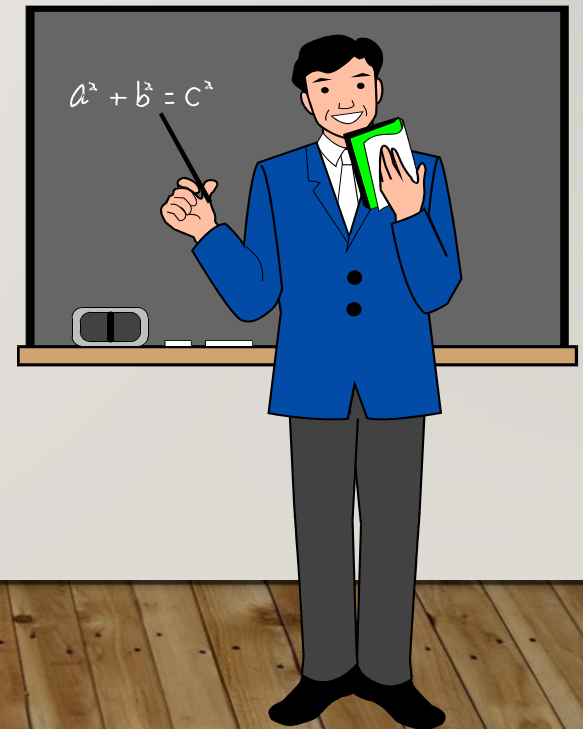


NEW FACULTY ORIENTATION

MONDAY, AUGUST 18, 2025

Review of Key University Policies Related to Teaching



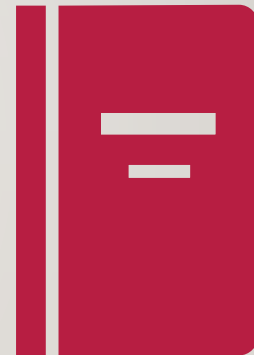
APSCUF LEADERSHIP

Dennis Frketich	IUP APSCUF President dfrketic@iup.edu or dfrketich@apscuf.org
Erika Frenzel	IUP APSCUF Vice President dvm@iup.edu or efrenzel@apscuf.org
Terilyn Banks	Chair, IUP APSCUF New Faculty Committee thunting@iup.edu
Kelly Spewock	Chair, IUP APSCUF Temporary Faculty Committee kspewock@iup.edu
Rachel Sternfeld	Chair, IUP APSCUF Membership Committee sternfeld@iup.edu or rsternfeld@apscuf.org
Benjamin Martin	Chair, IUP APSCUF Social Justice Committee martinb@iup.edu
Nadene L'Amoreaux	Chair, IUP APSCUF Grievance Committee nlamoro@iup.edu or nlamoro@apscuf.org

SYLLABUS REQUIREMENTS

Ask your department for copies of sample syllabi for the classes you will be teaching, so your course syllabi will reflect the purpose, nature, and objectives established for these classes. If a syllabus of record exists for your course, it can be found at

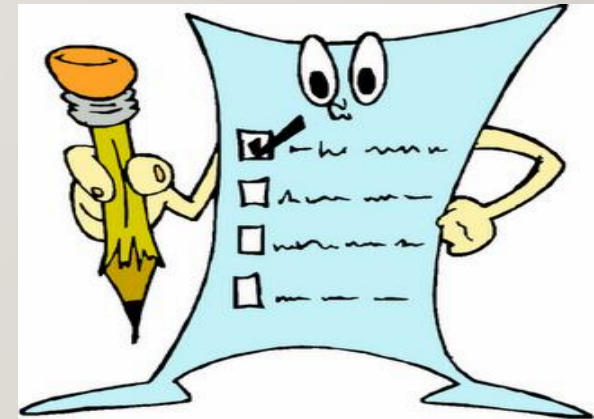
<https://www.iup.edu/senate/uwucc/proposals-and-syllabi/index.html>



SYLLABUS REQUIREMENTS

Your syllabus should describe the course in some detail to those interested in taking it. While each faculty member has the academic freedom to deliver a course in his/her own style,

this freedom does not extend to changing the purpose, nature, or objectives of the course.



UNIVERSITY POLICY ON SEMESTER COURSE SYLLABI

A syllabus is a document that specifies the expectations and requirements of a given course and protects the interests of faculty and students.

Each course instructor shall distribute a course syllabus, without charge, to each student by the first day of the course. The syllabus may be distributed in hard copy or electronic formats. The syllabus will be consistent with the course content and catalog description approved by the University Senate.

UNIVERSITY POLICY ON SEMESTER COURSE SYLLABI

Each syllabus must include:

1. Instructor Contact Information
2. Course Information
3. Course Materials
4. Course Requirements
5. Grading Information
6. Course Policies and Statements

For details, go to: <https://catalog.iup.edu/content.php?catoid=14&navoid=1774>

TITLE IX INFORMATION

Indiana University of Pennsylvania and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, IUP requires faculty members to report incidents of sexual violence (including dating and domestic violence and stalking) shared by students to the university's Title IX coordinator. The only exceptions to faculty reporting obligations are when incidents of sexual violence, dating/domestic violence, or stalking are communicated by students during classroom discussions, in writing assignments for class, or as part of university-approved research projects.

TITLE IX INFORMATION

Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. Such reporting must be made to the Department of Human Services (DHS) by electronic report or by calling 800-932-01313. The reporter must then notify University Police.

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: www.iup.edu/social-equity/policies/title-ix

COURSE PACKET INFORMATION

The **Co-op Copy Center** (724-357-3831)

Hadley Union Building (HUB)

<https://www.iupstore.com/copy-center>

Copies Plus+ (724-465-2679)

1052 Oakland Ave. (across from the Oak Grove)

<http://copiesplususa.com/>

Pro-Packet Copies (724-357-8402)

1176 Grant St. (close to Subway)

www.pro-packet.com



STUDENT CONSULTATION HOURS

Information regarding student consultation hours can be found in the APSCUF Faculty Collective Bargaining Agreement (CBA) under Article 23, A. I.c., p. 90 (*log in required*):

<https://www.apscuf.org/members/contracts/>



STUDENT CONSULTATION HOURS

Full-time teaching FACULTY MEMBERS [...] shall maintain a minimum of five (5) hours for student consultation per week on no fewer than three (3) different days at such times and locations, and in such modalities (i.e., virtual or in-person), as will accommodate the needs of the students.

Teaching FACULTY MEMBERS not defined as full-time, or those with a reduced teaching load [...], shall maintain a pro-rated number of hours for student consultation each week, at a minimum of twenty-five (25) minutes for each workload hour taught, at such days, times and locations, and in such modalities (i.e., virtual or in-person) as will accommodate the needs of the students.



ACADEMIC INTEGRITY POLICY

IUP is committed to the fundamental values of academic integrity. Academic integrity means honesty and responsibility in scholarly endeavors and behaviors; [...].

Academic misconduct may result in disciplinary action, including expulsion from the University. (2024-2025 Undergraduate Catalog).



<https://catalog.iup.edu/content.php?catoid=14&navoid=1781&hl=%22Academic+Integrity+Policy%22&returnto=search>

OFFICE OF COMMUNITY STANDARDS

The Office of Community Standards promotes the personal development of students by challenging them to take responsibility for their actions and demonstrate respect for themselves and others.

<https://www.iup.edu/communitystandards/index.html>

Ruddock Hall, Suite G-37

724-357-1254

community-standards@iup.edu



FINAL EXAMINATION POLICIES

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 terminating activity, and therefore the instructor may choose an appropriate activity that conforms to course objectives.

<https://catalog.iup.edu/content.php?catoid=14&navoid=1783>

FINAL EXAMINATION POLICIES

The terminating activity shall take place only at the time and location assigned by the Office of the Registrar. Unless granted an excused absence, the faculty member responsible for the course must be present to direct the terminating activity. Faculty members may require student participation in the terminating activity.



FINAL EXAMINATION POLICIES



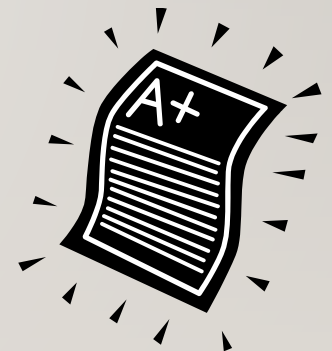
Faculty members who do not schedule or do not attend the terminating activity for a course may be subject to disciplinary action commensurate with unexcused absences. Once the final examination has been set by the Office of the Registrar, changes and absences must be approved by the instructor's dean.

Final exam schedule: <https://www.iup.edu/news-events/calendar/academic/2025-26-academic-calendar/fall-2025-exam-schedule.html>

MIDTERM AND FINAL GRADES

You can enter mid-term and final grades in MyIUP at <https://experience.elluciancloud.com/iuop/>:

- Go to the IUP webpage and click on MyIUP at the bottom right-hand side of the page
- Enter your Username and Password
- Select “Faculty Dashboard” and then choose Indiana
- Find “Grade Entry” under Rosters
- Select midterm or final grades from the options and select the course for which to enter the grades



I (INCOMPLETE) POLICY

The “I” (incomplete) designation is used to record work, which so far as covered, is of passing grade (e.g., student has completed passing work throughout most of the semester) but is incomplete because of a late in the semester emergency (e.g., personal illness, bereavement absence, or other unavoidable reason). The “I” designation may be requested by the student or offered by the instructor; however, the instructor will have final say as to whether an “I” designation is a viable option.

<https://catalog.iup.edu/content.php?catoid=14&navoid=1800&hl=%22Incomplete+Policy%22&returnto=search>

I (INCOMPLETE) POLICY

Under extreme circumstances, with instructor agreement, an “I” designation may be extended through the end of an additional regular semester following the initially designated semester for completion. For this to occur, an instructor must complete another hard copy Incomplete Grade Form, forward the form to the dean of the college that delivered the course, obtain the dean’s approval, and inform the Registrar’s Office (registrars-office@iup.edu) of the approved extension.

INCOMPLETE POLICY

The faculty member must complete a hardcopy Incomplete Grade Form, indicating/documenting the reason for the incomplete grade, the work to be completed, deadlines for completion (it is not necessary to permit the maximum allowable time), and a default grade if the work is not successfully submitted by the established deadline.

Receiving an “I” designation in a course means that the course DOES NOT satisfy prerequisites.

<https://catalog.iup.edu/content.php?catoid=14&navoid=1800&hl=%22Incomplete+Policy%22&returnto=search>

IUP STUDENT GRADE APPEAL POLICY

If a student believes that an improper grade has been assigned, an appeal may be filed only on the following grounds:

- 1. Capricious Evaluation:** Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of whim or impulse. Disagreement with the instructor's professional evaluation is not sufficient by itself for a claim of capriciousness.
- 2. Error:** Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

<https://catalog.iup.edu/content.php?catoid=14&navoid=1780&hl=%22IUP+Student+Grade+Appeal+Policy%22&returnto=search>

IUP STUDENT GRADE APPEAL POLICY

Note: If a student believes that an improper grade has been assigned due to discrimination, the student should contact the Office of Social Equity and Title IX.

<https://www.iup.edu/socialequity/index.html>

PEER & CHAIR EVALUATIONS, STUDENT FEEDBACK

Information regarding peer and chair evaluations, as well as student feedback can be found in the APSCUF Faculty Collective Bargaining Agreement (CBA) under Article 12 Performance Review and Evaluation of faculty.

<https://www.apscuf.org/members/contracts/>



APSCUF?

What's that?



Our organization represents more than 6,000 faculty and coaches who have devoted themselves to providing top quality higher education for Pennsylvania students. We invite legislators, students, members and the media to learn more about our organization and what we stand for.

WWW.APSCUF.ORG

WHAT DO WE DO?

- Official voice in shared governance for FACULTY and COACHES
- Negotiate collective bargaining agreements to establish salary, benefits, and working conditions
- Provide protection in support of academic freedom within a framework of academic responsibility

GENERAL MEMBERSHIP MEETING

Friday, August 22nd

11:00am-12:00pm

Leonard Hall, Room 126