



GUIDELINES
FOR
PART-TIME
FACULTY

THE UNIVERSITY

A. ORGANIZATION AND ADMINISTRATION

1. Introduction

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

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

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

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

2. University Administration

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

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

In the colleges, the deans are the chief administrative officers and report directly to the Provost and Vice President for Academic Affairs. Within each college, administration is effected by the dean through the department chairpersons.

Each college is responsible for the study and development of its own programs of instruction and research, and for presenting recommendations through appropriate channels for their improvement.

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

30 N. LaSalle St., Ste. 2400

Chicago, IL 60602-2504

(312)-263-0456

www.ncahigherlearningcommission.org

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

AACSB International – The Association to Advance Collegiate Schools of Business

American Chemical Society

American Council for Construction Education

American Dietetic Association (didactic program approval)

Association for Childhood Education International

Commission on Accreditation in Physical Therapy Education (CAPTE)

Council for Accreditation of Counseling and Related Educational Programs

Council on Accreditation of Nurse Anesthesia Educational Programs

Council for Exceptional Children

Council on Social Work Education (CSWE)

Educational Leadership Constituent Council

Engineering Accreditation Commission and the Technology Accreditation

Commission of the Accreditation Board for Engineering and Technology,

111 Market Place, Suite 1050, Baltimore, MD 21202-4012 – telephone

(410) 347-7700

National Association for the Education of Young Children

National Association of Schools of Art and Design

National Association of Schools of Music

National Association of Schools of Theatre

National Council for Accreditation of Teacher Education

National Council for the Social Studies

National Council of Teachers of Mathematics

National League for Nursing Accrediting Commission (NLNAC)

National Science Teachers Association

B. UNIVERSITY ACADEMIC ORGANIZATION

COLLEGE OF BUSINESS ADMINISTRATION

Department of Accounting
Department of Business Management
and Administration
Department of Economics

Department of Finance and
Quantitative Methods
Department of Marketing
International Business Program

COLLEGE OF COMMUNICATIONS AND FINE ARTS

Department of Art
Department of Communication

Department of Music
Department of Theatre Arts
Multimedia Program

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

COLLEGE OF EDUCATION AND HEALTH SCIENCES

Department of Educational Leadership and Human Development
Department of Family and Consumer Sciences
Department of Nursing
Department of Physical Therapy & Health Science
Department of Teacher Education

COLLEGE OF LIBERAL ARTS AND SCIENCES

Department of Biology
Department of Chemistry & Biochemistry
Department of Computer Science
and Information Systems
Department of English
Department of Foreign Languages
Department of History

Institute of International Studies
Department of Mathematics
Department of Philosophy and
Religious Studies
Department of Physics
Department of Political Science
Department of Psychology
Department of Sociology

HONORS PROGRAM

THE GRADUATE SCHOOL

DIVISION OF CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

ACADEMIC EXPLORATION PROGRAM

C. BRADLEY UNIVERSITY – Its Vision and Mission

Our Vision

Bradley University is committed to excellence. Already one of the best private comprehensive universities in the Midwest, Bradley will be one of the finest institutions of its type in the nation.

Our Mission

Bradley University is committed to nurturing the multifaceted development of students to enable them to become leaders, innovators, and productive members of society. Our graduates are prepared for life and professions in a changing world and they are able to cross academic, geographic, and cultural boundaries. A Bradley education is characterized by small classes, active learning, mentoring by highly qualified faculty, challenging academic programs, opportunities for study abroad, and numerous co-curricular activities.

We recruit, develop, and support faculty who are passionate educators and outstanding scholars whose research and creative contributions benefit society. We expect and reward pedagogy and scholarship of exceptional quality and influence.

A distinctive feature of Bradley University is our cohesive sense of community that unites faculty, students, staff, and alumni. Our tradition of collective responsibility is founded on a commitment to the values of academic freedom, civility, diversity, and respect for the individual. Our exemplary system of shared governance both represents and sustains our sense of community and fundamental values.

We promote and facilitate collaboration among all members of the University community. Students learn teamwork and leadership through group projects and collaborate with faculty on research and creative production. Likewise, faculty collaborate with colleagues across departmental, college, and institutional boundaries to elevate the quality and impact of their work. The University's strategic partnerships with business, cultural, and governmental institutions provide benefits to the community and society and create additional learning opportunities for students.

II. PART-TIME FACULTY DUTIES & RESPONSIBILITIES

A. STATEMENT ON FACULTY ETHICS

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

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

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

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

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

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

B. TEACHING POLICIES & PROCEDURES

1. Introduction

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

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

2. Registrar's Office

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

Students may also visit the Registrar's web site at www.bradley.edu/registrar/ for other helpful information.

Faculty and Advisors may subscribe to Regiserv, the Registrar's Office listserv, for weekly updates and reminders. To subscribe, contact the Registrar's Office.

3. Selection of Textbooks

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

4. Class Rosters

Class rosters are available on the web as soon as students begin to register. Up to the minute rosters are available on the web at <http://acquire.bradley.edu> and should be checked carefully periodically throughout the semester.

If a student is attending class and does not appear on the roster, the student's name should be reported to the Registrar's Office. Any student who attempts to attend a class without either being listed on the class roster or presenting an Official Addition to Class Card should be prohibited from attending until that student can present an addition card to the faculty member.

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

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

5. Procedures for Changing Class Schedules

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

6. Policies Governing Adding and Deleting Classes

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

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

A student who drops a course after the second full week of classes may, with the permission of the instructor, continue to attend the class for the remainder of the semester. This privilege will not be permitted in laboratory, military, or studio courses.

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

7. Absence from Classes

If it is necessary for a faculty member to be absent from class for reasons other than emergencies, prior approval must be secured from the department chairperson and the dean of the college, and satisfactory arrangements must be made for the performance of the regular duties of the faculty member during the absence.

If the absence is extended and is due to illness, salary will continue in accordance with

current University policy. This policy does not apply to the summer contractual obligation. Absences due to illness, injury or personal reasons will be processed as deductions from summer compensation.

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

The policy of absences for students is as follows:

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

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

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

8. Absence Reports

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

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

9. Grading Standards and Practices

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

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

10. Gradepoint System

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

Honor points per semester hour

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

Gradepoint average is determined by dividing honor points by semester hours.

Only work registered through Bradley University is used in calculation of gradepoint averages. Effective Fall 2005, audited courses will appear on the transcript with a grade of "X" (successful audit) or "UX" (unsuccessful audit). The audited class will not be used in grade point calculations or in determining full-time enrollment. P, IN, IP, and W's are not considered in calculating the gradepoint average. For repeated courses, the last grade and credits earned shall be the only ones used in the calculation of gradepoint averages for undergraduate students. Credit earned by proficiency examination (CLEP, AP, IB, etc.) is not used in the calculation of gradepoint average.

11. Mid-Term Grades

Faculty assign midterm grades by using the AcInquire system on the web. Grade rosters are available on-line as early as the first day of the term. Midterm grades are due during the 8th full week of classes (excluding Spring break). Midterm grades are collected during the Fall and Spring terms only. All students have electronic access to their midterm and final grades.

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

12. Course Evaluations

Toward the end of each semester, students are provided an opportunity to evaluate each course in which they are enrolled. Specific procedures for the evaluation process

vary from college to college. Contact your chairperson for more specific information on course evaluations.

13. Final Examinations

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

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

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

A call will be issued through the office of deans for requests from the faculty members to hold combined final examinations. Special periods are set aside during the regular examination period for combined examinations.

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

14. Final Grades

Final grades for all students are due in the AcInquire system no later than 10:00 a.m. the Saturday following the last examination scheduled for Fall and Spring semesters.

Due to the pressure of processing grades at the end of the semester, no exceptions can be made to this deadline time.

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

A report of final grades will be available to students on the Registrar's web site shortly after the end of the semester. The issuing of grades to students by instructors by means of letters, etc., is at the discretion of individual instructors, provided extreme care is exercised to insure accuracy and confidentiality. This practice is seldom necessary, however, because of the speed with which the official grades are available to the students. Grades must not be posted. Blackboard is suggested as a means for informing students of grades on course assignments and individual tests.

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

If an error is made in submitting a final grade to the Registrar which the faculty member wishes to rectify later, a request for such correction must be approved by the department chairperson, the dean of the college, and the Provost. Requests for grade changes must be processed on the appropriate form that is available in the Office of the Dean.

15. Incompletes

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

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

At the time the "IN" is assigned, the instructor must file with his division director or department chairperson a copy of the contract specifying what must be done to complete the "IN" and the date by which the "IN" must be converted. An "IN" must be converted not later than four weeks before the end of the next regular semester in which the student is enrolled or the Registrar will record a permanent "I". If the instructor does not submit a letter grade by the specified deadline, the "I" will remain permanently upon the student's record and may not thereafter be removed. Under unusual circumstances, the student may be granted an extension to the end of the semester with the approval of the instructor involved, *provided that the request was received prior to the normal deadline for the removal of Incompletes.*

16. Convocations

Commencement convocations are held each Fall and Spring on the Saturday following the close of the final exam period.

17. Fall and Spring Recess

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

18. Cheating

According to Senate rules, all occasions of academic dishonesty must be reported to

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

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

A "Zero," or whatever is the equivalent of the lowest failing grade possible, shall be assigned for that piece of work to any student cheating on a non-final examination or other class assignment.

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

Note that plagiarism is treated as cheating.

C. DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs works very closely with the academic areas and other key University constituents to help ensure our students have an enriched, successful, enjoyable educational experience. The Division of Student Affairs offers a large number of services, programs and activities to ensure that our students' stay at Bradley is personally and educationally rewarding. These services, programs and activities help our students develop better educational, leadership and personal skills that help to enrich their university experience. The Division also works closely with parents of Bradley students.

Bradley University consists of people, facilities, programs and opportunities that ensure a quality educational experience in an environment in which our students' educational and professional goals and dreams begin to materialize. The Division of Student Affairs is ready to do all it can to provide an appropriate climate for learning, personal growth and development and satisfaction. The Division is committed to the current and continued excellence of the student experience that is the "hallmark" of a Bradley Education.

1. Smith Career Center

Jane Linnenburger, Executive Director
Burgess Hall, Ext. 2510
<http://explore.bradley.edu.scc>

The Smith Career Center provides comprehensive career services to students and alumni and state-of-the-art recruitment assistance to employers. With the help of the Smith Career Center students can explore and define career options, develop job search strategies, obtain career-related work experience and identify and connect with prospective employers. The Smith Career Center does much more than help students and alumni find jobs. The Center provides innovative career services and extensive networking opportunities. Innovative services respond to current trends and economic conditions affecting the job market and career opportunities. These include:

- individual career advisement
- job search preparation
- resume development and review
- career seminars
- job fairs
- graduate and professional school fair
- campus interviews with employers
- one-credit course in job search strategies
- e-mail newsletter

Bradley University students and alumni must register with the Smith Career Center to obtain an eRecruiting Web account. Having an eRecruiting account allows registered users to submit resumes for the Web Resume Book, review and apply to Web job listings, and participate in campus interviews. Registration is restricted to currently enrolled Bradley University students or alumni.

Extensive web-based resources are available to help students explore career information, job availability, employer information, and networking with Bradley alumni and parents.

Many Bradley students gain a competitive advantage by participating in career-related work experiences prior to graduation. Through internships, cooperative education, and summer or part-time employment, students have opportunities for professional development which integrate classroom theory with supervised work experience. With the recent inauguration of the Marjorie and Bill Springer Center for Excellence in Internships, Bradley has rededicated its commitment to providing students with opportunities for career-related work experience. The center will provide additional resources to help students secure meaningful work experiences, including internships, cooperative education, and summer or part-time employment.

Over 400 employers visit the Bradley campus annually to participate in job fairs and conduct interviews with candidates. Annual career fairs include:

- Part-time Employment Expo
- Civil Engineering & Construction Industry Job Fair
- Fall Job & Internship Fair
- Graduate School Fair
- Academic Majors & Minors Fair
- Nursing & Physical Therapy Career Fair
- Spring Job & Internship Fair
- Education Recruitment Fair
- Social Service & Government Career Fair

2. Center for Learning Assistance

Dr. Deborah Fischer, Director

3rd floor Cullom-Davis Library, 309-677-3654

djfisch@bradley.edu

<http://www.bradley.edu/students/support/learn.html>

Hours: fall and spring 8:30 a.m. to 5 p.m., Monday through Friday
summer 8:30 a.m. to 4 p.m., Monday through Friday

The Center for Learning Assistance (CLA) provides assistance for students with their college experience. Many of the students are self-referred to the CLA or are referred by faculty, staff, resident advisors, or friends. The CLA offers study skills seminars for students needing to enhance their time management, textbook reading, lecture note taking, exam preparation, and test taking skills. Seminar times and days can be found on the website. Bradley undergraduate students may receive two hours of free peer tutoring per week by coming to the CLA to receive tutoring coupons. Tutor contact information is available online through the CLA website. Bradley University requires participation in the Turning Point Program (TPP) for students placed on academic probation for the first time. Enrollment is required. Once final semester grades are processed, students are notified in writing about being automatically enrolled in the TPP program. The CLA assists students with identified disabilities by providing reasonable accommodations. Students who wish to request a reasonable accommodation must submit appropriate documentation of the disability to the Director of the CLA. Students will be offered help advocating for identified accommodations and learning support throughout their years here at the University. Support services are also available to student-athletes, including supervised study tables, assistance with travel accommodations, and weekly meetings with the Director of Athletic Academic Services. Additional information for student-

athletes can be obtained by calling 309-677-2846.

3. Center for Student Involvement

a. Multicultural Student Services and Romeo B. Garrett Cultural Center

(Romeo B. Garrett Cultural Center, Ext. 2646). Multicultural Student Services and the Romeo B. Garrett Cultural Center foster a greater awareness of the minority and international experience by responding to social, cultural, educational and philosophical concerns.

The Center serves as a meeting place for students and community groups as well as a place for social and cultural events. A multicultural library is also housed at the Garrett Center. The Center is open every day during the regular academic year.

b. Off-Campus and Nontraditional Student Services

(115 Sisson Hall, Ext. 2404). This office helps to coordinate special services and programs designed to meet the unique needs of off-campus and nontraditional students. Additional program information for nontraditional students is available through the Office of Continuing Education and Professional Development, Continuing Education Building. Nontraditional students are invited to make use of the Garrett Center, Student Center and Haussler Hall.

c. Haussler Hall

University employees and their immediate families may make use of Haussler Hall. The facility includes: gym for basketball, volleyball, indoor soccer, badminton, three racquetball courts, one which can be converted into a walleyball court, weight room with free weights and machines, combative gym, dance studio, fitness room with stairmasters, lifecycles, ellipticals and treadmills. In addition, non-credit instructional sports and fitness classes are offered for students and employees. Information and facility schedules are available in Room 146 or at the front entrance of Haussler Hall.

Locker and Towel Service - Students \$6.00/semester, Faculty and Staff \$10.00/semester, Alumni \$20.00/semester. (Whether or not you rent a locker, it is an excellent idea to leave valuables at home.)

At times during the year, special activities, classes and other events may affect open hours in Haussler Hall. Attempts will be made to post these changes in the main lobby or you can call Ext. 2677 to confirm hours.

General Building Hours

Monday - Friday	6:00 AM - 11:45 PM
Saturday	9:00 AM - 9:45 PM
Sunday	12:00 PM - 11:45 PM

Free Weightroom

Racquetball Courts

Monday - Friday	10:00 AM - 10:00 PM	6:00 AM - 11:45 PM
Saturday	12:00 PM - 8:00 PM	9:00 AM - 9:45 PM
Sunday	12:00 PM - 8:00 PM	12:00 PM - 11:45 PM

Summer hours may vary.

Guidelines for Use of Haussler Hall

Haussler Hall is open to Bradley students, faculty and staff during all open hours by showing a Bradley identification card.

Passes are as follows:

Family Passes

- a. Each employee must fill out a registration form to receive passes.
- b. Passes will be mailed through intercampus mail to the employee or can be picked up at Haussler Hall (after they have been paid for).
- c. A fee of \$15 will be charged for a family of five or more and \$3 each for a family of less than five. This charge is a one-time fee to cover expenses for making the pass.
- d. Duplicate passes will cost \$3 each for processing.
- e. In lieu of having a picture on the pass, each family member must present a picture ID along with the pass.
- f. Passes will be issued for the employee's spouse and children under the age of 25.

Alumni Passes

There is a graduated fee scale for monthly, half-year and year-long passes.

Please call Ext. 2677 for more details.

Guest Passes

- a. Guest passes will be issued to a person who enters the facility with either a student, faculty or staff member. Family and alumni with passes are not allowed the privilege of bringing guests.
- b. Each student, faculty or staff member may only bring ONE guest per visit.
- c. The cost for a guest pass is \$3 per visit.
- d. The student, faculty or staff member must present a valid ID to the supervisor before a guest pass will be made for any individual.
- e. Each student, faculty or staff member is responsible to be with his or her guest at all times in Haussler Hall. If a guest is not with his or her respective host, then the guest will be asked to depart the building.
- f. Guest passes may be purchased in Room 146, Monday - Friday, 8:30 AM - 5:00 PM.

These guidelines have been established to restrict the use of Haussler Hall to those for whom it was designed. Violation of these rules or misuse of family or alumni cards will result in suspension of privileges in Haussler Hall. Your cooperation is greatly appreciated. If you have any questions, call Ext. 2677.

The Markin Family Student Recreation Center is scheduled to open in October of 2008 at which time it will replace Haussler Hall as the campus recreation facility. New policies and user fees will also take effect at the time of the opening. These policies and fees can be viewed on the Campus Recreation website beginning in August.

4. Center for Student Development and Health Services

Located in Bradley Hall room 239, the Center for Student Development can be reached at x2420. The Center for Student Development is designed to provide opportunities and assistance to students for the realization of their educational goals. Beginning with an appropriate introduction to the University environment through summer orientation, students receive developmental services to help ensure their academic, personal/social, and physical success and well being.

- a. The Academic Exploration Program (AEP) guides students through the process of selecting a major of study. Through assessments of their interests, values, and skills in the AEP 100 course and through academic advisement, students in AEP explore and research major and career options that would best fit their goals.
- b. The Center for Orientation and Advisement assists incoming freshmen and their parents through a dynamic summer orientation program. Students interact with student aides and prepare their fall semester schedule of classes. A specially designed orientation program for transfer students is also offered. Additionally, the Center provides advisement to students at orientation and offers workshops for faculty on academic advisement as well as maintains the Handbook on Academic Advising.
- c. The Center for Testing is located in the Kaufman Building and can be reached at x2409. The Center is comprised of three programs: Research for Student Affairs, The Gateway Program, and external pre-hiring testing. Students who need assistance with academic major selection can benefit from the comprehensive assessment of their interests, skills and personality. To monitor levels of student satisfaction with various University programs, the Center for Testing administers and interprets the results of annual surveys. The Gateway Program offers support to students whose academic background indicates they might need additional guidance.

The Center for Health Services

The Center for Health Services is located in the Markin Family Recreational Center. The Center provides Bradley students a myriad of physical, emotional, and educational services. The physicians, psychiatrist, counselors, and registered nurses provide diagnostic services, primary health care and referral for more comprehensive services for Bradley students. These services are provided through the student health fee assessed each semester.

The Center is open during the school year from 8:00 a.m. to 4:30 p.m. Monday-Friday and medical health services are available on Saturday from 11:00 a.m. to 1:00 p.m. At

other times, students are referred to the St. Francis Medical Center. Patients will be charged for this visit at the regular patient visit charge by St. Francis.

The Center is comprised of the following three areas:

- a. Health Center provides medical assistance to students through an appointment basis. Students should call x2700 for an appointment.
- b. The Center for Counseling provides assistance to students experiencing grief or mental health issues through appointments.
- c. The Wellness Program offers educational programs and activities for students to learn about health issues.

Emergency Procedures

In the event that a student, faculty or staff member needs emergency medical attention, such as unconsciousness, unable to move, signs of heavy bleeding or other abnormal signs, an immediate call to 9-1-1 should be made to request an ambulance. A follow up call to Bradley University Police at x2000 should be made to request assistance.

Remember: If any doubt exists, call an ambulance immediately and remain with the person in need of medical assistance.

5. Center for Residential Living and Leadership

(Executive Director, Sisson Hall, Ext. 3221; Director of Residential Living, Ext. 3218)
The Center for Residential Living and Leadership is responsible for the general welfare of residence hall students and members of fraternities and sororities at Bradley University, particularly concerning their out-of-class activities and living environment. This office interacts with all segments of the University including students, faculty, administrators, parents and the community.

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

The Lewis J. Burger Center for Student Leadership and Public Service, (Director, Ext. 2428), represents the University's commitment to educate and prepare our students for civic responsibility to become committed leaders for the 21st century. By involving our students in a myriad of service activities and leadership seminars, the Center will benefit the Bradley students, the Central Illinois Community and our society.

The Center has three main components:

- 1) Volunteer Network (to place students with volunteer agencies in the Peoria community).
- 2) Leadership Development Programs (to provide formal leadership education through a three tiered program, Team Bradley, and in working with the Leadership Minor).
- 3) The Student Leadership and Public Service Fellows Programs.

In addition, the Center provides information on a wide range of peer advising, service and leadership opportunities throughout the United States.

Each year Bradley will designate a maximum of 15 freshmen as Student Leadership and Public Service Fellows selected on a competitive proposal basis. Each fellow will receive a \$1,000/year scholarship for four years and, in addition to their normal course studies, agrees to complete specified activities and internships over eight semesters which prepare them for leadership roles and careers in public service.

The Center, with support from its community advisory board, promotes service and leadership among the Bradley student body. It provides opportunities for students to be involved in community service and leadership activities and promotes the incorporation of a service component into the curriculum where appropriate. The Bradley Center has affiliation with The Washington Center in our nation's capitol that provides additional leadership opportunities for our students.

III. GENERAL POLICIES

A. CONFIDENTIAL STUDENT DATA

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

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

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

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

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

B. THE ACADEMIC OMBUDSMAN

The Academic Ombudsman's function shall be to act solely as an intermediary between a student and a faculty member. After discussing an academic grievance with the student, the Ombudsman shall, upon request by the student, communicate the nature of the grievance to the instructor involved. The Ombudsman shall attempt to mediate and affect an acceptable resolution of the problem. If a resolution is not satisfactory and the student believes the response of the faculty member is not adequate, the student may request that the Ombudsman forward the grievance to the instructor's department chairperson.

The Ombudsman shall regard as absolutely confidential all information brought to that office, except as provided above. The Ombudsman shall be available to students at established hours. The Ombudsman's function, name, office location and hours shall be publicized among the students.

C. UNIVERSITY STUDENT ACADEMIC GRIEVANCE POLICY

Student Grievance Committee Operating Procedure

A student grievance is either academic or non-academic in nature. A student academic grievance refers to a case in which the student claims unfair, prejudicial, or capricious evaluation or treatment of an academic nature by a University faculty member; an academic grievance shall not be filed against actions which would impair the exercise by a University faculty member of his/her academic freedom. A student non-academic grievance refers to a case when a student claims practices which deny or restrict his/her access to or participation in course offerings; sexual harassment, racial discrimination, or any other act by a University member that is derogatory or discriminatory in nature. **(A non-academic grievance may also be filed against a professional staff member.)**

A student grievance begins with informal procedures and may continue with subsequent formal procedures. A student may not pursue the formal procedures of a grievance before first exhausting all informal procedures.

The right of a University faculty member to appeal to the Faculty Grievance committee is not limited by participation in a student grievance nor shall it be prejudiced by any actions or decisions of the Student Grievance Committee.

The grievance procedure is intended to deal with matters as expeditiously as possible. Although the times listed below are recommended guidelines for handling the steps of the procedure, it is expected that they will not be exceeded except under compelling circumstances.

In an academic grievance, if the University faculty member is no longer employed by Bradley University, the student shall meet with the chair of the former faculty member's department and the word "chair" shall take the place of the words "University faculty member" in what follows.

In a non-academic grievance, if the University faculty member is no longer employed by Bradley University or ceases employment before the case is resolved, the Vice President for Student Affairs shall offer the former faculty member the right to participate in the informal and formal grievance procedures. If the former faculty member agrees in writing to do so, the process shall move forward as it would for any other faculty member. If the former faculty member declines to do so, or removes himself or herself in writing at any point, the Vice President for Student Affairs shall prepare a written summary of events up to the time the former faculty member removes himself or herself and give copies to the student and the former faculty member. At that point, the internal University procedures shall come to a halt without having been resolved.

A student who claims academic grievance may consult with the Academic Ombudsman.

The grievance process is as follows:

A. Informal Procedures

Academic Grievance

1. In an academic grievance the student shall meet with the University faculty member in an attempt to resolve the issue within fifteen days of the beginning of the next semester. (The student may consult with the Academic Ombudsman).

If the student is a graduate student, the student shall consult his or her Graduate Program Coordinator/Director to seek a course of action to resolve the issue. The Graduate Program Coordinator/Director shall advise the student on the procedures to be followed. If a conflict of interest exists between the student and the Graduate Program Coordinator/Director, the student may seek the advice of the chairperson of the department offering the program in which he/she is enrolled.

2. Should the issue not be resolved to the student's and the University faculty member's mutual satisfaction, the student may, within five working days of the decision of the University faculty member, appeal to the chairperson/director of the University faculty member's department/division. The chairperson/director shall provide the student and faculty member with a written decision upholding or rejecting the appeal within five working days of the appeal. If the chairperson/director upholds the appeal and finds any unfair or unjustifiable injury or disadvantage to have occurred, his/her decision shall specify remedies to rectify the situation.

If a conflict of interest exists with the chairperson/director, the student may appeal directly to the Dean of the University faculty member's college as discussed in (3) below.

3. Should the issue still not be resolved to the student's and the University faculty member's mutual satisfaction, the student or University faculty member may, within ten working days, appeal the decision of the chairperson/director to the Dean(s) of the College(s) in which the given academic concern resides. This appeal shall specify in writing the alleged grievance. The Dean(s) or Dean(s)' designee(s) shall meet with the relevant parties within five working days of the appeal. The Dean shall deliver a written decision within five working days after the conclusion of this meeting upholding or rejecting the appeal. If the Dean upholds the appeal and finds any unfair or unjustifiable injury or disadvantage to have occurred, his/her decision shall specify remedies to rectify the situation. In cases involving a conflict of interest with the Dean, the student shall initiate the formal procedures specified below.
4. If the student is enrolled in the Graduate School, and the issue still is not resolved to the student's and the University faculty member's mutual satisfaction, the student or University faculty member may, within ten working days, appeal to the Dean of the Graduate School. This appeal shall specify in writing the alleged grievance. The Dean or Dean's designee(s) shall meet with the relevant parties within five working days of the appeal. The Dean shall deliver within five working days after the conclusion of this meeting a written decision upholding or rejecting the appeal. If the Dean upholds the appeal and finds any unfair or unjustifiable injury or disadvantage to have occurred, his/her decision shall specify remedies to rectify the situation. In cases involving a conflict of interest with the Dean, the student shall initiate the formal procedures specified below.

Non-Academic Grievance

1. In a non-academic grievance, the student shall meet with the Vice President for Student Affairs in an attempt to resolve the issue within fifteen days.
 2. The Vice President for Student Affairs will attempt to resolve the matter within ten working days. Should the issue not be resolved, the Vice President for Student Affairs shall prepare a written summary of the events and discussions among the student, University faculty member, and any other individuals, and give a copy of the written summary to the student and University faculty member involved. In cases involving a conflict of interest with the Vice President for Student Affairs, the Student shall meet with the Provost and Vice President for Academic Affairs. In cases involving a conflict of interest with the Provost, the student shall initiate the formal procedures specified below.
- b. **Formal Procedures:** Should the issue not be resolved to the student's and the University faculty member's satisfaction using the informal procedures, the student or University faculty member may, within five working days of the final written decision or summary described above, initiate the formal phase of the grievance procedure by appealing in writing to the chairperson of the University Student Grievance Committee. This written appeal shall specify the alleged grievance and the result(s) of the appeals during the informal phase of the grievance procedure.

Legal counsel may be used by the parties, at the parties' cost, as part of the formal procedure. Legal counsel for either party shall act in an advisory capacity only and shall not be permitted to speak on behalf of any party. The Student Grievance Committee shall have access to the University attorney on procedural matters.

- 1) The Student Grievance Committee shall meet at the call of the chairperson upon receipt of a written grievance.
 - a. The Chairperson shall:
 1. Obtain written statements from all parties involved in the appeal.
 2. Call for a meeting of the Committee to be held within ten working days of submission of the appeal to review the statements from the parties involved, unless extraordinary circumstances require a delay.
 3. The Committee shall decide whether a grievance is in order. If the Committee finds a grievance is not in order, the complaint is dismissed and no further action will be taken by the Committee. If the alleges discrimination, a copy of the minutes of the meeting shall be sent to the Affirmative Action Officer.
 - b. If the committee finds a grievance is in order, the Committee shall;
 1. Determine a date, time and place for a formal hearing. Determine the procedures for conducting the formal hearing. All parties concerned will be given at least five working days notice of the time, date and place of the hearing, and of the procedures.
 2. Call on other faculty, staff and students if it would serve the purposes of due process.
 3. Retain records of all written matters dealing with each case.

3. The Committee shall submit its written findings and decisions for review within (45) forty-five working days after the matter has been formally submitted to the Committee. This time period shall not include either University holidays or times when the faculty are not under contract, such as during the summer. If the Committee finds that unfair or unjustifiable injury or disadvantage has occurred, its decision shall specify remedies to rectify the situation.

The Committee shall submit its findings and decision to the Provost or other appropriate academic officer. Within thirty days of the receipt of the findings and recommendations of the Committee, the Provost or other appropriate University officer shall notify all concerned parties of his/her agreement or disagreement with the Committee's decision, stating the reasons in writing.

Upon agreement of the parties, the grievance procedure can be concluded at any time before notification by the appropriate academic officer.

D. FACULTY STATEMENT ON CAMPUS DISSENT

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

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

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

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

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

Therefore, be it resolved:

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

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

E. STATEMENT ON SEXUAL HARASSMENT

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

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

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

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

F. BRADLEY UNIVERSITY GENERAL EQUAL

OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

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

G. NON-SMOKING POLICY

Because of the University's concern for the comfort, safety and well being of its employees and students and with the enactment of the Smoke Free Illinois Act, effective January 1, 2008, Bradley University is a smoke-free environment.

1. There shall be no smoking in any building owned, leased, or directly managed for the conduct of education or business by Bradley University. There will be no smoking in any corridor, lobby, restroom, classroom, private office, waiting area, cafeteria, meeting room, or in any vehicle owned by the University.
2. Academic and business administrators shall be responsible for ensuring that the non-smoking policy is upheld in their individual colleges, departments, and offices.
3. Employees who become aware of any violations of this policy should contact the Human Resources Department.

H. POLICIES, PROCEDURES AND GUIDELINES FOR THE ASSIGNMENT OF STUDY ROOMS TO FACULTY

1. Facilities Available

Faculty Studies: 9 lockable study rooms, with two faculty assigned to each room, are available along the north wall on the lower level. Each faculty member assigned to the study room is assigned a key. Offices contain desks or tables, bookcases, data port, and file cabinets.

2. Policies Regarding Assignment of Studies

- a. Full-time faculty will be given priority for studies.
- b. Assignment to studies will be based on need for Library resources.
- c. All study rooms will be assigned for one year or less.
- d. All study assignments will be reviewed annually, in late July or early August.
- e. Faculty members will sign an agreement to abide by Library rules and regulations regarding facility use.

3. Procedures for Requesting and Assigning Studies

- a. A faculty study form should be submitted to the Library Director. The request should include a detailed explanation of why study space in the Library is necessary. Please contact the Director's office (Ext. 2850) for a copy of the form.
- b. Requests for faculty studies should be submitted by August 1 each year. Assignments will be made by August 15 each year. Agreements and key forms will be available in the Library office.

4. Issues to be Considered in Assigning Studies

- a. Scholarly or creative activities planned which require the use of a study.
- b. Library services or resources needed to support such activities.
- c. Role of such activities in accomplishing professional goals or objectives.
- d. Other office or research space currently available.
- e. Length of time for which the study will be needed.

IV. BENEFITS FOR PART-TIME FACULTY

A. STIPEND INFORMATION AND FRINGE BENEFITS

1. Faculty Appointments

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

2. Stipend Checks

New employees should complete a W-4 form in the Payroll Office in Sisson Hall, room 227. Stipend checks for part-time faculty members are mailed to the person's home address on or about the first of each month. Electronic fund transfers are available for directly depositing payroll checks. Forms for EFT are available in the Payroll Office, Sisson Hall.

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

Fall Semester Payment Schedule:

October 1
November 1
December 1
December 23

Spring Semester Payment Schedule:

March 1
April 1
May 1
June 1

3. Payroll Benefits

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

4. Employment Eligibility Verification Forms

The new Immigration Reform and Control Act of 1986 requires employers to obtain from each person evidence showing that he or she is authorized to work in the United States. Upon arrival on campus, all part-time faculty members will report to the Payroll Office in Sisson Hall, Room 227, and present one of the following documents: a United States passport, a certificate of U.S. citizenship, a certificate of naturalization, an unexpired foreign passport with valid work authorization, or a resident alien card or any other alien registration card that contains a photograph or other personal identifying information and that is evidence of authorization for employment in the United States. A social security card must also be presented for payroll purposes.

If a faculty member cannot produce one of those documents, he or she must present a valid driver's license or state-issued identification card containing a photograph and a Social Security Card or Certified Birth Certificate. All documents presented must be originals, not photocopies. These documents must be presented within three days after arriving on campus at the beginning of the fall or spring semester or interim or summer session so that the University remains in compliance with federal law. Arrangements can be made if someone cannot get to campus during regular business hours.

5. Tuition Provision for Part-Time Faculty

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

- a. No application fees shall be required for those who are eligible for tuition remission.
- b. Any and all exceptions to these regulations must have the approval of the President. In order that registration may be processed promptly, any request for exception should be made in ample time for consideration to be given before the applicant appears for registration.
- c. A Tuition Remission Application form must be completed and documentation of dependency provided. The dependent(s) of the employee who qualifies for admission to Bradley University is a natural child, adopted child, stepchild, or legal ward of an eligible employee who was claimed as a dependent on the employee's most recent federal tax return. Otherwise eligible children of eligible employees not claimed on the employee's most recent federal tax return due to divorce or legal separation agreements are considered eligible dependents.
- d. The Financial Assistance Office may request the participant to present the

employee's BU QuickCard ID in order to verify eligibility.

- e. The above procedure is applicable each session of school and applies only to courses offered on-campus.
- f. The Division of Continuing Education and Professional Development may permit Bradley employees, spouses and dependents to attend noncredit community service courses, institutes, seminars or extension courses at reduced rates.

V. MISCELLANEOUS INFORMATION

A. SERVICES AVAILABLE TO THE PART-TIME FACULTY

1. I.D. Cards

BU QuickCard ID pictures for the Faculty-Staff are taken in Swords Hall, Room 103, from 8:00 a.m. through 5:00 p.m., Monday through Friday. You must have proof of employment from the Human Resources Office. The QuickCard serves as a Bradley library card, proof of employment for check cashing, discounts and other services on campus. It may also be used as a debit card when a QuickCash account is opened.

2. Bradley University Bookstore

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

In addition to textbooks and school supplies, the Bookstore stocks greeting cards, stationary items, Bradley emblematic clothing and gifts, snacks, soda, a selection of general reading books including National Campus Bestsellers and campus authors. Services include a check cashing up to thirty dollars and special ordering of trade books at no additional charge (except for rush service).

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

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

Textbook adoption orders for classes should be given to the Bookstore and/or the administrative assistant for your department. For information on obtaining desk copies, please contact the Bookstore. In emergency situations desk copies may be taken out on loan, but must be replaced with an unmarked and salable copy prior to the end of the semester or as soon as your copy arrives from the publisher. Desk copies must be signed out on a Bradley University requisition or paid and later refunded when you receive your book from the publisher.

Bookstore Contact Information:
Phone: (309) 677-2320
Fax: (309) 677-3709
Website: <http://bradley.bncollege.com>

Location:
830 N. Elmwood
Peoria, IL 61625

Paul Kroenke
Store Manager
(309) 677-2320
pkroenke@bradley.edu

Leigh Ann Fox
Assistant Manager
(309) 677-2319
lafox@bradley.edu

3. Mail Service

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

Outgoing mail is delivered to the Peoria Post Office at approximately 3:30 p.m. All outgoing mail should be in the Mail Room by 3:15 p.m. All outgoing mail is handled through the Mail Room in Macmillan Hall. All postage is charged back to the department for billing. For large bulk mailings, a call can be made to Ext. 2915 for a special pickup. All outgoing mail needs a departmental account number.

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

4. Telephone Service

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

To call another campus extension, dial the called party's 4-digit campus number. To place a local call, dial "9" and then the seven digit number. For long distance calls, dial 9-1 and then the number.

To open a work order or report a service problem, call the HelpDesk at Ext. 2964.

Virtually every University employee's telephone has access to AUDIX voice mail. AUDIX is an electronic message service that records calls when someone is busy or away from the phone. It also allows users to address messages to one or more other users.

The Bradley University Telephone Directory provides additional information which further explains dialing procedures, special features, and other pertinent telephone information.

5. Duplicating

The Duplicating copy center is located in Jobst Hall, Room 231. A variety of traditional copy related services--color, collate, fold, cut, bind, etc. -- are available from walk up service. High volume digital B/W & color printing, OCR scanning conversion, and PDF creation services are also available.

6. Check Cashing Service

Personal checks to a maximum amount of \$150.00 may be cashed on the main floor of Swords Hall (at the Controllers Office) between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, upon presentation of your BU QuickCard. A \$20.00 fee is charged should there be insufficient funds to cover the check upon presentation to the bank for payment (NSF charge). Second party checks are not acceptable for cashing. Bradley University payroll checks can also be cashed. See [Bradley University Bookstore](#) for additional check cashing privileges.

7. Notary Services

Notary Services are available in the Controller's Office located at 103 Swords Hall and in the Vice President for Business Affairs Office located at 207 Swords Hall. This service is available without charge Monday through Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.

8. Lost and Found Property

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

Articles lost or found on the University grounds should be taken to the Bradley University Police Department in the Parking Deck, 814 N. Duryea Place (Ext. 2000).

9. Vehicle Registration and Parking

Parking permits for part-time faculty are available in the Controller's Office. Part-time faculty may park in any blue or yellow lined parking areas designated by signage indicated on the University Parking maps. Part-time faculty may also park in the Main West Parking Deck that is located on corner of Maplewood and Main. Please see the parking map for details.

If a traffic violation is received, the fine should be paid or appealed promptly. A vehicle receiving six (6) or more violations will be placed on a tow list. Violations may be paid in person or mailed to Swords Hall, Controller's Office, 1501 W. Bradley Ave., Peoria, IL 61625.

10. Bradley University Police Department

The Bradley University Police Department was established by the University to provide for the safety of students, faculty, staff and our visitors. In addition, the Department is responsible for protecting property and providing services that assist the administration. The Department is located in the Parking Deck, 814 N. Duryea

Place, (Ext. 2000 non emergency). When on campus, if assistance is needed the Bradley University Police Department should be called first, either directly or through the Bradley Operator (0). Requests for service will be relayed immediately to an on-duty officer. If you have an emergency requiring police, fire or ambulance, dial 911.

11. Dining Facilities

The University's dining facilities are located in the Michel Student Center Dining Room. Service hours in the main dining room during the academic school year are from 11:00 a.m. to 1:30 p.m., Monday through Friday. You may order hot breakfast items in the Food Court during the week. The Michel Student Center Dining Room daily menu can be obtained by calling our "Menu Line", Ext. 3301, after 8:30 a.m. each day, Monday through Friday. The Alumni Reunion Dining Room serves lunch from 11:30 a.m. to 1:30 p.m. on academic class days during the fall and spring semesters.

Café Bradley

Monday – Thursday
7:30 a.m. – 10:00 p.m.
Friday
7:30 a.m. – 8:00 p.m.
Saturday & Sunday
12:00 p.m. – 8:00 p.m.

Outtakes

Monday -Thursday
9:00 a.m. – 10 p.m.
Friday
9:00 a.m. – 6:00 p.m.
Saturday
4:00 p.m. - 8:00 p.m.
Sunday
4:00 p.m. - 8:00 p.m.
Summer Hours: 10 a.m. to 2 p.m. M-F

12. Scout

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

B. CULLOM-DAVIS LIBRARY

The Library provides information resources and services that the University community requires for its academic, professional and instructional objectives. The Library is a member of the Alliance Library System of Central Illinois (ALS) and Consortium of Academic and Research Libraries in Illinois (CARLI). I-Share provides an online catalog and circulation system which includes Bradley's holdings and those of 64 other academic libraries in Illinois. In addition, Bradley faculty and staff can obtain material through interlibrary loan. As a participant in OCLC, a computerized bibliographic system, the Library has ready access to millions of items in over six thousand libraries across the U.S. and abroad. Requests for interlibrary loans can be sent through the Library web page (click Online Request Forms under Getting Materials on the Library's homepage, library.bradley.edu) or can be directed to the Library Circulation Desk. In addition, a document delivery service is available to faculty and staff. We'll find the book or copy the article you want and bring it to your office. Send your request via e-mail to document@bradley.edu, call Ext. 3550, or go to Online Request Forms on the Library home page.

The Library's resources and reference services can be used for personal needs as well. Faculty and staff members use their BU QuickCards as Library cards after registering as borrowers at the Library Circulation Desk. Family members of staff may also be eligible for borrowing privileges both on-campus and at most other ALS libraries. Ask for details at the Library Circulation Desk.

For more information refer to the Library's web page (<http://library.bradley.edu>).

C. INSTRUCTIONAL TECHNOLOGY AND MEDIA SERVICES (ITMS)

Instructional Technology and Media Services provides a diverse range of instructional media and computer services in support of the academic and administrative needs of faculty, students, and staff. Services include: Instructional Technology Assistance Center (ITAC); online course management support; technology training seminars; photographic, graphic, desktop publishing, and copy production services; Internet2/IP videoconferencing services and support; video services; instructional program rental and purchase; and general media services. A brief summary of available services follows:

1. Production of Instructional Materials

In most instances, instructional objectives will be best met by the creation of learning materials or facilities customized to the particular application. ITMS is equipped to produce a variety of traditional learning materials such as slides, transparencies, copies, audio, videotape and DVD, as well as electronic presentations, media, and web-based services. In addition, ITMS provides production services for specialized and promotional needs. Professional staff is available to assist in the design, production, implementation and evaluation of these materials

2. Acquisition of Instructional Materials

ITMS will assist in the location, selection, evaluation, and ordering of supplemental teaching materials. ITMS maintains an extensive collection of current video/DVD programs for use in the classroom.

3. Distributions and Utilization

ITMS provides direct support to those wishing to utilize media both on and off campus. Typical delivery methods include:

- (a) direct display of mediated materials in the classroom or other setting
- (c) teleconferencing and two-way videoconferencing
- (d) asynchronous web-based access

-BlackBoard - Blackboard is an online course management system for sharing course content, announcements and course communication. All students are provided a Blackboard account and access to Blackboard sites for their courses. If you have questions about Blackboard, please visit "<http://blackboard.bradley.edu>" and explore the links under the "Faculty" heading or call 677-2344.

-SAKAI – in summer 2008, ITMS introduced to campus a second course management system called Sakai. Both Blackboard and Sakai will be available for use during the FY'09.

4. Facilities

ITMS offices are located in Jobst Hall 237A, 237C, 231, 229, 233 and Library 20. The photography studio is located in Jobst Hall Room 233; video classroom studio is located in Jobst Hall Room 215; videoconference facilities are located in the Caterpillar Global Communications Center 124; the Instructional Technology Assistance Center is located in Library 20. ITMS has a variety of traditional and digital media equipment available for faculty use. Assistance or training in the operation of the facilities is also available.

5. Consultation/Planning/Seminars

ITMS staff members are readily available to assist in the planning or otherwise consulting on the instructional technology needs of faculty, departments, or divisions. A partial list of services available includes selection, evaluation, and acquisition of supplemental teaching materials, computer software and hardware; creating effective presentation and promotional materials; design of classroom and building infrastructure; instructional design; and web-based services. ITMS also is a participant in the Information Resources and Technology training seminars offered each semester to the University community.

6. Procedures

ITMS requires 48-hour notice for equipment delivery and projectionist related services. Written or in person requests are encouraged. Special requests, including production, should be made as far in advance as possible with deadlines established on an individual basis. Some services carry a charge for materials and labor.

The main office of ITMS can be reached at Ext. 2334 for additional information.

D. COMPUTING SERVICES

Computing Services is located in Morgan Hall, Room 205. Office hours are 8:00 a.m. to 10:00 p.m., Monday through Friday.

There are many computer servers on campus, each with its own features and capabilities. Although not all are administered by Computing Services, they are connected through campus networks so that faculty, staff and students can use these systems.

Faculty and staff should contact Computing Services, Ext. 2950, for a user account. The Systems Administrator will create your account and give you an account name and password. Instructions for logging on and changing your password on the various computers may be obtained in the Library or on the help-desk website helpdesk.bradley.edu. Microcomputer laboratories are provided at convenient locations on campus. Hours of availability are posted outside each lab as well as at the following WEB address: <http://www.bradley.edu/irt/cs/services/labs/>. Summer and Break hours for computer laboratories are scheduled according to availability of staff.

E. CUSTOMER SUPPORT SERVICES

The Technology HelpDesk (“the HelpDesk”) provides a single point of contact for questions or problems related to services provided by Information Resources & Technology. It is staffed approximately 90 hours per week on average, and should be considered your initial point of contact for any inquires about computer use or other technology on campus. Visit the HelpDesk Website at <http://helpdesk.bradley.edu> for helpful information about using technology at Bradley. Contact the HelpDesk at 677-2964 for answers to your technology questions or to open a service request.

F. FINANCIAL ASSISTANCE

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

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

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

G. EXTRA-CURRICULAR ACTIVITIES

1. Hartmann Center for the Performing Arts

Hartmann Center for the Performing Arts contains the 280 seat thrust stage of the Meyer Jacobs Theatre, a 75-seat laboratory theatre, shops, and offices of the Department of Theatre Arts. Bradley University Theatre presents a series of plays and musicals for which faculty and staff may audition or work backstage. Auditions are announced on the Bradley calendar, classes and through the Scout. Contact the departmental office at Ext. 2660 for information about performing and producing. Information about tickets for University Theatre productions, as well as for other events scheduled at Hartmann Center, may be obtained through the Cultural Events Box Office at Ext. 2650. Season tickets and cultural events packages for theatre productions are available to faculty and staff at reduced prices.

The Hartmann Center Art Gallery, maintained by the Department of Art, presents a series of exhibitions by students, faculty, and guest artists, as well as notable traveling exhibitions by acclaimed artists. For exhibition information visit the web – <http://art.bradley.edu> or call the Gallery Director at ext. 2989.

The conference room, seating ten persons, may be scheduled for university meetings through the departmental office at Ext. 2660.

2. Dingeldine Music Center

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

3. Robert H. Michel Student Center

The Michel Student Center has a dining room, Café Bradley, Food Court, Outtakes Convenience Store, ballroom, meeting rooms, and an auditorium.

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

Faculty and staff employees can rent rooms in the Michel Student Center with complete banquet facilities for personal use at reduced rates. Please contact the Michel Student Center Operations Office at Ext. 3054 or 3056.

4. Heuser Art Center

Opened in the Fall of 1987, Heuser Art Center was designed especially for instruction in the Visual Arts. Included are facilities for Art History, Ceramics, Book Arts, Drawing, Graphic Design, Painting, Papermaking, Printmaking, Photography, and Sculpture. The Art History auditorium is a mediated facility for small group presentations and seats 60. A principal feature of the Heuser Art Center is the large 2 ½ story gallery that opens onto the north-south axis of the University. Program, gallery exhibition and the Professional Lecture Series information is also available on the web – <http://art.bradley.edu> or by calling Ext. 2989. The gallery hours are Tuesday, Wednesday and Thursday 1:30 – 6:30 p.m.; Friday and Saturday 1:30 – 4:30 p.m.; closed Sunday and Monday.

5. Caterpillar Global Communication Center

The Caterpillar Global Communications Center (CGCC) is an internationally renowned, multi-million dollar, state-of-the-art building for classes, conferences, performances, exhibitions, and presentations embracing new media and world-wide communication. The facility includes six multimedia computer labs, a videoconference center, Internet2 connectivity, digital audio and video editing bays, high-end multimedia equipped and videoconferencing enabled classrooms, the David C. Horowitz Auditorium, the John C. Hench Production Art Studios, the Department of Communication, the Multimedia Program, Office of International Programs, and the Office of the Dean of the Slane College of Communications and Fine Arts. Public lectures, colloquia, videoconferences, film series, digital media festivals, Speech Team performances, student art exhibitions, job fairs, and high-school workshops in speech and broadcasting are hosted in the CGCC. For a complete schedule of events, go to <http://slane.bradley.edu/web/> or call 309-677-2360.

**ACADEMIC CALENDAR
2008 - 2009**

FIRST SEMESTER

August 18, Monday
August 23, Saturday
August 27, Wednesday
October 11, Saturday
October 15, Wednesday
November 26, Wednesday
December 1, Monday
December 9, Tuesday
December 10, Wednesday
December 11, Thursday
December 17, Wednesday
December 20, Saturday

Reporting date for faculty
Residence halls open
Classes begin
Fall Recess begins
Classes resume – 8:00 a.m.
Thanksgiving Recess begins
Classes resume – 8:00 a.m.
Last day of classes
Study Day
Final Examinations begin
Final Examinations end
Commencement

JANUARY INTERIM

January 5, Monday

January 19, Monday

First day of classes
Classes meet Monday – Friday
Final Examinations will be held
in the morning only.

SECOND SEMESTER

January 12, Monday
January 18, Sunday
January 21, Wednesday
March 14, Saturday
March 23, Monday
May 5, Tuesday
May 6, Wednesday
May 7, Thursday
May 13, Wednesday
May 16, Saturday

Reporting date for new faculty
Residence halls open
Classes begin
Spring Recess begins
Classes resume – 8:00 a.m.
Last day of classes
Study Day
Final Examinations begin
Final Examinations end
Commencement

SUMMER SESSIONS

May 18, Monday
May 18, Monday
NO CLASSES on Memorial Day Holiday
June 5, Friday
June 8, Monday
NO CLASSES on July 4th Holiday
July 10, Friday
July 13, Monday
August 14, Friday

May Interim 1 begins
May Interim 2 begins

May Interim 1 ends
Summer Session 1 begins

Summer Session 1 and May 2 ends
Summer Session 2 begins
Summer Session 2 ends

**ACADEMIC CALENDAR
2009-2010**

FIRST SEMESTER

August 17, Monday	Reporting date for faculty
August 22, Saturday	Residence halls open
August 26, Wednesday	Classes begin
October 10, Saturday	Fall Recess begins
October 14, Wednesday	Classes resume – 8:00 a.m.
November 25, Wednesday	Thanksgiving Recess begins (no classes)
November 30, Monday	Classes resume – 8:00 a.m.
December 8, Tuesday	Last day of classes
December 9, Wednesday	Study Day
December 10, Thursday	Final Examinations begin
December 16, Wednesday	Final Examinations end
December 19, Saturday	Commencement

JANUARY INTERIM

January 4, Monday	First day of classes
	Classes meet Monday – Saturday
January 18, Monday	Final Examinations will be held in the morning only.

SECOND SEMESTER

January 11, Monday	Reporting date for new faculty
January 17, Sunday	Residence halls open
January 20, Wednesday	Classes begin
March 13, Saturday	Spring Recess begins
March 22, Monday	Classes resume – 8:00 a.m.
May 4, Tuesday	Last day of classes
May 5, Wednesday	Study Day
May 6, Thursday	Final Examinations begin
May 12, Wednesday	Final Examinations end
May 15, Saturday	Commencement

SUMMER SESSIONS

May 17, Monday	May Interim 1 begins
May 17, Monday	May Interim 2 begins
NO CLASSES on Memorial Day Holiday	
June 4, Friday	May Interim 1 ends
June 7, Monday	Summer Session 1 begins
July 9, Friday	Summer Session 1 ends
	May Interim 2 ends
July 12, Monday	Summer Session 2 begins
August 13, Friday	Summer Session 2 ends

**ACADEMIC CALENDAR
2010-2011**

FIRST SEMESTER

August 16, Monday	Reporting date for faculty
August 21, Saturday	Residence halls open
August 25, Wednesday	Classes begin
October 9, Saturday	Fall Recess begins
October 13, Wednesday	Classes resume
November 24, Wednesday	Thanksgiving Recess begins (no classes)
November 29, Monday	Classes resume
December 7, Tuesday	Last day of classes
December 8, Wednesday	Study Day
December 9, Thursday	Final Examinations begin
December 15, Wednesday	Final Examinations end
December 18, Saturday	Commencement

JANUARY INTERIM

January 3, Monday	First day of classes
	Classes meet Monday – Saturday
January 17, Monday	Final Examinations will be held in the morning only.

SECOND SEMESTER

January 10, Monday	Reporting date for new faculty
January 16, Sunday	Residence halls open
January 19, Wednesday	Classes begin
March 12, Saturday	Spring Recess begins
March 21, Monday	Classes resume
May 3, Tuesday	Last day of classes
May 4, Wednesday	Study Day
May 5, Thursday	Final Examinations begin
May 11, Wednesday	Final Examinations end
May 14, Saturday	Commencement

SUMMER SESSIONS

May 16, Monday	May Interim 1 begins
May 16, Monday	May Interim 2 begins
NO CLASSES on Memorial Day Holiday	
June 3, Friday	May Interim 1 ends
June 6, Monday	Summer Session 1 begins
NO CLASSES on Fourth of July Holiday	
July 8, Friday	Summer Session 1 ends
	May Interim 2 ends
July 11, Monday	Summer Session 2 begins
August 12, Friday	Summer Session 2 ends

TELEPHONE NUMBERS

For emergencies, call 911

To call any campus extension from off campus, add the prefix 677; for example, (309) 677-3051 for Student Activities. The main campus number is (309) 676-7611.

Academic Advisement	2420
Academic Affairs	3152
Academic Exploration Program.....	2420
Academic Review Board	2426
Accounting, Department of.....	2288
Activities Council (ACBU)	3063
Admissions Office	1000
Advancement Office	3159
Advisement Hotline	2420
Affirmative Action/Equal Opportunity.....	3223
African-American Studies Program.....	2450
Alpha Phi Omega.....	3231
Alumni Relations	2240
Anaga	3066
Art, Department of	2967
Associate Provost for Information Resources & Technology	3440
Associate Provost for Research & Dean of the Graduate School.....	2375
Athletic Department.....	2666
Band	2605
Biology, Department of	3020
Bookstore (main)	2320
Box Office, Hartmann Center	2650
Bradley Fund Programs	3095
Bradley University Police Department	2000
Business and Economic Research, Center for	2278
Business Management and Administration, Department of	2306
Business Manager, Williams Hall	3000
Business Technology Incubator.....	2852
Campus Recreation, Department of.....	2677
Career Center (Smith Career Center).....	2510
Center for Student Support Services.....	3658
Chemistry & Biochemisetry, Department of	3030
Chicago Office (Advancement)	312/443-1570
Chorale.....	2600
Civil Engineering and Construction, Department of	2942
Communication, Department of.....	2354, 2232
Communications and Engineering Support	2788
Communications and Fine Arts, Slane College of.....	3707
Computer Science and Information Systems, Department of.....	2460
Conference Facilities	3056

Continuing Education and Professional Development	2523
Controller's Office.....	3120
Cooperative Education (Experiential Education)	3034
Counseling (Center for Student Development and Health Services)	2408
Cullom-Davis Library	2850
Cultural Events Box Office.....	2650
Custodial Services.....	3213
Development Office (Advancement).....	3159
Duplicating.....	2326
Economic Education, Center for.....	2282
Economics, Department of.....	2296
Education and Health Sciences, College of.....	3180
Educational Development.....	2421
Educational Leadership and Human Development, Department of	3193
Electrical and Computer Engineering, Department of.....	2727
Electrical Engineering Laboratory	2727
Elementary Education.....	3190
Emergencies.....	911
Engineering and Technology, College of	2720
English, Department of	2490
Enrollment Management.....	3144
Executive Development Center	3232, 3549
Facilities Management.....	2919
Family and Consumer Sciences, Department of.....	2433
Finance and Quantitative Methods, Department of	2281
Financial Assistance Office	3089
First Aid	2700
Food Services.....	3210
Foreign Languages, Department of.....	2500
Foster College of Business Administration	2255
Galleries	2989
Garrett Center	2646
Gifted and Talented Youth, Institute for.....	2374
Graduate School, Associate Provost for Research and Dean of the	2375
Graphics (ITMS).....	2343
Hartmann Center for the Performing Arts	2650
Haussler Hall.....	2677
Front Desk.....	2678
Health Center (non-emergencies)	2700, 3200
HelpDesk.....	2964
Heuser Art Center	2967
Hillel House	676-0862

Hilltopics.....	2249
History, Department of	2401
Honors Program.....	3283
Human Resource Department (EEO/AA).....	3223
Incubator, Business Technology.....	2852
Industrial & Manufacturing Engineering & Technology, Department of	2740
Information Resources and Technology	3440
Instructional Technology & Media Services	2334
Interfraternity Council	2429
Interim and Summer Sessions.....	2374
Internal Auditor.....	3118
International Business Program.....	2287
International Studies, Institute of.....	2450
International Trade Center	3075
Liberal Arts and Sciences, College of	2380
Library Circulation	2825
Director's Office.....	2850
Library Hours.....	2824
Music Resource Collection.....	2593
Reference	3502
Locker Rooms (Men).....	2689
Locker Rooms (Women).....	2690
Lost and Found	2000
Mailroom.....	2642
Maintenance.....	2915
Marketing, Department of.....	2266
Mathematics, Department of.....	2502
MBA Program.....	2253
Mechanical Engineering, Department of	2711
Multicultural Student Services.....	2646
Music, Department of	2595
Music Resource Collection.....	2593
Neumiller Lecture Hall	3221
Newman Center	674-0208
Nursing, Department of	2528, 2530
Office Supplies and Equipment	2928
Olin Hall	2227
Ombudsman, Academic (for students)	2499
Ombudsman, Faculty	2267
Orientation, Testing and Advisement, Center for.....	2420
Outtakes (SC Bookstore Annex).....	3061

Panhellenic Council	2631
Parent Relations	3140
Payroll	3115
Philosophy and Religious Studies, Department of	2440
Photographer, University	2328
Photography Lab (Heuser Art Center).....	2228
Physical Therapy and Health Science, Department of	3489
Physics, Department of	3010
Placement, Career	2510
Police (Bradley University Police Department)	2000
Political Science, Department of	2502, 2496
President's Office	3167
Provost and Vice President for Academic Affairs.....	3152
Psychology, Department of.....	2584
Public Information	2242
Publications, University	3391
Purchasing.....	3227
Registrar's Office	3101
Religious Studies, Department of Philosophy and	2440
Research and Service, Center for (EHS)	3181
Residential Living and Leadership Office	3221
Romeo B. Garrett Cultural Center	2646
ROTC.....	2706
SABRC	3050
Scoop Line, (Activities Hotline).....	3366
Scout	3057
Slane College of Communications and Fine Arts.....	2360
Small Business Development Center.....	2992
Smith Career Center.....	2510
Sociology, Department of	2388
Sponsored Programs, Office of.....	3877
Sports Information	2624
Student Activities.....	3050
Student Affairs	3140
Student Aide Office	2420
Student Center (Robert H. Michel).....	3054
Student Center Information Office	3077
Student Escort Service	2800
Student Involvement	2404
Student Senate.....	3070
Study Abroad Program	2400
Summary	2242
Summer and Interim Sessions.....	2374

Teacher Education, Department of	3190
Teaching Excellence & Faculty Development, Office for	2376
Technology HelpDesk	2964
Telecommunications (Information, Bills).....	3052
Telecommunications (Telephone Work Orders)	2964
Telemarketing Center	3095
Television & Compressed Video Services (ITMS)	2790
Testing, Center for	2409
Theatre Arts, Department of	2660
Ticket Office, Field House.....	2623, 2625
Ticket, Office, Hartmann Center	2650
Training Room (Haussler)	2688
Tutor File	4357
Typesetting.....	2344
Undergraduate Admissions	1000
United Black Panhellenic Council	2906
University Relations	3245
Vice President for Academic Affairs and Provost.....	3152
Vice President for Advancement	3159
Vice President for Business Affairs.....	3150
Vice President for Student Affairs.....	3140
WCBU-FM 89.9	3690
Western Civilization	3283
Women's Studies Program	3538
Work Control (Central Communications)	2915
Writing Center	3254