana	(724) 463-2274
Pizza Hut	Wayne & Locust	Indiana	(724) 349-7001
Romeo's Pizza	1112 Oakland Ave.	Indiana	(724) 349-7663
Tom's Pizza	11 S. 7 th St.	Indiana	(724) 463-7494
Venice Café	504 S 13 th St.	Indiana	(724) 349-0100
Vocelli Pizza	504 S 13 th St.	Indiana	(724) 465-9070

SWEETS

Insomnia Cookies	10 S. 7 th St.	Indiana	(724) 632-6554
Dairy Queen	403 N 4 th St.	Indiana	(724) 465-5700
Meadows Frozen Custard	1994 Oakland Ave.	Indiana	(724) 463-1117
Six Hand Bakery	29 N 8 th St.	Indiana	(724) 349-1030

(sells excellent breads as well, specialized hours)

Miscellaneous Things to Know About Indiana, PA

1. The Library. Indiana Free Library is on Philadelphia Street. It is a small but pleasant community library in a recently remodeled historic building. It has a good children's section and excellent children's programs. Indiana Free Library is "free" to residents of The Borough and White Township. If you live in another township, it will cost approximately \$25 to \$40 per year for an individual and/or family membership.
<http://www.indianafreelibrary.org/>
2. There is a good-sized YMCA with indoor swimming pool, aerobics, training room, exercise machines, weights, a new basketball and volleyball court, and softball and soccer fields. It is conveniently located across from Ben Franklin Elementary School. Call for membership fees and further information.
3. Some roads have two names. This can be confusing.
 - Portions of Seventh Street = Jimmy Stewart Blvd
 - North 4th Street = Old Route 119N
 - Wayne Avenue = Old Route 119S
 - Philadelphia Street (main street) = Route 422
 - Indian Springs becomes Ben Franklin when it crosses Warren Road (at the Sheetz gas station).
4. Supermarkets:
 - ALDI – smaller store with some discount prices
 - Bi-Low—smaller store on opposite side of town as the rest. (North 4th Street)
 - Martin's - Many hard to get items, including fresh lobster, variety of international condiments and brands from other regions.
 - Giant Eagle- Well-stocked chain out of Pittsburgh. Store near Lowe's.
 - Wal-Mart Superstore- Everything in one place. Huge supermarket and department store.

Section Six:

Performance Review & Evaluation of Faculty

Article 12 (Performance Review & Evaluation of Faculty) of the 2019-2023 Collective Bargaining Agreement (CBA) is reproduced below for your convenience. However, you should also read articles 13-16 on Personnel Files, Renewals and Non-Renewals, Tenure, and Promotions. The complete and current version of the CBA can be found online at <http://www.apscuf.org/members/contract>

Performance Evaluations

Being evaluated can be a nerve-wracking process, especially after only one semester on the job. Keep in mind that IUP already is invested in your success. Try to think of this process as an opportunity to receive useful feedback from your more experienced colleagues, and to grow as a teacher/scholar. Additionally, all of the effort you put into these evaluation materials every year makes your eventual application for tenure and/or promotion a little easier (so save your evaluation materials once they are returned to you).

You must go up for tenure during your fifth year of teaching (though in some cases, if you have prior part-time teaching experience at IUP, you might be eligible to apply early). Until you earn tenure, you will be evaluated every year, and then every fifth year after receiving tenure. You will hear more about the tenure and promotion processes over the next several years. At this point, here's what you need to know: you will be evaluated on three aspects – teaching, scholarship, and service. Each year, you will need to put together a file (usually housed in your department office) containing a statement that you will write addressing your success in these three areas with supporting documentation (to show that you really did all of the amazing things you claim to have done in your statement). Supporting documentation is very important to these evaluations, so make sure you save EVERYTHING (e.g., conference programs from conferences where you present your research, spontaneous emails from students gushing over your teaching skills). Make sure you keep copies of all AWA/AWE forms and document the work you do for release time. Organization early on is key; eventually a lot of this documentation will be needed for promotion. One key tip is to create unique folders in your email to specifically separate your materials. Then at the end of the year, you only have to sort through a folder rather than your entire mailbox for important documents.

Student and peer observations will be included in your file. Your teaching will be observed each semester by two different colleagues and once yearly by your department chair; those observations will all go in your file. Once you compile all of your necessary materials in the file and submit it to the department, a colleague on your Department Evaluations Committee (DEC) will write an evaluation that will either recommend renewal or non-renewal of your hire. You will have a chance to write a response to that evaluation if you wish. All of these materials will then move onto the department chair, who will write a separate evaluation, again recommending renewal or non-renewal of your hire. Again, you will have a chance to respond to that evaluation if you wish. The file then is forwarded to your college dean who repeats this process and recommends whether your contract gets renewed. You may also write a response to this evaluation. Your dean's office then sends the file to the Provost's office, where a final decision is made on whether to renew your hire. Lastly, the file is sent to Human Resources where the materials become part of your permanent file. Please make sure that this file is accurate and up-to-date. It is a good idea to go to HR every now and then to take a look at what's in your file, and also maintain your own copies of everything to serve as a back-up. Eventually, your HR file is used for your tenure application.

If your DEC, department chair, or dean writes an evaluation recommending non-renewal, it's a good idea to write a response to keep in your permanent file. Keep in mind that one non-renewal of the three does not mean that your job won't be renewed. Usually, at least two of

the three need to recommend non-renewal. The Provost makes the final decision based on all three of the letters and any responses you have written.

Evaluations for “first-year probationary” faculty are due January 30th for fall hires. New faculty members should therefore expect to be evaluated on their first semester of work. Subsequent evaluations are due November 1 each year through your tenure year. Contact your department chair or the chair of your Department Evaluations Committee to make sure that you are aware of all deadlines.

Finally, we encourage you to talk to your colleagues about the evaluation process and about how they organize their evaluation materials. The process can be a bit different in each department. Your colleagues have all successfully navigated the course and are your greatest resource.

The rest of this section contains Article 12 of the 2015-2018 Collective Bargaining Agreement (please see <http://www.apscuf.org/members/contract> for the current CBA). This is not necessarily fun or exciting reading, but it’s worth your attention, as this section of the CBA will govern your continued employment at IUP. Note that this contract expired in spring 2014. Until a new contract is negotiated, technically we are without a contract. It is unlikely that details of these particular articles will change in a new contract, however, it is possible that changes will occur.

Article 12

PERFORMANCE REVIEW AND EVALUATION OF FACULTY

A. The process of FACULTY evaluation is perceived broadly as a means for extending opportunities for continuous professional development. The processes are intended to be supportive of a FACULTY MEMBER'S desire for continuing professional growth and academic excellence. All FACULTY MEMBERS are entitled to honest feedback. Recognizing the teaching focus of our UNIVERSITIES, and in support of the success of our students, performance evaluations should reflect the emphasis on teaching and fulfillment of professional responsibilities while valuing scholarly growth, professional development, and service. With this orientation, FACULTY evaluation will be a contributor to the ongoing improvements of the academic programs of the UNIVERSITIES.

The parties will work to ensure that FACULTY MEMBERS have clarity around expectations regarding department/discipline-specific norms for scholarly growth and professional development, and service within the STATE SYSTEM.

B. Categories for Performance Review and Evaluation

The following categories shall serve as the uniform system-wide basis for the evaluation of FACULTY MEMBERS at each UNIVERSITY. The categories listed below shall be applied in the performance review and evaluation of temporary faculty, regular part-time faculty, probationary non-tenured faculty, tenured faculty and all applicants for promotion. For temporary faculty, continuing scholarly growth and professional development and service

expectations are commensurate with their assigned workload and the temporary nature of their position. Under each category are listed some examples of data upon which judgments can be made of the FACULTY MEMBER'S performance relative to a given category. When evaluating the data, the appropriate evaluator(s) shall give greater weight to the quality of the performance reflected in the data, than to the quantity of the data.

1. Effective teaching and fulfillment of professional responsibilities.

a. This will be indicated, when applicable, by such items as: student evaluations (taking into account response rates), peer evaluations, classroom visitations, quality of syllabi, quality of student advisement, willingness to accept departmental work assignments, timely execution of work assignments, and any other data deemed appropriate and agreed to by the FACULTY and Administration at local meet and discuss.

b. Evaluation of teaching effectiveness and fulfillment of professional responsibilities will not be based on a single datum. Further, with regard to student evaluations, sensitivity to the effects of cultural and social bias is advised, as for all evaluations. A combination of all appropriate data will be used to give sufficient evidence for an overall judgment of teaching effectiveness and fulfillment of professional responsibilities.

c. For all FACULTY MEMBERS whose basic responsibilities lie outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching.

d. For FACULTY MEMBERS with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this Article.

2. Continuing scholarly growth and professional development.

This will be indicated, when applicable, by such items as: development of experimental programs (including distance education); papers delivered at national and regional meetings of professional societies; regional and national awards; offices held in professional organizations (if appropriate to this category); invitational lectures given; participation in panels at regional and national meetings of professional organizations; grant acquisitions; editorships of professional journals; participation in juried shows; program-related projects; quality of musical or theatrical performances; participation in one-person or invitational shows; consultantships; research projects and publication record; additional graduate work; contribution to the scholarly growth of one's peers; performance of accreditation work that leads to professional development; innovations in teaching, advising and/or initiatives that enhance student success; inter-university and intra-university program development; obtaining or maintaining professional licensure/certification relevant to one's discipline; participation in teaching-related professional development; and any other data agreed to by the FACULTY and Administration at local meet and discuss.

3. Service: contribution to the UNIVERSITY and/or community.

This will be indicated, when applicable, by such items as: quality of participation in program, department, college, and UNIVERSITY and/or STATE SYSTEM committees; APSCUF activity contributing to the governance of the UNIVERSITY and/or STATE SYSTEM; development of new course(s) or program(s); training or assisting other FACULTY MEMBERS in the use of distance education technology; participation in UNIVERSITY-wide colloquia; voluntary membership in professionally oriented, community-based organizations reasonably related to the FACULTY MEMBER'S discipline; lectures and consultations; consulting with local and area agencies and organizations; participation in accreditation work in support of department or university service; offices held in professional organizations (if appropriate to this category); and any other data agreed to by the FACULTY and Administration at local meet and discuss.

C. General Evaluation Procedures for Regular FACULTY MEMBERS

The following evaluation procedure shall apply to all regular FACULTY MEMBERS at each UNIVERSITY.

1. a. Each department shall select a committee to assist in the evaluation function. The department evaluation committee shall consist of at least three (3) members, and shall exclude the department chairperson. The manner of selection shall be determined by the FACULTY MEMBERS in each department. No FACULTY MEMBER shall serve on their own evaluation committee or as a member of the department evaluation committee for a member of their immediate family (spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law) or a person residing in the same household as the FACULTY MEMBER. Each department shall determine the rules and procedures under which the department evaluation committee will operate. Such rules and procedures shall be announced by the department prior to the commencement of the performance review and evaluation process.

(1) For teaching FACULTY MEMBERS:

If necessary, or desirable, as determined by the department or President, individuals from the same or within related disciplines, mutually acceptable to the FACULTY MEMBER, department and UNIVERSITY, who are from outside either the department, UNIVERSITY, or STATE SYSTEM may be used in any or all parts of the evaluation process. When a FACULTY MEMBER being evaluated requests a change in the composition of the department evaluation committee, the FACULTY MEMBER must provide a written justification for the requested change. The request and justification shall be submitted to the department and the President and may be approved by either. Where a mutually acceptable individual cannot be agreed upon, the President shall provide the FACULTY MEMBER and the department with a list containing the names of at least three (3) individuals who have the qualifications for the position held by the FACULTY MEMBER being evaluated. The FACULTY MEMBER shall have three (3) working days in

which to select one individual from this list. If the FACULTY MEMBER fails to make a selection within the three-day period, the President, in consultation with the department chairperson and the department, shall designate one individual from this list to serve on the department evaluation committee.

(2) For FACULTY MEMBERS whose basic responsibilities lie outside of the classroom:

If necessary, or desirable, as determined by the FACULTY MEMBER, individuals from the same or within related disciplines mutually acceptable to the FACULTY MEMBER and the President, who are from outside either the department, UNIVERSITY, or STATE SYSTEM may be used in any or all parts of the evaluation process. The FACULTY MEMBER will send a written request to the President. Where a mutually acceptable individual cannot be agreed upon, the President shall provide the FACULTY MEMBER with a list containing the names of at least three (3) individuals who have the qualifications for the position held by the FACULTY MEMBER being evaluated. The FACULTY MEMBER shall have three (3) working days in which to select one individual from this list. If the FACULTY MEMBER fails to make a selection within the three-day period, the President, in consultation with the department chairperson, shall designate one individual from this list to serve on the department evaluation committee.

b. The department evaluation committee shall utilize the following materials in preparation of its written evaluation and recommendation:

(1) Student evaluations in all classes during the fall of the year of evaluation for tenured FACULTY MEMBERS, and twice each academic year in all classes for probationary non-tenured FACULTY MEMBERS. An instrument for student evaluation of FACULTY MEMBERS shall be developed by local APSCUF, the UNIVERSITY management, and the appropriate student government body as designated by the President, and approved by local APSCUF and the UNIVERSITY management at local meet and discuss. UNIVERSITY management and local APSCUF, in consultation with the appropriate student government body, will make every effort to maximize student response rates. If, in any year, no approved procedure and/or instrument exists, the department chairperson shall administer a student evaluation. Reproduction and tabulation of the UNIVERSITY-wide student evaluation instrument will be the responsibility of the UNIVERSITY management.

(2) Peer evaluations by the department evaluation committee and the department chairperson, including evaluations of classroom visitation. There shall be at least two (2) such classroom visitations each semester by the department evaluation committee, and one (1) such classroom visitation each year by the department chairperson for all non-tenured FACULTY. For all tenured FACULTY in the year of evaluation, there shall be one (1) such classroom visitation each semester by the department evaluation committee and one (1) such classroom visitation during the year by the department chairperson. The purpose of the classroom visitation is to assess the quality of the

classroom experience including FACULTY MEMBER engagement with their students. Prior to putting a classroom visitation evaluation in writing, there shall be a discussion of the observations with the FACULTY MEMBER. These evaluations shall not displace nor diminish the importance of other evidence of the degree to which the FACULTY MEMBER'S responsibilities have been met during the evaluation period. The department evaluation committee shall designate the manner in which peer evaluations will take place.

(3) An updated copy of the FACULTY MEMBER'S vita.

(4) Any other pertinent data the FACULTY MEMBER wishes to submit (copies of articles published, letters from references, copies of grant applications, etc.).

(5) The evaluation process for FACULTY MEMBERS with work assignments outside of their department shall be conducted by the FACULTY in the unit where the work is performed and forwarded to the FACULTY MEMBER'S department for inclusion in their total evaluation.

(6) Other data which the department evaluation committee may deem pertinent, provided that the committee discloses such data to the FACULTY MEMBER, and provides the FACULTY MEMBER an opportunity to respond to the data in writing before it is included in the evaluation.

c. (1) The department evaluation committee shall provide the FACULTY MEMBER with a reasonable opportunity to discuss its evaluation after which the committee shall submit its detailed written evaluation and recommendation along with the above-mentioned supportive materials to the appropriate Academic Dean, with a copy to the FACULTY MEMBER and the department chairperson.

(2) The department chairperson shall provide the FACULTY MEMBER with a reasonable opportunity to discuss their evaluation after which the chairperson shall independently send a written evaluation with recommendations to the appropriate Academic Dean. The chairperson's evaluation shall be based on their knowledge and personal observation of the FACULTY MEMBER'S performance, the results of the department evaluation committee's evaluation and recommendations and the materials submitted by the FACULTY MEMBER. The chairperson shall provide copies of their evaluation and recommendations to the FACULTY MEMBER and the department evaluation committee. No department chairperson shall provide a chairperson evaluation of themselves, or an evaluation of a member of their immediate family or a person residing in their household. Immediate family shall be defined as spouse/DOMESTIC PARTNER, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law. The department (excluding the Chair) shall select another FACULTY MEMBER acceptable to the department, the FACULTY MEMBER being evaluated, and management to substitute for the department chairperson. Where a mutually acceptable individual cannot be agreed upon, the President shall provide the FACULTY MEMBER and the department with a list containing the names of at least three (3) regular FACULTY MEMBERS who did not

participate in the department evaluation committee. The FACULTY MEMBER shall have three (3) working days in which to select one individual from this list. If the FACULTY MEMBER fails to make a selection within the three (3) day period, the President, in consultation with the department, shall designate one individual from this list to serve in the department chair's stead.

(3) The Dean shall provide a written performance review in accordance with this Article. The FACULTY MEMBER shall be provided with an opportunity by the Dean to discuss the performance review and such discussion shall be specific and detailed and clearly set forth those areas of performance, if any, which require improvement. A copy of the draft performance review by the Dean shall be provided to the FACULTY MEMBER prior to discussion with the Dean. This review shall be based on the data supplied by the department evaluation committee, department chairperson and any other relevant and substantiated data gathered by the Dean, provided that such other data has been disclosed to the FACULTY MEMBER, and the FACULTY MEMBER has been afforded an opportunity to respond to the data. The Dean shall provide a copy of their performance review to the FACULTY MEMBER, the department chairperson, and the department evaluation committee. For FACULTY MEMBERS whose basic responsibilities lie outside the classroom, the appropriate management supervisor shall fulfill all responsibilities of the Dean listed in this Article. No Dean/management supervisor shall evaluate a member of their immediate family (spouse/DOMESTIC PARTNER, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law), or a person residing in their household. The President/designee shall select another Dean/management supervisor as a substitute to provide the performance review.

(4) The FACULTY MEMBER may provide a written response to the department committee, department chairperson, and/or Dean evaluation, and such response will be appended to the evaluation portfolio.

2. The failure of a department, the department chairperson, or the department evaluation committee to carry out their duties and responsibilities shall not bar the President, the appropriate Academic Dean or other UNIVERSITY management personnel from conducting, in good faith, the performance evaluation reviews, nor from taking action to renew or non-renew a probationary non-tenured FACULTY MEMBER.

3. All evaluation reviews conducted by the President, appropriate Academic Dean, or other UNIVERSITY management personnel shall be subject to the provisions of Article 5, GRIEVANCE PROCEDURE AND ARBITRATION, but only to the extent that the evaluation review was conducted in an arbitrary or capricious fashion, or is discriminatory in violation of Article 3.A. Action or inaction by the department, department chairperson or department evaluation committee with regard to the provisions of this Article shall not be subject to the provisions of Article 5, GRIEVANCE PROCEDURE AND ARBITRATION.

D. Evaluation of FACULTY MEMBERS Whose Basic Areas of Responsibility Lie Outside the Classroom

1. The evaluation procedures for such FACULTY MEMBERS will be the same as that outlined in Section C. of this Article. The written performance review will be provided to such FACULTY MEMBERS by the appropriate management supervisor.
2. Categories for the evaluation of such FACULTY MEMBERS shall be the same as for teaching FACULTY as set forth in Section B. of this Article, except that performance of duties as described in the official position description will be used in lieu of effective teaching. If such FACULTY MEMBERS also teach courses, the category for effective teaching shall also be evaluated.

E. Evaluation of FACULTY MEMBERS with Mixed Workloads

The evaluation of such FACULTY MEMBERS shall include evaluations of both teaching duties and those responsibilities, which lie outside of the classroom, pursuant to the categories and procedures identified in this Article.

F. Evaluation of Probationary Non-Tenured FACULTY MEMBERS

1. A newly appointed tenure track FACULTY MEMBER will have probationary status for a period of five (5) years. Probationary FACULTY MEMBERS shall be made aware, by management in writing, at the time of their employment of the rules, regulations, procedures and objectives they are required to meet as FACULTY MEMBERS of the UNIVERSITY.
2. Performance review evaluations for probationers in the first, second, third, and fourth year of employment shall contain a recommendation concerning renewal or non-renewal and shall specify any improvements which may be necessary.
3. Fall Hires:
 - a. The department evaluation committee shall forward its report and written recommendations as described in Section C.1.c.(1) of this Article by the following dates:
 - (1) first-year probationary non-tenured FACULTY MEMBERS by January 30.
 - (2) second, third, fourth, and fifth year probationary non-tenured FACULTY MEMBERS by November 1.
 - b. The department chairperson shall forward their report and written recommendations as described in Section C.1.c.(2) of this Article by the following dates:
 - (1) first-year probationary non-tenured FACULTY MEMBERS by February 7.
 - (2) second, third, fourth, and fifth year probationary non-tenured FACULTY MEMBERS by November 8.

c. The Dean or appropriate manager will provide the FACULTY MEMBERS with their report and written recommendations by the following dates:

(1) first-year probationary non-tenured FACULTY MEMBERS by February 28.

(2) second, third, fourth, and fifth year probationary non-tenured FACULTY MEMBERS by December 15.

4. Spring Hires:

a. The department evaluation committee shall forward its report and written recommendations as described in Section C.1.c.(1) of this Article by the following dates:

(1) first-year probationary non-tenured FACULTY MEMBERS by September 23.

(2) second, third, and fourth year probationary non-tenured FACULTY MEMBERS by November 1.

(3) fifth year probationary non-tenured FACULTY MEMBERS by April 1.

b. The department chairperson shall forward their report and written recommendations as described in Section C.1.c.(2) of this Article by the following dates:

(1) first-year probationary non-tenured FACULTY MEMBERS by September 30.

(2) second, third, and fourth year probationary non-tenured FACULTY MEMBERS by November 8.

(3) fifth year probationary non-tenured FACULTY MEMBERS by April 8.

c. The Dean or appropriate manager will provide the FACULTY MEMBERS with their report and written recommendations by the following dates:

(1) first-year probationary non-tenured FACULTY MEMBERS by October 30.

(2) second, third, and fourth year probationary non-tenured FACULTY MEMBERS by November 30.

(3) fifth year probationary non-tenured FACULTY MEMBERS by April 15.

5. Effective the 2020-2021 Academic Year the following provisions will replace Sections 3. and 4. above for probationary non-tenured FACULTY MEMBERS:

a. For first-year probationary FACULTY MEMBERS hired fall 2020 or later, the department and department chairperson will provide a verbal qualitative assessment intended to provide feedback regarding performance (formative evaluation) to the FACULTY MEMBERS using the criteria in Article 12, Section B., and following the

evaluative processes defined in C.1.a, and C.1.b. This formative evaluation shall not be in writing and will not be used in later evaluations.

b. If a department chairperson or the department evaluation committee deems that a formal written evaluation is required for a first-year FACULTY MEMBER or if the first-year FACULTY MEMBER desires a formal written evaluation, the procedures below for first-year probationary FACULTY MEMBERS will be used. Notice from the department chairperson to the FACULTY MEMBERS or from the FACULTY MEMBERS to the department chairperson must be provided no later than by November 15 (April 15 for January hires) indicating the desire for the formal evaluation.

c. In the case of the use of a formative evaluation in the first year, the department chairperson, department evaluation committee members, and the FACULTY MEMBERS shall provide notice by February 7 (September 30 for January hires) to the Dean or appropriate manager and President that the department formative evaluation has occurred in accordance with F.5.a. for the first year probationary FACULTY MEMBERS. This notice shall include a statement indicating renewal. The department must follow the formal written process in F.5.b. in cases of non-renewal.

d. For first-year probationary FACULTY MEMBERS that are renewed for a second year, student evaluations from both semesters of the first-year and classroom observations from the second semester of the first year, will be included in the second-year evaluation.

6. Fall Hires effective the 2020-2021 Academic Year:

a. The department evaluation committee shall forward its report and written recommendations as described in Section C.1.c.(1) of this Article by the following dates:

- (1) first-year probationary non-tenured FACULTY MEMBERS using the formal written evaluation method as described in F.5.b. above by January 30.
- (2) second, third, and fourth year probationary non-tenured FACULTY MEMBERS by November 1.

b. The department chairperson shall forward their report and written recommendations as described in Section C.1.c.(2) of this Article by the following dates:

- (1) first-year probationary non-tenured FACULTY MEMBERS using the formal written evaluation method as described in F.5.b. above by February 7.
- (2) second, third, and fourth year probationary non-tenured FACULTY MEMBERS by November 8.

c. The Dean or appropriate manager will provide the FACULTY MEMBERS with their report and written recommendations by the following dates:

(1) first-year probationary non-tenured FACULTY MEMBERS using the formal written evaluation method as described in F.5.b. above by February 28.

(2) second, third, and fourth year probationary non-tenured FACULTY MEMBERS by December 15.

7. Spring Hires effective the 2020-2021 Academic Year:

a. The department evaluation committee shall forward its report and written recommendations as described in Section C.1.c.(1) of this Article by the following dates:

(1) first-year probationary non-tenured FACULTY MEMBERS using the formal written evaluation method as described in F.5.b. above by September 23.

(2) second, third, and fourth year probationary non-tenured FACULTY MEMBERS by November 1.

b. The department chairperson shall forward their report and written recommendations as described in Section C.1.c.(2) of this Article by the following dates:

(1) first-year probationary non-tenured FACULTY MEMBERS using the formal written evaluation method as described in F.5.b. above by September 30.

(2) second, third, and fourth year probationary non-tenured FACULTY MEMBERS by November 8.

c. The Dean or appropriate manager will provide the FACULTY MEMBERS with their report and written recommendations by the following dates:

(1) first-year probationary non-tenured FACULTY MEMBERS using the formal written evaluation method as described in F.5.b. above by October 30.

(2) second, third, and fourth year probationary non-tenured FACULTY MEMBERS by November 30.

8. No evaluations will be required after a probationer is sent a notice of non-renewal by the President.

9. Procedures relating to retention of a probationary non-tenured FACULTY MEMBERS will be in accordance with the provisions of Article 14, RENEWALS AND NON-RENEWALS.

10. Procedures relating to the fifth year of the probationary period will be in accordance with the provisions of Article 15, TENURE.

G. Evaluation of Tenured FACULTY MEMBERS

1. Each tenured FACULTY MEMBER shall receive a performance review evaluation

from their Dean or appropriate manager as provided in Section C. of this Article no later than May 15 of their fifth year of appointment as a tenured FACULTY MEMBER and again no later than May 15 of every fifth year thereafter. Department evaluation committee reports shall be forwarded as described in Section C.1.c.(1) of this Article by April 1. Department chairperson's reports shall be forwarded as described in Section C.1.c.(2) of this Article by April 8.

2. In the event that a tenured FACULTY MEMBER is on leave during any part of their evaluation year, they will be evaluated the first year following the leave.

3. Interim evaluations may be conducted, if judged necessary by the department or if required by the appropriate Academic Dean, due to identified deficiencies relating to the relevant categories set forth in Section B. above. The FACULTY MEMBER shall receive advance written notice of such deficiencies in the academic term preceding the interim evaluation. Such interim evaluations shall be limited to the category(ies) in which deficiencies were identified and will be conducted in accordance with the timelines defined in Sections G.1. (for interim evaluations beginning in the fall semester) or F.3. following the schedule for 5th year probationary faculty (for interim evaluations beginning in the spring semester). These performance reviews must be provided in writing to the tenured FACULTY MEMBERS.

H. Evaluation Procedures for Temporary FACULTY MEMBERS

1. Evaluations for temporary FACULTY MEMBERS appointed for a full academic year and temporary FACULTY MEMBERS appointed for spring semester only shall be conducted using the procedures for regular FACULTY MEMBERS described in Section C. of this Article and the schedule for evaluation of tenured FACULTY MEMBERS described in Section G.1. of this Article.

2. The evaluations for temporary FACULTY MEMBERS appointed for fall semester only shall be conducted in the fall using the procedures for regular FACULTY MEMBERS described in Section C. of this Article and according to the following schedule:

a. department evaluation committee reports by November 1.

b. department chairperson reports by November 8.

c. performance review by Dean or appropriate manager by November 30.

3. Only one (1) classroom observation from either the department chairperson or a member of the department evaluation committee shall be required for all part-time temporary faculty and full-time temporary faculty appointed for one (1) academic semester.

4. Temporary FACULTY MEMBERS appointed in the spring semester who were

evaluated in the preceding fall semester shall not be evaluated in the spring semester. All temporary FACULTY MEMBERS will be evaluated no more than once per academic year.

5. The following chart summarizes the schedule of classroom observations for temporary FACULTY MEMBERS by the department evaluation committee and department chairperson:

Type of Temporary Hire	Department Evaluation Committee Observation	When it occurs		Department Chair Observation	When it occurs
FT Academic Year	1	Spring	And	1	Spring
PT Academic Year	1	Spring	Or	1	Spring
Fall Only	1	Fall	Or	1	Fall
Spring Only	1	Spring	Or	1	Spring
Fall Only, then hired as Spring	1	Fall	Or	1	Fall

6. For temporary FACULTY MEMBERS appointed for only one (1) semester, the most recent semester's student evaluations, if available, but not evaluations from more than two (2) semesters prior, will be used in the evaluation process.

I. Evaluation of Faculty Who Teach Distance Education

1. Evaluation of FACULTY MEMBER(S) teaching distance education courses shall follow the same procedures and practices that apply to regular classroom courses identified in Article 12, PERFORMANCE REVIEW AND EVALUATION.

2. For distance education courses, classroom observations should model in-class, face-to-face, peer observations as much as possible, commensurate with department practice. The duration of access by the peer observer to the distance education class should be limited to a time period sufficient to allow a window of observation approximating the amount of course content for a single classroom observation; during this period, the observer would view the course from the perspective of the student. The classroom observation should focus on the quality of the educational experience provided by the FACULTY MEMBER, including the organization of the instructional materials associated with the topics covered during the window of observation; the nature of the technological environment itself is not to be included in the evaluation. Whenever possible, the peer observer should have experience with distance education teaching.

3. For distance education courses, an appropriate student evaluation instrument shall be developed by local APSCUF, the UNIVERSITY management and the appropriate

student government body as designated by the President, and approved by local APSCUF and the UNIVERSITY management at local meet and discuss. This student evaluation instrument shall be reviewed every four years by local APSCUF, the UNIVERSITY management and the appropriate student government body as designated by the President, to ensure its continued effectiveness. The UNIVERSITY shall ensure that student evaluation instruments are made available to, and completed by students' at all remote sites.

Section Seven:

Understanding Pay

Understanding Your Pay

When do I get my first paycheck?

We get paid bi-weekly; however, you will not receive your first paycheck for four weeks (payroll takes one cycle to get you into the system).

Choosing between 20 and 26 Pay Options

When you fill out your employment paperwork with HR you will be given the option of receiving your bi-weekly pay in 20 installments over the course of the 9 month academic year, or in 26 installments, which evenly distributes your 9 month salary across the entire calendar year (meaning you will continue receiving paychecks over the summer). With the 26 pay option there is no gap between receiving the last paycheck from the previous academic year and receiving the first pay check of the following academic year. If you choose the 20 pay option you will not receive your first paycheck for the academic year until four weeks after your contract begins (similar to the lag in your first paycheck). The 26 pay option is nice if you feel more comfortable receiving a paycheck over the summer, however keep in mind that you are essentially letting PASSHE earn interest on your money. Many faculty members choose the 20 pay option and set some aside each paycheck to offset the lack of income in the summer. You are given the opportunity to change your pay option once a year during the annual pay option change window. We receive email notices about this window from HR.

Academic Year Salary (per CBA) vs. Calendar Year Salary from W-2s

The academic year runs from the first day of the Fall semester faculty contracts through the last day of the Spring semester faculty contracts. It does not include winter break or summer. Taxes are based on the fiscal year (January through December) so amounts listed on your W-2s may not correspond with the amounts listed on your pay stubs.

Supplemental Pay

Faculty may receive supplemental pay on top of their base salary for their 9 month teaching contract. Supplemental pay occurs for teaching courses outside of the academic year such as on overload (meaning you are teaching more than 15 undergraduate credits a semester or more than 24 credits in an academic year), during intercession/over the summer, or continuing education courses (Article 27 of the CBA). Faculty may also receive supplemental pay for supervising students in Independent Study or Individualized Instruction. Payment for these supplemental activities is separate from the base salary associated with the 9 month contract and typically occurs in a lump sum. When you receive this lump sum depends on the timing of the course/activity. See the Human Resources website (<https://www.iup.edu/payroll/>) or the CBA (<http://www.apscuf.org/members/contracts/>) for payment dates and for information about what is taken out of these lump sum payments.

For the 2020-2021 academic year, a pay period adjustment will occur to realign the academic year pay dates with the calendar year. To accomplish this adjustment, the initial pay period for the academic year will be moved forward by one pay period. What this means is that all faculty members, both 20 and 26 pay option, will receive their first pay check for the 2020-2021 academic year on September 25, 2020. No pay check will be received on the pay date of September 11, 2020. You will, however, receive all compensation to which you are entitled for the academic year.