Signature/Review page

Reviewed: ________________________

Date

By: __________________________
Mission Statement for Southern Illinois University Carbondale
(https://siu.edu/about-siu/mission.php)

“SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.”

Institutional Learning Outcomes

“SIU Carbondale is committed to ensuring that students graduate with the knowledge, experience, critical-thinking skills and cultural competencies they need to make a difference in our world. Following are the outcomes we seek for all of our students.”

- **Civic and Global Engagement**
  SIU students are informed and engaged citizens who understand the interdependent nature of our society.

- **Diversity and Inclusivity**
  SIU students respect the social construction of difference and engage with diverse individuals and groups representing varied races, ethnicities, ages, genders, cultures, abilities, and family structures.

- **Creative and Critical Inquiry**
  SIU students apply creative and critical thinking skills to self-directed inquiry.

- **Communicative and Technical Literacy**
  SIU students demonstrate fluent communication and effective technology skills appropriate to a discipline.

- **Ethical Reasoning and Professional Integrity**
  SIU students demonstrate professional integrity and make informed judgments based on legal and ethical principles.

- **Disciplinary Knowledge and Application**
  SIU students apply an understanding of the principles, concepts, and methods within a discipline to issues of professional practice.

- **Emotional Intelligence and Teamwork**
  SIU students establish respectful and productive relationships while collaborating on teams to integrate knowledge, skills, and methods of inquiry to find solutions in global, economic, environmental, and/or social context.
Mission and Vision of the College of Mass Communication and Media Arts
(https://mcma.siu.edu/about/mission.html)

Mission Statement

The faculty and students of the College of Mass Communication and Media Arts (MCMA) study how media technologies tell stories, entertain mass audiences, and educate citizens of the world. We study media’s strengths and abuses. We teach students how to be responsible and creative in their media making. We cultivate an appreciation of the media’s special role for citizens and professional media makers working across a spectrum of cultures and political systems. We nurture a universal desire for free expression.

The faculty and students of MCMA:

- Make state-of-the-art moving images.
- Host the longest-running student-run film festival in the United States.
- Report on and photograph stories that serve the public interest.
- Photograph the lives of communities.
- Create persuasive messages for commercial and educational purposes.
- Dedicate themselves to the fusion of theory and practice in the study and production of mass media.
- Educate the next generation of media scholars and practitioners who will carry forward our values of holistic education and global awareness.
- Teach and practice critical thinking about the central roles of mass media in a global democracy.
- Publish and broadcast award-winning student media including a newspaper, a TV news shows, and an alternative news program.
- Broadcast public radio and television content from NPR and PBS as well as locally originated programming, knitting together the University and our surrounding communities.
- Study the impact of media on children, citizens, consumers, governments and society.
- Promote media content that is ethical, responsible, contextual, and respectful of diversity of background and belief.
- Open the doors of learning and success to first-generation college students, veterans, international students, and a great variety of otherwise multitalented students.
- Serve as a home for students and faculty who seek to study and make interdisciplinary cutting-edge mass media work, all under one welcoming roof.
Overview

Policies and procedures in this manual are for the college level in the College of Mass Communication and Media Arts (MCMA). While all units within the College operate on a day-to-day basis independently of the Dean’s office, they must still adhere to and obtain required approvals at the college level. The goal is for units to be consistent in exercising policies and procedures as much as possible.

Organizational Structure

College of Mass Communication and Media Arts
(Reports to the Provost & Vice Chancellor for Academic Affairs)

*reports to Janiece Wilson, Chief Advisor SIU
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Absence/Time Reporting

1. A request for vacation or planned sick leave should be requested in advance of the leave being taken by completing the applicable absence request form, per university policy. These forms are available on the SIUC website: https://hr.siu.edu/forms/

2. Dean’s office clerical staff coordinate with each other when requesting a planned absence to ensure the office is adequately covered at all times.

3. Absence request forms are to be submitted for all time away from the office including work at other locations (i.e., conferences, recruiting events, etc.).

4. Civil Service (CS) employees submit absence requests to the immediate supervisor. The forms are retained in the department office.

5. Faculty and Administrative Professional (A/P) employees submit absence requests to their immediate supervisor/department. The department forwards the original to the Dean’s office.

6. The Dean, or designee, signs all absence requests for employees who report directly to the Dean. The designee can sign absence request forms for employees who are not direct reports to the Dean.

7. The Dean’s office will retain the original form and a copy is returned to the employee/department.

8. All absence requests for the Dean are forwarded to the Provost’s office for signature. The Provost’s office will return approved requests to the Dean’s office.

9. All employees are required by University policy to complete a time reporting sheet.

10. A/P employees complete a monthly timesheet.

11. Civil service employees complete either the semi-monthly timesheet or the bi-weekly timesheet depending on his/her classification.

12. A student worker completes a timesheet for his/her department.

13. Graduate Assistants complete a timesheet monthly. The employee submits the timesheet to his/her immediate supervisor for processing per university policy.
14. A/P employees directly supervised by the Dean submit timesheets to the Dean’s Assistant for signature. Timesheets should be submitted by the 10th day following the end of the pay period.

15. CS bi-weekly and semi-monthly timesheets for the Dean’s office staff should be submitted to the Administrative Aide the first working day following the end of the pay period.

16. Timesheets for student workers paid by the Dean’s office are completed weekly and submitted to the Administrative Aide by close of business on Monday.

17. The Dean’s timesheet is forwarded to the Provost’s office for signature. The Provost’s office returns the original to the Administrative Aide.

**Affiliation Agreements (MOU’s and MOA’s)**

The College uses the templates provided by Legal Services. (Appendix I).

**Alumni Visits to the Building:**

Departments must notify the Dean when alumni have scheduled a visit. Please notify the Dean’s office at least one week prior to the visit so appropriate arrangements can be made to greet the visitor.

The Dean’s office will notify the CMCMA Development Officer and the Alumni Association of the visit. Dean, Development Officer, and Chairs/Director will coordinate a lunch/dinner or other activities for the alumnus/a.

**Awards:**

Internal College Excellence awards are managed by faculty committees. The internal research grant, the William A. Minor Grant, is managed by committee chaired by the Associate Dean.

**Calendars** - all University Calendars are available at: [https://siu.edu/facultystaff/](https://siu.edu/facultystaff/)

**Camps:**

1. Summer Camps must be planned in the preceding fall semester. The Recruitment and Retention Coordinator (R&R) will collaborate with the relevant administrators to consider timing and content of camp.

2. Funding for Summer Day Camps comes from registration fees paid by the participants of the Summer Day Camp, Distance Education funds, and from donors.
3. Conference Services will take over online registration, all logistics and marketing, with the coordination of the R&R Coordinator receives the registration fees from the Summer Day Camp participants and pays expenses for the camp from those funds.

4. If revenue exceeds expenditures, Conference Services transfers the remaining revenue into an activities account maintained by the Dean’s Office.

5. The College Financial Manager monitors the activities account to ensure funds are not expended in excess of deposits made for the Summer Day Camp.

**Collective Bargaining Agreements - detailed at Labor Relations website:**

[https://laborrelations.siu.edu/labor-contracts/](https://laborrelations.siu.edu/labor-contracts/)

**College Stationery:**

It is the policy of the MCMA Dean’s Office that college letterhead should only be used for official college business.

**Conference Rooms Schedules:**

1. The Dean’s Assistant (453-7708) maintains the schedule for the Dean’s Conference Room (DCR), Communications 1032.

2. The Office Manager for the Graduate Studies Program (453-3785) maintains the schedule for room 2016.

3. The Journalism and Radio, Television, and Digital Media conference rooms’ schedules are maintained by their support staff.

4. Faculty, staff or students wanting to use one of these rooms must reserve the room in advance by contacting the appropriate party.

5. If the room is reserved for outside standard business hours, the person reserving the room may request a temporary key to that room when they schedule the room.

**Copy Machine:**

Dean’s Office copier is primarily for the use of the Dean’s office and the Graduate programs. Personal copies may be made at a cost to be determined by the Dean and posted near the copier. Payment should be directed to the Business Manager.

**Data Security - per University policy:**

[https://policies.siu.edu/policies/datasecurity.php](https://policies.siu.edu/policies/datasecurity.php)
**Dean’s National Industry Council (DNIC):**

[https://mcma.siu.edu/people/alumni-dnicC.html](https://mcma.siu.edu/people/alumni-dnicC.html)

**Digital Signage:**

RESTRICTED TO: College of Mass Communication and Media Arts, Department of Communication Studies, and Department of Theater; their respective RSOs; and SIU Carbondale non-academic departments and service.

Digital signage is currently located near the central Lincoln Drive entrance and in the glass display case near the Cinema/Photography department.

Please follow the guidelines below and email material to Rita Medina rita.medina@siu.edu and/or mstoffel@siu.edu for posting.

**Slider content should:**

- promote upcoming events or contain timely dates
- or promote ongoing services across campus, such as the Career Development Center or Health Center
- include name of group, event title and date (if applicable), and group contact information
- be jpeg files, landscape, and 1920 W x1080 H pixels (PowerPoint’s 16:9 widescreen format)
- be flat (with no appearing or roll-in text), as they are shown for approx. 10-20 seconds only
- include SIU Accessibility Statement if it is an event (see at the end of this document)
- be updated periodically (this refers to static slides, which should have an updated design/appearance monthly or quarterly).
SIU Accessibility Statement:

Events sponsored by SIU departments or colleges require the following SIU Accessibility Statement on promotional materials: Individuals with disabilities are welcomed. Call 618/453-5738 to request accommodations.

E-mail - per University policies: https://policies.siu.edu/policies/email.php

Emergency Preparedness - see Department of Public Safety

https://emergency.siu.edu/

Faculty authored textbooks:

1. MCMA follows the University’s policy on textbooks authored by faculty.

2. The policy is posted on the University’s website at:

   http://policies.siu.edu/personnel_policies/chapter4/ch4-faps/textbook.html

3. Faculty members are required to file a record of use of materials for each course with the department chair and the Dean, per university policy. The documentation should be provided to the department chair and the Administrative Aide in the Dean’s office.

Field Trips - per University policy: https://policies.siu.edu/policies/fieldtrip.php

Forms - per University policies: https://hr.siu.edu/forms/

Forms occasionally change, so it is highly recommended that their source be checked in order to ensure the most current version is being used.

Freedom of Information Act (FOIA) requests - per University policy:

https://policies.siu.edu/other-policies/chapter5/foia.php

Grievances, several types - per University policies and unit Operating Papers.

Keys - University Key Control is responsible for keys to campus buildings and offices.
**Listservs:**

MCMA listservs are restricted to official business of the College and its programs.

**Logos:** available from University Communications at: [https://logo.siu.edu/downloads/](https://logo.siu.edu/downloads/)

**Office Hours:**

1. Office hours in the College of Mass Communication and Media Arts (MCMA) are normally 8:00 a.m. to 4:30 p.m. unless otherwise posted. Staff typically take a 1 hour lunch break and use their best efforts to stagger times in order to keep the office open.

2. Student workers, when they are available, provide coverage for the front office.

3. Holidays/Administrative Closures are observed per University policy and are posted on the SIUC website.

**Overtime for Non-Exempt Civil Service Employees** - per University policy: [https://policies.siu.edu/personnel-policies/chapter5/overtics.php](https://policies.siu.edu/personnel-policies/chapter5/overtics.php)

**Operating Papers:**

Operating Papers for the College and each department are maintained in the Dean’s office and in the applicable department.

**Parking** - per University policy: [https://parking.siu.edu/](https://parking.siu.edu/)

**Participation on committees:**

For College, Departments, and School: see the relevant Operating Papers. For University Committees, the relevant body contacts the Dean for nominations. The Dean can contact Chairs and Directors to see who might be interested in that service work.

**Permits:**

Alcohol use at university functions - per University policy:

[https://policies.siu.edu/other-policies/chapter6/alcohol.php](https://policies.siu.edu/other-policies/chapter6/alcohol.php)

Filming/photo releases - per University policies, several.
**Posthumous Degrees** - per University policy:

[https://policies.siu.edu/other-policies/chapter1/posthumous.php](https://policies.siu.edu/other-policies/chapter1/posthumous.php)

**Printing and Duplicating** - per University policy:

[https://psp.siu.edu/printing/](https://psp.siu.edu/printing/)

**Publications:**

Publications internal to the College do not need University Communication approval, but any publication for external distribution, including newsletters, marketing or advertising materials, recruitment or employment ads, all must be approved by either University Communications or the Provost Office, as appropriate.

Media works published under the auspices of the College must be approved by the Dean. The College retains copyright of all media published by it, whether written, audio, visuals, internet, virtual and augmented reality, or any other medium. This does not apply to works authored by individuals in the College. Those individual authors retain the rights to their personal output.

**Records Retention:**

1. All records are retained according to University policy found on the university’s website at:


2. All university records are scheduled for disposal through Records Management and the State Records Commission, which determines administrative, fiscal and historical value of records.

3. **Original** university records shall not be destroyed or otherwise disposed of by any University officer or employee of his/her own initiative.

**Registered Student Organizations** - per University policy:

[https://getinvolved.siu.edu/student-organizations/](https://getinvolved.siu.edu/student-organizations/)

1. Donations that are given to College Registered Student Organizations (RSO's) to be used for various activities (design team competitions, conferences, etc.) are deposited by the Administrative Assistant into an activities account maintained by the Dean’s Office.
2. RSO’s may also make a request to the Dean for College funds to help support their various activities.

3. The RSO member(s) must contact the Administrative Assistant regarding the procedures for spending the donations that were deposited into the activities account as well as the expenditure of any allocation given to them by the Dean of the College.

4. The Administrative Assistant places orders and processes paperwork necessary for the expenditure of these funds.

5. The Administrative Assistant separately monitors the expenditure of funds for each RSO to ensure that an RSO does not overspend the amount allocated to them.

**Religious Holidays** - per University policies found at:


**Reports:**

1. **Accident/Incident**
   
   The following information for reporting an accident was taken from a Human Resources (HR) document:


   For life threatening injuries, call 911, seek prompt medical care & then proceed with the reporting process.

   1. Notify your supervisor. Notice can be given orally or in writing, but by law it must include all of the following: date, time, and location. It is also recommended that your notice include a brief description of the accident and the injury sustained.

   2. Report your accident to the TRISTAR early intervention 24-hour hotline 1-855-495-155. If you plan to seek medical treatment, please provide TRISTAR with the physician and/or facility information you plan to utilize.

   3. If you require medical treatment, contact your primary care physician, SIU Health Services, or the nearest prompt care facility or hospital emergency room. Please inform the facility that you are treating for a workers' compensation injury and to forward information and bills to:
Please keep in mind the guidelines of your group insurance carrier when receiving medical treatment. If TRISTAR determines that your claim is not compensable, you can then submit the medical bills to your group insurance carrier.

4. Contact the Human Resources (HR) for a workers' compensation claim packet and instructions specific to your individual claim. HR’s contact information is:

Workers’ Compensation
Employee Benefits, Mail code: 6520
1255 Douglas Drive-Miles Hall
Carbondale, IL 62901-6520
618-453-6690 (phone) 618-453-6693 (fax)

All claim forms should be completed in a timely manner. Without the completed packet, TRISTAR cannot determine compensability of the claim, pay you for any time lost, or consider any medical bills for payment.

If your doctor places you off duty or on any form of restricted duty, you MUST provide a written work status slip from the doctor.

Failure to follow these procedures may affect the employee’s right to compensation for time lost or reimbursement for expenses incurred.


3. Cash - per University and College policy:

   https://eforms.siu.edu/siuforms/info/bur0100.php

4. Formal student complaints - per University and department Operating Papers.

5. IQuest Cost report - per University policy: https://iquest.siu.edu/

6. Research and Scholarly Activity - per University policy and Operating Papers.
Required trainings - per University policies:

Ethics - http://siusystem.edu/ethics/ethics-training.shtml

Sexual harassment - https://equity.siu.edu/Training.php

Violence Against Women Act and Cleary - https://safe.siu.edu/vawa/

Security of Files and other data:

1. All employees are bound to confidentiality of ALL records/files and employment-related data.

2. Employee files should be maintained according to university policy. This policy can be found at:

   http://policies.siu.edu/personnel_policies/chapter4/ch4-all/persfile.html

3. Fiscal management files are maintained in the Dean’s office by assigned staff.

4. Grant account management is handled by the OAG and files are maintained in the Dean’s office.

5. Academic files for students are maintained by the Advisement Office and are strictly confidential. The university’s policy on student files can be found on the Registrar’s web page at:

   http://registrar.siu.edu/releasestudentinfo/ferpa.html

6. ALL files should be kept in locked file cabinets to ensure confidentiality.

Social Media Plans and Passwords:

General:

- Try to post 1-2 times weekly on all platforms
- See messaging goals for each platform below
- Always check spelling and grammar
- Make sure anything posted is accurate and verifiable
- Try to remain neutral when it comes to political and religious subjects. Avoid if possible.
- Tagging all related RSOs or main SIU platforms is always helpful to spread messaging further.
When in doubt about topics or how to handle situations, it may be helpful to refer to Virginia Tech’s robust website detailing branding, policies, and more.

**Virginia Tech’s Social Media Policy and Identity**

- [https://brand.vt.edu/identity/social.html](https://brand.vt.edu/identity/social.html)
- [https://brand.vt.edu/content/dam/brand_vt_edu/downloads/social-media/Social-Media-Campaign.pdf](https://brand.vt.edu/content/dam/brand_vt_edu/downloads/social-media/Social-Media-Campaign.pdf)
- [https://brand.vt.edu/content/dam/brand_vt_edu/downloads/social-media/Decision-Tree.pdf](https://brand.vt.edu/content/dam/brand_vt_edu/downloads/social-media/Decision-Tree.pdf)

**FACEBOOK** – Coordinator for Recruitment and Retention and Saluki AdLab

- **Administrators** are the Dean, Coordinator for Recruitment and Retention, and Director of the AdLab
  - **Editor(s)** = Assigned by the AdLab as needed
- **Audience**
  - Current SIU students, faculty, staff, alum, affiliates
  - Parents
  - Southern Illinois community and businesses
- **Messaging**
  - Visual storytelling of current students and activities
  - Big upcoming events and SIU events
  - Alum stories
  - Talking about importance of media
    - (i.e.: sharing important topical stories from news and media)
    - I currently have google alerts set up for stories about “media arts,” “journalism,” “cinema,” “photography,” etc. to find relevant stories

**TWITTER** – Coordinator for Recruitment and Retention and Saluki AdLab

- **Username**: siucmcma
  - **Log-In Email**: mcma@siu.edu
  - **PW**: See Coordinator for Recruitment and Retention for current password
Audience
- Current SIU Faculty, alum, affiliates
- Some current students
- Southern Illinois community and businesses
- Media-related businesses, large and small

Messaging
- Short text, strong imagery
- Student and Faculty Achievements
- Retweets and support of other students’ work
- Retweets and support of media-related businesses and stories
- Retweets of SIU and MCMA related publicity
- Use popular hashtags for SIU and MCMA
- Find other media related ones already in use in the industry

INSTAGRAM—Coordinator of Recruitment and Retention and Saluki AdLab
- Username: siucmcma
  - Log-In Email: mcma@siu.edu
  - PW: See Coordinator of Recruitment and Retention for current password

Audience
- Current SIU Students
- Prospective Students
- Media-related businesses

Types of Messaging
- Strong Imagery, short text
- Student features
- Alumni features
- What are RSO and MCMA affiliates doing?
- What are important SIU and campus-wide messages for FAFSA, applications, scholarships, etc?
- Use popular hashtags for SIU and MCMA
- Find other media related ones already in use in the industry
- Make sure to have Repost App on phone to help share relevant posts
YouTube – Director, New Media Center & Coordinator of Recruitment and Retention

- Name: mcmaweb@gmail.com
  - password: See Coordinator of Recruitment and Retention for current password

HOOTSUITE – Coordinator of Recruitment and Retention manages.

- Log-In Email: mcma@siu.edu
- PW: See Coordinator of Recruitment and Retention for current password

Solicitation Guidelines:

All solicitation, programs and events must adhere to the guidelines and procedures below and the Student Conduct Code. Additional solicitation venues are available on campus. The SIU policy on solicitation is available at:

https://policies.siu.edu/other-policies/chapter6/fundraising.php

Printed or digital material not meeting guidelines will be removed.

Statements of Economic Interests - per University policy:

http://siusystem.edu/ethics/statement-of-economic-interests.s.shtml

Signature Authorizations: Per University guidelines

Standing Committees - per College Operating Paper, see Appendix II.

Technology and tech support:

Contact information available in the College Directory, which is updated at least annually.

Telephone use and protocols - per University policy:

https://oit.siu.edu/telecommunications/service-departments/long-distance/policies.php
Travel and Travel to Restricted Countries - per College and University policies:

DEAN'S OFFICE TRAVEL FUND DISBURSEMENT POLICY (September 12, 2019)

This policy is in effect from day of issuance.

Conference travel is necessary for intellectual growth. The expectation of the College and the University is that:

1. conference work will produce a tangible benefit either through publication, exhibition, or screening, to the research profile of the College and University, and

2. conference travel will result in upgraded skills, research, and knowledge that will enhance teaching.

This frames conference travel as part of a journey to publication, exhibition, screening, and intellectual and creative development. I can no longer simply send faculty to conferences if research and creative work are not being produced from conference activities. As an example, if Prof. X has been going to conferences for the past two years but has no publications since 2014, I will not assign travel dollars. It also does not mean that every conference paper must be published.

FOR ALL FACULTY:

Travel dollars will not be assigned if a person is just chairing a panel.

This policy does not affect Honors or grant funded travel. Department Chairs and Directors will set their own policies.

Travel dollars will be assigned to faculty who hold significant offices in a professional organization; e.g. an officer at organization or division level. Example: Secretary to AEJMC, or division officer such as Chair or Vice Chair to a Section or Caucus in IAMCR, or SCMS.

FOR TENURED FACULTY: Applications for travel money must have proof that:

1. The faculty member is presenting a paper, or screening or displaying a piece of media, and,

2. The faculty member has recent scholarly or creative activity. This means submissions and publications in peer reviewed journals, or juried/invited exhibitions/screenings of media. Under Review and Submitted work will also be considered. This does not mean you must attach an entire CV, but just the last two years.

TENURE TRACK FACULTY: will receive support as they are developing a reputation in the field. Any travel dollars assigned as part of start-up packages will of course, be awarded. Otherwise, please follow submission guidelines for TENURED FACULTY.

NON-TENURE TRACK FACULTY: will receive support for professional development/other conferences as long as proof of professional activity, or proof of incorporation of developmental
learning to update courses. NON-TENURE TRACK FACULTY who engage in heavy research or creative work will receive dollars on the same basis as TT faculty.

GRADUATE STUDENTS: There is no change in travel dollars from the Dean’s Office. Graduate Students are expected to show that they are presenting work.

UNDERGRADUATE STUDENTS: There is no change in travel dollars from Dean’s Office. I will continue to contribute as much as I can so students can attend competitions, awards, etc. Chairs and Directors: please be sure to contact my office if students are traveling and still need funds.

University travel policies: https://as.siu.edu/travel/

Tuition Waivers

1. The College follows university policy and procedure for tuition waivers. The university’s policy can be found at:

   https://policies.siu.edu/personnel-policies/chapter8/tuitwaiv.php

2. https://policies.siu.edu/personnel-policies/chapter8/tuitwaiv.php

3. Refer also to the Graduate Program section and the Scholarship section of this manual:


Use of university vehicles - per University policy: https://psp.siu.edu/travel/about/

Use of bulletin boards:

Items posted publicly in the College must be related to official MCMA business, or be personal materials - e.g. notification of events, services offered that are approved by Dean’s Office Staff.

Visiting Scholars:

Visiting Scholar applications must be referred to the Dean, who will consider the advice of Management Council on offering a place to such applicants. Applicants must be funded; the College cannot fund such scholars. Applicants for visiting scholar positions may not take courses unless they enroll in one of our programs. A faculty mentor will be assigned to each visiting scholar. Dean’s decision on these applications is final.

Visitors – All visitors should check in at the Dean’s Office.
Workload assignments:

Procedure for Creating and Processing Faculty Workload Assignments:

For tenured and tenure-track (T&TT) faculty: (From contract covering July 1, 2016 - June 30, 2019)

Section 8.02. Workload.

a. Faculty workload assignments shall consist of teaching, research/creative activity, and service. Such assignments shall be based upon a workload equivalent of twenty-four (24) credit hours of teaching per academic year. When the Chair/Director is making the annual workload assignment, he/she shall ensure that, if he/she makes a larger assignment in one area, then he/she shall also make a corresponding smaller assignment in another area(s). In no instance shall an annual workload assignment exceed 100% effort. Overload assignments shall be made in accordance with Section 8.08. The following clarifications pertain:

1) In addition to the twenty-four credit hour equivalency, Faculty members must maintain at least six office hours per week, during parts of at least two days. Faculty members shall hold regular office hours at times convenient to their students. These office hours are to be listed on the syllabus, obtainable upon request in the unit office, and posted outside the Faculty member's office. In addition, Faculty members are expected to be reasonably accessible to students via electronic media. (An alternative arrangement for exceptional professional circumstances in a specific instance may be approved by the Chair/Director or other equivalent administrator.)

2) A Faculty member may be relieved from all direct instructional responsibilities only when the Faculty member purchases at least 50% of his/her time through externally funded grants or contracts.

3) The primary responsibility for establishing workloads and credit hour equivalencies shall rest with the departments or basic academic units.

b. Workload is defined as:

1) Teaching I. Direct teaching, including but not limited to classroom instruction in the regular academic year, courses with assigned credit hours and labs, clinics, master classes, studios, workshops, practicums, individualized lessons and all other class teaching formats (including face-to-face and virtual, such as distance education) that bring Faculty and students into direct instructional relationships; and, IL Indirect teaching (as defined in an approved operating paper), including but not limited to instructional assignments and assigned contact hours, such as thesis and/or dissertation supervision, serving as readers on theses and dissertations, special problems supervision, directed reading, field work, Faculty supervised independent study, supervision of research papers (including departmental and honors theses by undergraduate students), new course development, undergraduate and graduate academic advising, supervision of internships and student teaching, professional development, duties of professional librarians, and any other assigned contact hours. Faculty tasks such as theses, dissertations, special problems, and independent study...
are not automatically considered to be equivalent with teaching typical graduate or undergraduate courses unless a departmental operating paper provides otherwise.

2) Research and creative activity, including but not limited to publication in its many forms, performances, presentations at academic and professional conferences, exhibits, and sponsored research;

3) Service, including but not limited to committee work, service to the Faculty Association (in accordance with Section 4.08), and consultative and/or organized activities, not only inside but also outside the University. Excluded from service are any and all activities that can be classified as teaching and/or research. The types of service and the distribution of service credit shall be determined by the Chair/Director in consultation with Faculty.

c. Annual Workload Assignments (This Section does not apply to Library Affairs Faculty). In addition to the foregoing contractual provisions, in making Faculty workload assignments (i.e., the assignment of teaching, research/creative activity, and service), the Chair/Director (or equivalent) shall consider the following primary factors: students' needs; the unit's needs; the Faculty member's expertise, interests and development needs (including a Faculty member's interest in seeking tenure and promotion); distribution of teaching, research/creative activity, and service assignment in an individual Faculty's annual workload assignment; and the equitable distribution of workload within the department. Prior to the end of the Spring semester, the Chair/Director (or equivalent) shall meet with each Faculty member in the unit to discuss the proposed annual workload assignment for the following Fall and Spring semesters. If a Department's operating paper so provides, proposed Faculty annual workload assignments will be reviewed by the Faculty. A Faculty member's annual workload assignment shall be subject to the approval of the Dean and, after approval by the Dean, a written record of the final annual workload assignment shall be provided to the Faculty member and Dean or designee by the Chair/Director (or equivalent). Changes in a final annual workload assignment can be made only for a subsequent change in circumstances (e.g., death or disability of a Faculty member, employment of new Faculty, the closing of previously scheduled courses, level of external funding from grants, increase or decrease in enrollment of assigned courses, reduction in total revenue, etc.).

PROCEDURE FOR MCMA T&TT FACULTY:

1. Unit Chair/Director meets with faculty to discuss workload assignments for Fall and Spring no later than May 1st.

2. Workload assignments signed\(^1\) by the faculty member and the unit Chair/Director for all tenured and tenure-track faculty are provided to the Dean's office the next working day following May 1st.

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\(^1\) Signature by faculty member connotes receipt of the workload assignment.
3. The Dean reviews and signs workload assignments within five (5) working days following receipt.

4. Fully-executed assignments are processed in the following manner:
   a. Originals are scanned and maintained electronically in a file labeled, “Workload assignments”.
   b. Three hard copies are made - one for Dean’s office file, two for unit.
   c. Originals and two copies are returned to the unit for delivery to the faculty member prior to end of the Spring semester.

5. The originating unit is the office of record for all workload assignments.

For non-tenure track faculty (NTT): (From contract covering the period July 1, 2014 - June 30, 2020)

Section 13.01. NTT Faculty Assignments.

The Department Chair/Unit Director shall provide a workload assignment to each NTT Faculty member in the Department/Unit as outlined in section 13.03. The assignment shall consist of teaching and/or equivalent duties and responsibilities consistent with this Article as assigned by the Department Chair/Unit Director. NTT Faculty workload assignments shall be based upon the 1.0 FTE workload of twenty-four (24) credit hours of teaching per academic year (twelve (12) if on a semester appointment, or thirty-six (36) if on a trimester schedule) or its equivalent effort. The workload for each NTT Faculty in a particular unit shall be prorated by FTE, and shall be reasonably equitable among all NTT Faculty with similar FTE in the unit. Full-time NTT Faculty shall keep such office hours as the Department Chair/Unit Director directs, provided that the office hours per week should not exceed six (6) and will be prorated for appointment of less than full-time. If concerns arise regarding a workload assignment, the NTT Faculty member should consult with the Department Chair/Unit Director to address the concerns.

Section 13.02. Equivalent Effort.

In determining equivalent effort for NTT Faculty workload assignments, the Chair/Unit Director shall take into consideration historical departmental/unit standards consistent with section 13.01 and student needs. The Chair/Unit Director shall also consider the nature and scope of the duties assigned. Factors to be considered by the Chair/Unit Director include, but are not limited to: a) format and mode of delivery of courses; b) number of assigned on line, independent study, "hybrid" (seated & online ), and internship courses and amount of effort expected for these courses, including contact hours, based on the number of students; c) standards of accrediting bodies; d)
instructor of record duties, taking into account the amount of time and effort expected for such duties; e) expected time and effort for assigned administrative, service and clinical duties.

Section 13.03. Notification of Workload Assignment.

On or before May 1 of each year, the Department Chair/Unit Director shall provide a tentative annual workload assignment for each NTT Faculty member on full time or continuing appointment in his/her Department/Unit. The tentative workload assignment shall be considered approved when signed by the Chair/Director and the Dean. The Department Chair/Unit Director, with approval by the Dean, may thereafter amend the tentative workload assignment so long as the NTT faculty member is given notice of the amendment on or before July 15. After July 15, changes in the workload assignment can only be made by the Chair/Director, with approval by the Dean, for a subsequent change in circumstances (e.g., death or disability of a faculty member, employment of new tenured or tenure-track faculty, the closing of previously scheduled courses, level of external funding, increase/decrease in enrollment, programmatic changes, budget reductions, etc.). For faculty on non-continuing, less-than full-time appointments, workload assignment will be communicated through the faculty member's appointment paperwork. Department Chairs/Unit Directors will make a good faith effort to notify non-continuing, less-than full-time NTT Faculty members of their workload assignments for the coming year no later than 30 days prior to the first class of the appointment period if practicable.

PROCEDURE FOR CONTINUING AND FULL-TIME, TERM MCMA NTT FACULTY:

1. Unit Chair/Director meets with continuing and full-time, term NTT faculty to discuss and provide tentative workload assignments for Fall and Spring no later than May 1st.

2. Workload assignments signed by the faculty member and the unit Chair/Director for all NTT faculty are provided to the Dean’s office the next working day following May 1st.

3. The Dean reviews and signs workload assignments within five (5) working days following receipt.

4. Fully-executed assignments are processed in the following manner:
   a. Originals are scanned and maintained electronically in a file labeled, “Workload assignments”.
   b. Three hard copies are made - one for Dean’s office file, two for unit.

2 Workload assignments for term NTT faculty are provided on page 2 of the notice of appointment.
c. Originals and two copies are returned to the unit for delivery to the faculty member prior to the end of the Spring semester.

5. The originating unit is the office of record for all workload assignments.
FISCAL MATTERS:

Cash Management - per University: https://policies.siu.edu/ownership-link/cash-handling-and-deposits.php and, College policies:

College Cash Handling Procedure:

1. Collection

   Cash collection procedures vary by department/employee according to the nature of the transaction.

   Digital Print Lab - Faculty member
   Student related - Department Front Office
   Workshops - Faculty or staff
   Reimbursement from Foundation - Individual preparing the paperwork.
   Summer Camps - Conference Services
   RSO groups with accounts in the College - Faculty advisor
   Funds given for College-wide events - Dean will collect

2. Recording the collection in department records

   Individual who made collection will take it to the designated office/business manager of that department by close of business on the day of receipt. Each department will have their own accounting of the amount to be deposited.

3. Preparing Deposit

   The designated department staff will transmit the collection to the Business Manager of the College no later than the close of business on the next day the University is open for business. The Business Manager, or designee will prepare and make deposit according to the guidelines received from the Office of the Bursar.

4. Reconciling the department records in AIS

   Business Manager reconciles the deposit with the financial statements for AIS according to protocols established for that purpose.

Distance Education Accounts:

1. Assigned staff monitors the Distance Education accounts to ensure funds are being spent as directed by the Dean and to ensure that departmental expenditures do not exceed the amount of Distance Education funds allocated to them.
2. The assigned staff reconciles the Distance Education accounts by accessing monthly reports available on the AIS website.

**Expenditures:**

1. Expenditures for the Dean’s office are handled by staff delegated this responsibility.

2. Expenditures are handled by the units, obtaining Dean’s office approval for direct reports to the Dean.

**Federal Work Study Funds:**

1. The Business Manager distributes Federal Work Study (FWS) funds to the departments and monitors the use of FWS funds by the departments.

2. The Business Manager reallocates FWS funds within the College determined by the usage of each department and where funds are needed.

3. The Business Manager requests additional FWS funds if they are needed.

**Foundation Accounts:**

1. The Business Manager is responsible for reconciling their Foundation accounts by accessing reports available on the Foundation Financial Accounting System located on the SIU Foundation website.

2. The Business Manager is responsible for monitoring the spendable cash balances to ensure they do not overspend their Foundation accounts.

3. The SIU Foundation provides a list of Foundation accounts to the Dean each month showing the amount of spendable cash available for each account. This information is available on the SIU Foundation website.

**Non-State Accounts:**

1. The Business Manager distributes Original Budget Worksheets for Non-State Accounts as well as Budget Reappraisal Worksheets for Non-State Accounts to the departments to be completed by the appropriate faculty and/or staff.

2. The Business Manager is responsible for distributing the worksheets to the appropriate faculty and/or staff, ensuring that the worksheets are filled out correctly.
3. The Business Manager enters the information from the worksheets on the SIU Budget Office website as instructed following university established procedures.

4. The Business Manager is responsible for reconciling their accounts by accessing monthly reports available on the AIS website.

The Business Manager is responsible for ensuring they do not overspend their budgets, and will be responsible for covering ALL over-expenditures.

**Payroll Processing:**

1. The Dean’s office handles payroll processing for employees on department accounts.

2. Payroll certifications should be reviewed in a timely manner for accuracy, signed by the fiscal officer or fiscal officer delegate and retained in the office for three years.

3. Staff in the Dean’s office reports time for CS bi-weekly employees and student workers paid on a Dean’s office account accessing the AIS program following university and departments’ established policies and procedures.

4. Dean’s office staff report use of sick time and vacation time for semi-monthly and monthly paid employees on the Dean’s office accounts by completing the fringe benefit report from Human Resources and departments.

**Purchasing** - per University policies: https://procurement.siu.edu/

**Procurement Card (P-card):**

1. MCMA follows the University policies and procedures regarding procurement cards (P-cards) which can be found on the University’s website at:

   https://procurement.siu.edu/pcard/

2. Particular attention should be paid to the following sections of the Procurement Card Program:

   a. Section V.B.6h of the SIUC P-Card Policies and Procedures Manual states that the Cardholder “Verifies the charges were correct and related to University business by signing the bank statement and submitting it to the Department Card Reviewer”.
b. Section VI.F.6a of the SIUC P-Card Policies and Procedures Manual states that "Each and every purchase must be supported by a receipt from the supplier". An Expense Certification Form must be filled out and kept with the p-card paperwork when a receipt is missing.

c. Section V.B.5c of the SIUC P-Card Policies and Procedures Manual states "that all transactions must be reviewed and approved within thirty days of the transaction date. Failure to do so could result in the suspension of the P-Card".

d. Section VI.A of the SIUC P-Card Policies and Procedures manual states that “the Cardholder is the only person authorized to make purchases using their card. Giving the card or card number to another person to make a purchase is prohibited.”

e. Section VI.F of the SIUC P-Card Policies and Procedures manual states that “all documentation related to each transaction must be retained (either in paper form or electronically) and accessible for audit for a total of seven years (six years plus the current year). Such documentation includes the Bank Statement, receipts/invoices, P-Card transaction slips, packing lists, any restricted item approvals that may be required, competitive quotations, etc.

3. P-card holders in violation of established policies and procedures may have P-card privileges suspended or revoked:

   a. More than one instance of misuse.

   b. P-card Reviewer not reconciling charges within the appointed timeframe more than twice in a six month time period.

   c. Evidence of fraudulent use.

Reconciling Fiscal Officer Reports:

1. Fiscal officer payroll certifications for bi-weekly CS personnel and student workers are reviewed by Dean’s office staff for accuracy and copies are maintained in the office.

2. Fiscal officer payroll certifications for semi-monthly CS employees, A/P employees, graduate assistants, undergraduate assistants and faculty who are paid from Dean’s Office accounts are reviewed by the Administrative Assistant. The monthly fiscal officer and departments certification is signed by the Dean or the Administrative Assistant and forwarded to the Provost for signature.
3. Any errors that are found on fiscal officer payroll certification reports are to be reported to the Payroll Office in a timely manner for correction.

4. The Administrative Assistant is responsible for reviewing payroll certifications for department accounts, reporting any errors to Payroll and ensuring that corrections have been made.

5. A payroll certification must be signed by the Dean if the certification is for an employee who reports directly to the Dean.

**Salary Reports:**

1. Salary reports include all MCMA salaries except student employees. Student employees are considered OTS and are found on the monthly AIS reports.

2. Salary reports include all MCMA accounts except Foundation accounts.

3. The Business Manager is responsible for checking the salary reports each month for correctness.

4. The Business Manager notifies Human Resources of any errors.

**Scholarships:**

1. The Business Manager is responsible for monitoring the spendable cash balances in the Foundation scholarship accounts that are handled by the Dean’s Office to ensure funds are available before scholarship vouchers are submitted to the Foundation.

2. The Business Manager works with the departments to ensure that scholarship vouchers are completed and submitted to the SIU Foundation for processing.

3. The Business Manager monitors the Foundation Scholarship accounts that are handled by the Dean’s Office and works with the Financial Aid Office to ensure that all funds from any revoked scholarships are returned to the accounts.

**State Accounts:**

1. The Dean determines how the State account OTS (Other than Salaries) budget will be divided among units.

2. The distribution of OTS funds includes LAC Fees.

3. The College Business Manager monitors LAC fees to ensure departments do not spend more than they receive in revenue. If any of the departments do
overspend their LAC fees the Business Manager to move costs to another account within that department.

4. The College Business Manager enters the original OTS budget as instructed on the SIU Budget Office website and completes the necessary paperwork to set up the original GA budget using university established procedures.

5. The College Business Manager will monitor College accounts and complete paperwork throughout the fiscal year to adjust budgets within the College as instructed following university established procedures.

6. The Business Manager and support staff for Graduate Programs monitor TAA funds that are given to the departments to be sure they are being spent as outlined in the TAA guidelines and to ensure that TAA funds are not overspent.

7. The Graduate Programs staff provide a list to the Graduate School each fiscal year of students who received graduate assistantships that were funded by TAA funds. Specific information to be included in this list is provided by the Graduate School.

8. Colleges are responsible for reconciling their accounts by accessing monthly reports available on the AIS website.

9. The Business Manager is responsible for ensuring that they do not overspend their budgets, and will be responsible for covering ALL over-expenditures.

**Summer Salaries:**

1. The Business Manager receives lists of faculty and graduate assistants who were paid with summer salary funds.

2. The Business Manager reviews them for accuracy.

3. The Business Manager notifies Human Resources and the Provost’s Office of any corrections or additions by the requested due date.

4. The Business Manager is responsible for monitoring their summer salary budgets ensuring that they do not overspend. If over-expenditure occurs, the department is uniquely responsible for covering ALL costs.

**Wm. F. Minor Grant** [Foundation Account]
GRADUATE PROGRAMS:

Admission - SIUC Student:

1. Student applies online using ApplyYourself. Student should declare an area of concentration.

2. The Office Administrator for the Associate Dean (OAAD) prints the application and reviews to make sure it is complete. If anything is missing the OAAD contacts the applicant via email to request missing documents. The OAAD will enter “no” in ApplyYourself to show the application is not complete. Once the application is complete, the OAAD goes into ApplyYourself and enters “yes” and the date that the application is complete.

3. The OAAD gives complete application packet to Ph.D. review committee. Each member of the committee reviews it and fills out a “Ph.D. Committee Decisions” form. Committee should review application within 2 weeks.

4. The OAAD gives application to the appropriate department based upon the student’s declared area of concentration, with a memo asking if the department recommends admission. The memo requires the assignment of an initial academic advisor and whether funding will be offered. The signed memo should be returned to the OAAD within 1 week. The only exception will be international students who indicated on the Financial Statement that their studies are dependent on receiving an assistantship and the department is unsure if an assistantship is available or not.

5. Application is given to the Director of Ph.D. program for approval within 1 week.

6. Application is sent to the Graduate School and scanned documents emailed to Center for International Education if applicant is international student.

7. The OAAD via ApplyYourself enters the admission information from the COE.

8. The Graduate School Admissions Officer and the Center for International Education Administrative Aide via ApplyYourself enters the admission information from their respective areas.

9. If admitted, applicant receives a letter from the Graduate School stating applicant is admitted. If applicant is an international student, the Graduate School emails a copy of the letter to OAAD. If the applicant is a US citizen, the OAAD prints the letter from ApplyYourself.
10. If the applicant is not admitted, OAAD or the Graduate School or the Center for International Education (whoever did not approve) enters the denial information into ApplyYourself.

**Catalog Changes:**

1. Requests for changes to the Graduate Catalog are submitted by completing the Course Description form (Form 90) and/or Program Description form (Form 90 A) found on the Provost and Vice Chancellor for Academic Affairs website:

   https://pvcaa.siu.edu/forms/

2. The completed form, signed by the department chair, is submitted to the Office Administrator to the Associate Dean (OAAD).

3. The OAAD scans/emails the forms to the Chair of the Curriculum Committee, who will submit the form to the Curriculum Committee for review.

4. The Chair of the Curriculum Committee will sign all approved forms.

5. The OAAD will obtain the Dean’s signature, retain a photocopy of the forms, and forward the forms to the office of the Associate Provost for Academic Programs.

6. Requests for catalog changes must be received in the Dean’s office by September 25th, so that they are submitted to the Provost's office by the October 1 deadline.

**Class Schedule Change:**

1. A Request for Changes to the Schedule of Classes (Form 75) is completed to:

   a. Add a course.
   b. Change a day/time or location of a course.
   c. Change the maximum enrollment for a course.
   d. Request cross-listing of courses.

2. The department completes the Form 75 and submits to the Dean's office for signature by the Dean and then forwarded to the Scheduling office.

3. All requested changes **must** be made before registration for the next semester opens.
**Fellowships:**

Masters and Doctoral Fellowships are processed through the Graduate School. MCMA follows the university guidelines posted online at:

https://gradschool.siu.edu/about-us/forms.php

**Assistantships:**

1. Each department hires graduate assistants for teaching and research following university policies and procedures found on the SIUC website. Orientations for GA’s are conducted the Friday prior to the start of classes.

2. The ADGS office is responsible for maintaining the following documentation:
   
   a. Current copy of the guidelines
   b. A description of the award process
   c. Value of the award
   d. Minimum eligibility and selection criteria
   e. Applicable cut off dates
   f. List of candidates who met minimum eligibility criteria
   g. List of selected and rejected students
   h. List of persons responsible for approving awards.
   i. A file for each student that receives a tuition and/or fee waiver should also be maintained.

3. All hiring paperwork is submitted to the Dean’s office for signature by the Associate Dean. Departments retain a copy.

4. The Associate Dean signs the hiring forms and all forms are forwarded to the Graduate School for processing. A copy is retained in the Dean’s office.

**Graduation:**

1. Graduate students apply for graduation online. The link is posted on the Graduate School’s website at:

https://gradschool.siu.edu/about-us/forms.php

2. The Graduate School verifies whether or not all requirements have been met.

3. If a student applies for graduation but has not met all the requirements by the deadline, the application will automatically roll over to the next semester. After one roll a student must reapply for graduation.
GRANT ACCOUNTS:

A grant account is established to record all financial activity of an externally funded award. The fiscal officer is responsible for ensuring that all transactions post to the account in a timely manner. Within the Grant & Contracting Account (GCA) office an accountant is assigned the responsibility of monitoring the financial activity, preparing required financial reports, and assisting the fiscal officer with other financial matters.

Additional information can be found on the university’s web page at:

http://www.as.siu.edu/GRANTACCOUNTS.html

PROPERTY AND EQUIPMENT:

Property belonging to Southern Illinois University Carbondale, regardless of value, is controlled under the provisions of the State of Illinois Property Control Act, and is subject to the regulations of the Department of Central Management Services as "state-owned property." The chancellor of the university is accountable for supervision, control, and inventory of all state-owned property in the custody of Southern Illinois University at Carbondale. These custodianship duties and responsibilities, for property purchased by or assigned to a unit, have been delegated to the unit officer of that unit.

Tagging is done to help track items that are considered equipment, which is defined by the following. All items having a unit value exceeding $100, for the acquisition, replacement, or increase of visible tangible personal property of a non-consumable nature, including livestock, whether by purchase, lease-purchase, or installment purchase contract. Generally, items valued at $500 or greater will receive a silver barcoded tag, and those under $500 will receive a blue tag. The exceptions are those items under $500 that are most subject to theft such as cameras, iPads, and calculators. These items will receive silver tags as well.

MCMA follows the university’s policy which can be found online at:

http://policies.siu.edu/other_policies/chapter6/useprop.html

Annual Inventory:

1. As required by the State Property Control Act, the College will conduct an annual physical inventory of equipment held within the College.

2. Fixed Assets distributes a list of departmental equipment to unit officers on record at the end of each January. This list is utilized by each unit to perform a physical inventory.
3. Each unit is responsible for physical inventory of its own equipment with the exception of computing equipment and peripherals. These items will be physically inventoried by MCMA IT personnel.

4. College IT personnel will provide unit officers with the results of the physical inventory of computing equipment and peripherals for certification and submission.

**Equipment Loans:**

SIU Policies and Procedures states that, "University property may be temporarily removed from university premises when it is determined by the fiscal officer and dean or director that such removal will advance the university programs or activities of that unit." Even though the equipment is located off-campus, it should still be used exclusively for university-related business or activities. Loans will expire at the end of each fiscal year and must be renewed annually.

1. In accordance with University policy, any MCMA employee removing equipment from University property for more than 24 hours (or a weekend) is required to complete an Equipment Loan Request form to document the temporary location of borrowed equipment. This includes laptop computers.

2. Loan request forms must be signed by the borrower and also by the unit officer.

3. Loan forms for non-computing equipment and peripherals should be submitted to fixed assets.

4. An internal log will be maintained by individual units for non-computing equipment and peripherals removed for less than 24 hours.

5. In the case of computing equipment and peripherals, loan forms should be signed by the unit officer and submitted to the Dean’s office.

6. College IT personnel will then internally record loan details and submit the forms to Fixed Assets.

7. An internal log will be maintained by College IT personnel for computing equipment and peripherals removed from campus for 24 hours or less (or a weekend).

**Insurance Coverage:**

In accordance with University Risk Management guidelines, the College will evaluate replacement value of departmental equipment on an annual basis. This evaluation will be compared with the inventory value detailed in the inventory listing provided to the
units by Fixed Assets each year. In the event of any noted discrepancies between the listed inventory value and the evaluated replacement cost, the College will provide feedback to University Risk Management regarding possible adjustment of insurance coverage.

PERSONNEL:

The College of Mass Communication and Media Arts adheres to University policies regarding personnel: [https://policies.siu.edu/](https://policies.siu.edu/)

**A/P staff**

**Civil Service (CS) staff**

**Faculty:** link to faculty rosters: [https://pvcaa.siu.edu/faculty-rosters/](https://pvcaa.siu.edu/faculty-rosters/)

Tenured and tenure-track - Per CBA:


- Annual reviews
- Promotion and tenure
- Workload assignments
- Productivity reporting/Academic Analytics (Institutional Studies?)

Non-tenure track (NTT) - per CBA:


- Annual reviews
- Promotion
- Workload assignments

**Student Workers:** Supervisor’s handbook:

[https://studentjobs.siu.edu/_common/documents/supervis_handbook_032719.pdf](https://studentjobs.siu.edu/_common/documents/supervis_handbook_032719.pdf)

Administrative:

Dean’s Office
The Dean’s office hires student workers to provide coverage of the front office, perform clerical tasks, and to create a positive first impression to all entering the office.

The student workers are supervised by assigned staff.

Ambassadors:

The Ambassadors are a group of volunteer undergraduate students enrolled in the College of Mass Communication and Media Arts. Students must be in good standing or get approval from the current Recruitment and Retention Coordinator, who serves as the advisor. These students are trained to help give tours of the Communications building as needed and serve in other roles that may impact recruitment and retention. They are compensated with food, apparel, and other incentives. New members are recruited and trained at the beginning of each semester.

Graduate Assistants - per CBA:


**Hiring/Separation:**

1. MCMA follows the University guidelines for employee hires and separations.

2. New hire, re-hire and separation paperwork for A/P, Civil Service, and Faculty positions are prepared at the Dean level

3. Graduate Assistantship hiring is handled by the Graduate Programs office.

4. Hiring/separation paperwork for employees paid by the Dean’s office is completed by Dean’s office staff.

**Performance Evaluations:**

1. Performance evaluations for A/P and Civil Service personnel are completed following university established policies and procedures.

2. Evaluations are forwarded to the Dean’s office for the Dean’s signature as the second level supervisor and for forwarding to the Labor and Employee Relations office.

3. Evaluations for employees who report directly to the Dean are forwarded to the Provost’s office for the second level supervisor’s signature.
SAFETY:

Overview

Southern Illinois University Carbondale (SIUC) is dedicated to providing a safe and healthful workplace for all employees and students and strives to comply with all governmental regulations. The Center for Environmental Health and Safety (CEHS) facilitates this process by providing developmental guidance and model programs to assist individual units in maintaining the highest level of safety. The College of Mass Communication and Media Arts (MCMA) will provide the structure necessary to implement and maintain compliance with all rules and regulation, and to ensure that information is provided to all appropriate personnel.

Center for Environmental Health and Safety (CEHS): https://cehs.siu.edu/
SCHOLARSHIPS:

New Students:

1. The process for awarding new student scholarships in the College is in line with University procedures utilizing the general application through AcademicWorks.

2. The application is available on-line at: [https://scholarships.siu.edu/types/](https://scholarships.siu.edu/types/)

3. The University shares the on-line scholarship application information with all newly admitted students. Awarding criteria for each of the new student scholarships is loaded into the AcademicWorks Scholarship database, ensuring that criteria established by the donor are met.

4. When the scholarship awarding process begins, students who have applied on-line and meet the minimum scholarship awarding criteria will be identified for each specific scholarship they qualify for. Qualifying students will be further reviewed to determine if they have already been awarded a University level scholarship (i.e., Chancellor’s, University Excellence, Dean’s, or Dean’s Transfer).

5. Based on available funding, identified students are offered the scholarship award and sign an official acceptance. With scholarship acceptance, student awardees are asked to write a letter of thanks to the donor or appropriate contact.

6. Names of the awardees, and required documentation, are then submitted to the Foundation for processing.

7. A copy of all required documentation is maintained in the Dean’s Office.

Continuing Students:

1. The procedure for applying for and awarding continuing student scholarships is approved by the College Student Affairs committee.

2. The continuing student scholarship application distributed to continuing students through email. Students are reminded of the deadline date through email.

3. The application package consists of an application form and is submitted as hardcopy to the unit office.

4. The members of the scholarship committee for each department independently review the applicants.

5. Most scholarships have specific requirements established by the donors.
6. The scholarship committee reviews the selected scholarship awardees’ applications to ensure that the criteria established by donors are met.

7. Eligible students are offered the award.

8. If a student accepts an award he/she is asked to write a letter of thanks to the donor.

9. All paperwork required is then submitted to the Foundation with application materials, demonstrating that they have met the criteria.

**Tuition waivers:**

4. The College follows university policy and procedure for tuition waivers. The university’s policy can be found at:

   https://policies.siu.edu/personnel-policies/chapter8/tuitwaiv.php

5. Refer also to the Graduate Program section and the Scholarship section of this manual:


**UNDERGRADUATE PROGRAMS:**

**Undergraduate Catalog Changes**

1. Requests for changes to the Undergraduate Catalog are submitted by completing the Program Description form (Form 90A) and/or Course Description form (Form 90) found on the university’s website.

2. The completed form(s), signed by the department chair, is submitted to the Dean’s office.

3. Assigned staff scans/emails the forms to the Chair of the Curriculum Committee, who will submit the form to the Curriculum Committee for review.

4. The Chair of the Curriculum Committee will sign all forms approved by the Committee.

5. Dean’s staff will obtain the Dean’s signature, retain a photocopy of the forms, and forward the forms to the office of the Associate Provost for Academic Programs.
6. Requests for catalog changes must be received in the Dean’s office by September 25th, so that they are submitted to the Provost’s office by the October 1 deadline.

Class Schedule Changes

1. A Request for Changes to the Schedule of Classes (Form 75) is completed to:
   a. Add a course.
   b. Change a day/time or location of a course.
   c. Change the maximum enrollment for a course.
   d. Request cross-listing of courses.

2. The department completes the Form 75 and submits to the Dean’s office for signature by the Dean.

3. The original form is forwarded to the Scheduling office and a copy is retained in the Dean’s office.

Dean’s List

1. The Advisement Office prepares the list of students that made the Dean’s List at the end of each semester.

2. Advisement sorts the list by department and sends the list to the Dean’s office.

3. The Dean will sign a letter to each student.

4. University Communications sends notice of Dean’s list students to their hometown media.
Appendix I
Template for Affiliation Agreements

COLLEGE OF MASS COMMUNICATION
AND MEDIA ARTS AFFILIATION AGREEMENT

THIS AGREEMENT is hereby entered into by and between (COMPANY) and the BOARD OF TRUSTEES OF SOUTHERN ILLINOIS UNIVERSITY, a body politic and corporate of the State of Illinois, by and on behalf of the College of Mass Communication and Media Arts at Southern Illinois University Carbondale (“UNIVERSITY”).

WHEREAS CP 494, CP 495, JRNL 491, RTD, 395, RTD 396, and MCMA 494 are student undergraduate and graduate internship courses offered in the College of Mass Communication and Media Arts at Southern Illinois University at Carbondale in which a student can earn one credit hour for every 55 hours of supervised field work in a public or private company. Students participating in externships may not register for academic credit unless approved in writing by that respective department.

WHEREAS, the parties understand that the internship and/or externship is a supervised learning experience for the student to expand their knowledge about an industry, refine career aspirations, and expand their professional network.

WHEREAS, UNIVERSITY and COMPANY desire to enter into an agreement to provide a practical opportunity for eligible UNIVERSITY communication and media arts students to gain industry knowledge and insight through participating in an internship and/or externship with COMPANY.

NOW, THEREFORE, in consideration of the terms, conditions and covenants, mutual or otherwise, as hereinafter set forth, the parties hereby agree to be bound to the following terms and conditions as stated herein.

1. The term of this Agreement shall be 5 years commencing on [Click or tap to enter a date] (“Effective Date”) and expiring on [Click or tap to enter a date] unless earlier terminated in accordance with this section. This Agreement may be terminated by either Party, with or without cause, upon no fewer than sixty (60) days advance written notice.

2. UNIVERSITY hereby confirms that any student participating in an internship or externship pursuant to this Agreement is a student majoring in one of the College of Mass Communication and Media Arts’ undergraduate or graduate programs: B.A. in Cinema and Photography; B.S. in Journalism; B.A. in Radio, Television and Digital Media; M.S. in Professional Media and Media Management; M.A. in Media
Theory and Research; Interdisciplinary M.F.A.; M.S./M.B.A. concurrent degree; or Ph.D. program. Any student participating in an internship or externship pursuant to this Agreement meets all the prerequisites for enrolling in the internship or externship program.

3. COMPANY hereby agrees to maintain direct and adequate supervision over the student intern or extern in regard to the student intern/extern’s job responsibilities, duties, and/or work performed by Student at COMPANY during the internship/externship term.

4. If the student intern/extern commits any acts that are detrimental to the professional setting of the COMPANY including, but not limited to, excessive absenteeism, tardiness, lack of professionalism, poor performance or behavior, COMPANY will notify the College of Mass Communication and Media Arts Internship Coordinator at the UNIVERSITY in order to determine whether the student intern/extern should be allowed to continue the internship program with the COMPANY.

5. COMPANY will allow at least one site visit or phone contact from UNIVERSITY during the Student’s work hours for the purpose of assessing the Student’s progress. Supervisor at COMPANY will complete an evaluation of STUDENT’s progress at the conclusion of the internship/externship, if required.

6. UNIVERSITY will be responsible for awarding the intern/extern’s grade for the class and otherwise administering the academic aspects of the internship.

7. COMPANY shall maintain during the entire term of this Agreement commercial general liability insurance with limits of at least $1,000,000 per occurrence, workers’ compensation insurance to the extent required by applicable law. Umbrella liability insurance may be used to meet the general liability coverage limit requirements. The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best’s Key Rating Guide. If a policy required under this section is written on a claims-made basis and that policy is replaced or renewed, any retroactive date must coincide with, or precede the placement of any student at COMPANY pursuant to this Agreement. A claims-made policy that is replaced or not renewed must have an extended reporting period of not less than two (2) years.

8. To the extent permitted by law, COMPANY agrees to indemnify and hold harmless UNIVERSITY, its agents, student interns and externs, and employees from any claims, demands, or actions for injury or death of any person, or damage to or destruction of property, which arises out of the negligent act or omission of COMPANY, its agents or employees in connection with the activities which are the subject of this Agreement.
9. UNIVERSITY shall maintain during the entire term of this Agreement general and professional liability insurance through the Southern Illinois University Self-Insurance Program with limits of at least $1,000,000 per occurrence. Said insurance covers UNIVERSITY’s paid employees acting within the scope of their appointments and its enrolled students acting within the scope of any approved unpaid internship/externship program for which academic credit or the equivalent may be awarded.

10. To the extent permitted by Illinois law and not inconsistent with the doctrine of sovereign immunity, UNIVERSITY shall indemnify and hold harmless the COMPANY for any claims, demands, costs and expenses, including reasonable attorney’s fees, arising out of negligent actions by UNIVERSITY, its officers, employees and agents in the performance of obligations under this Agreement; provided that said claims, demands, costs and expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of the Agency. The parties agree that all claims against University are subject to the Illinois Court of Claims Act, 705 ILCS 505 et seq.

11. The parties agree that reasonable efforts will be made to resolve problems arising from the externship/internship; however, COMPANY reserves the right to request removal of any student from participating in the internship or externship program at COMPANY if the Student poses a danger or risk to the health, safety, or welfare of any person or property in connection with COMPANY. The parties, by mutual agreement, may withdraw the Student from the internship program at COMPANY due to unsatisfactory work performance or unprofessional conduct. Students participating in a paid internship or externship who are considered an employee of COMPANY may be removed from the internship by COMPANY for a fireable offense as stated in company policy.

12. It is agreed that no party to this Agreement shall discriminate against any person because of race, religion, sex, creed, handicap, national origin, age, or veteran status, while performing the terms and conditions of this Agreement.

13. Notices should be mailed to these addresses:

   a. UNIVERSITY: College of Mass Communication and Media Arts  
      Dr. Deborah Tudor  
      Southern Illinois University  
      Mass Communication and Media Arts  
      Mail Code 6606  
      1100 Lincoln Drive  
      Carbondale, IL 62901
14. All parties shall conduct their respective responsibilities in compliance with all applicable federal, state, and local laws, rules, and regulations as well as their own respective institutional rules, regulations, and bylaws.

15. UNIVERSITY and COMPANY shall have exclusive control over their respective institutions. No party by virtue of this agreement assumes any liability of any debts or obligations of a financial, legal, moral nature incurred by the other party to this Agreement. Neither party intends for this Agreement to alter in any way their respective legal rights or their obligations to one another, the student(s) assigned to the COMPANY, or to any third party.

16. The Parties acknowledge and agree that the terms of this Agreement may result in the disclosure of personally identifiable information from student education records protected from disclosure and re-disclosure by the Family Educational Rights and Privacy Act of 1974 ("FERPA"). Accordingly the Parties agree as follows: (1) that any exchange or disclosure between the Parties of personally identifiable information from education records shall be in accordance with FERPA and its implementing regulations; (2) that should either party receive from the other personally identifiable student record information from education records, it shall not release or disclose that information to any other party without the prior, written consent of the eligible student or as otherwise expressly permitted by FERPA; and (3) that each Party shall limit its use of such student record personally identifiable information from education records to the purpose for which the disclosure was made. As used in this section, the terms "personally identifiable information" and "education records" shall have the meanings ascribed to them in 34 C.F.R. § 99.3.

17. The failure or delay of either party to exercise any right, power, or privilege under this Agreement shall not operate as a waiver of any such right, power, or privilege.

18. Any representations, warranties and indemnification obligations contained in this Agreement shall survive the termination or expiration of this Agreement.

19. This Agreement, and any dispute arising thereunder, shall be exclusively governed by and construed according to the laws of the State of Illinois without reference to its conflict of law provisions. The exclusive venue for litigation arising hereunder shall be a court of competent jurisdiction sitting in the State of Illinois.

20. Nothing in this Agreement shall be construed to permit the assignment by either party of any rights or obligations hereunder, and such assignment is prohibited unless evidenced by the written consent of each of the parties. In addition, this
Agreement contains all of the terms and conditions between the parties and may be amended only in a writing signed by each of the parties.

21. UNIVERSITY and COMPANY shall be considered independent contractors to one another. Nothing in this Agreement shall establish or create a relationship of partnership, joint venture, employment, franchise or association between UNIVERSITY and COMPANY, nor between their respective students, staff and/or employees.

22. This instrument sets forth the entire agreement between COMPANY and UNIVERSITY with regard to the internship and supersedes all prior agreements, oral or written, regarding same. No alteration or modification to this Agreement will be valid unless made in writing and signed by both parties.

23. Each person signing this Agreement below represents and warrants that he or she has the necessary authority to bind the Party on behalf of which he or she signs to the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized, respective officers, and by doing so, hereby affirm that the Agreement is enforceable on behalf of and against each party as of the date first written above.

BOARD OF TRUSTEES OF SOUTHERN ILLINOIS UNIVERSITY

_________________________________

Meera Komarraju, Interim Provost and Vice Chancellor for Academic Affairs for John M. Dunn, Interim Chancellor

COMPANY

_________________________________

Signature

Southern Illinois University Carbondale

_________________________________

Printed Name

_________________________________

Title

_________________________________

Date
Appendix II

Standing Committees in the College of Mass Communication and Media Arts
2019 - 2020

Undergraduate Committee

Dean’s Office: Associate Dean (ex-officio)
3 student reps (ex-officio)
1 faculty member from each academic unit, 1 Broadcasting Service staff member, 1 academic advisor, the Associate Dean, 3 undergraduate students – 1 from each unit. 2-year term for faculty/staff; two-term limit – off two years – eligible again.
1-year term for students

Promotion & Tenure Committee

3 tenured associate and/or full professors from each unit – 1 member from each unit must be a full professor.
One-year term, but may serve consecutive terms.
Chairs & Directors are not eligible to serve.

William A. Minor Grant Program Award Committee

1 TT faculty member from each unit, any rank
1 Continuing NT from any unit
Associate Dean, College Financial Manager (non-voting)
5 total members
2 year terms for faculty members – they may serve consecutive terms

Equipment Committee

1 faculty member from each academic unit (RTV, JRNL, CP)
1 representative from RREE
All staff equipment, facilities, or lab managers
Associate Dean

Full-time tech staff shall serve on the committee each year; faculty member terms will be one year in length, but they may serve consecutive years.

Graduate Faculty Committee

Associate Dean: (ex-officio)
Two tenured faculty from each unit.
Grad Council Rep
Grad Student
**MFA Review Committee**
Tenured faculty from each unit.

**MA/PhD Admissions Committee**
Tenured faculty from each unit.

**MFA Admissions Committee**
Tenured faculty from each unit.

**MS Admissions Committee**
Faculty representing the following:

Media Management
Documentary
New Media
Multimedia Journalism