

PREFACE

This 2001 edition of the Indiana State University Handbook includes an updating of pertinent information since the last revision in 1991. The first Indiana State University handbook was published in 1961 under the title Administration—Organization, Policies and Procedures. The University Handbook describes the history, administrative organization, and, in summary form, the personnel policies and procedures that govern the employment relationship between ISU and its employees.

The policies stated in this Handbook are subject to change at the sole discretion of the Indiana State University Board of Trustees. This Handbook supersedes any prior handbooks or written policies of Indiana State University that are inconsistent with its current provisions. Updated information concerning changes in policies will be published from time to time, and such updates are to be added to the Handbook.

This Handbook contains policies and procedures that generally govern operations of the University. It does not create a contract of employment between ISU and its employees. Generally the employment relationship is at-will, and either the employee or ISU may terminate the employment relationship at any time, for any reason, with or without cause, unless a specific provision in this Handbook provides otherwise. For example, certain provisions related to tenured and tenure-track faculty are exceptions to the at-will relationship. No supervisor, manager, or representative of ISU other than the Indiana State University Board of Trustees has the authority to approve any agreement regarding the terms of employment that changes the employment relationship or that deviates from the provisions in this Handbook.

This revision of the University Handbook was coordinated under the direction of Robert E. Schafer, Vice President for Administration and Secretary of the University. The vice presidents, academic deans, and chairpersons of the University Faculty Senate and Support Staff Council reviewed appropriate materials and have contributed to the endeavor.

Several other University publications contain supplementary information of interest to faculty and staff members, including the ISU Undergraduate Bulletin and the ISU Graduate Bulletin (University catalogs), the ISU Student Handbook, and the Indiana State University Directory. In addition, Academic Notes contains important announcements of timely interest to faculty, including summaries of the actions and proceedings of the University Faculty Senate Executive Committee and of the University Faculty Senate. Campus Connection, a staff news publication, also contains special releases of interest to faculty and staff.

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