FACULTY AND STAFF HANDBOOKS

Section 4 of 4: Appendices

Effective July 2023

In order to promote the health and welfare of all persons in the Blackburn College community and to protect College assets, the administration is committed to a policy of promoting safe working conditions on the campus. Everyone in the College community should share this commitment; it is expected that everyone will continue to work toward providing a safe working environment and promoting safe working practices in all departments.

APPENDIX 1A

Blackburn College Athletics Philosophy Statement

Blackburn College Athletics places highest priority on the overall quality of the student-athlete experience in academic, work and athletic endeavors. The College seeks to establish and maintain an environment in which a student-athlete's co-curricular activities enhance the student's educational experiences. Blackburn College Athletics fosters the opportunity for individual character and leader development, respect for individuals and promotes lifelong learning. Blackburn also seeks to establish an atmosphere where cultural diversity and gender equity are valued among our student-athletes and athletics staff. In addition, the Blackburn Athletics Department seeks to work cooperatively with all other areas of the campus community to establish open lines of communication and strong working relationships for the benefit of the student-athlete.

To achieve this end, Blackburn College:

- Encourages the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches and administrative personnel and spectators;
- Encourages participation by maximizing the number and variety of athletics opportunities for their students;
- Assures that the action of the coaches and administrators exhibit fairness, openness and honesty in the relationship with student-athletes;
- Assures that the athletic participants are not treated differently from other members of the student body;
- Assures that athletic programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution;
- Provides equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- Supports ethnic and gender diversity for all constituents;
- Gives primary emphasis to regional in-season competition and conference championships;
- Supports student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities;
- Places special importance on the impact of athletics on the participants rather than the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs; and
- Awards no athletically related financial aid to any student**.**

Updated September 16, 2010

APPENDIX 1B

BLACKBURN COLLEGE EMPLOYMENT VERIFICATION AUTHORIZATION

I hereby give Blackburn College the authority to furnish information regarding my employment and earnings for _____ as noted below. I also give _____ the authority to reconfirm the accuracy of information provided by Blackburn College.

□ **Employment Verification**
□ **Salary Verification (for credit reference only)**

_____
Signature

_____
Print Name Clearly

_____, _____
Date

Blackburn College
Attn: Office of the President
700 College Avenue
Ludlum 209
Carlinville, IL 62626

APPENDIX 1C

Workers' Compensation Contact Information:

The College's Workers' Compensation Insurance Carrier:
The Traveler's Indemnity Company of Illinois
215 Schuman Blvd., P.O. Box 3091
Naperville, IL 60566
708.961.8700

For additional information, contact:
Illinois Department of Insurance
Consumers' Services Section
320 West Washington St.
Springfield, IL 62767

or

The Illinois Industrial Commission
100 W. Randolph St., 8th Floor
Chicago, IL 60601
312.814.6611

APPENDIX 1D

Blackburn College Purchasing, Reimbursement, and Travel Policies and Procedures–Effective August 10, 2018.

The Blackburn College fiscal year begins on July 1 and ends on June 30. On an annual basis, the institution develops a budget based upon anticipated revenue from tuition, fees, gifts, grants, and investment income to support programs, services, and operations. The department director or chair serves as the main contact for the development and management of each department's budget.

Budget Development Timeline

September-October: The Cabinet and Budget Committee review the current fiscal year budget and future year projections and send the final budget and future year tuition and fee rate recommendations to the Planning Committee for recommendation to the President. This amended budget for the current fiscal year and tuition and fee rate recommendation for the next fiscal year is submitted to the Board of Trustees for approval at the October Board meeting.

December-January: Technology and Capital budget requests for the following fiscal year are submitted for review and prioritization by Cabinet, Budget Committee, and the Facilities Committee, with input from the Physical Plant and Technology Services staff.

January-March: Budget requests are developed for the next fiscal year by each institutional department and submitted to the Cabinet and Budget Committee. With input from Cabinet, the Budget Committee sends recommendations to the Planning Committee for recommendation to the President in regards to tuition and fee schedules.

May: The Budget Committee sends budget recommendations to the Planning Committee for recommendation to the President.

June: The President recommends the operating budget for the upcoming year to the Board of Trustees at the June Board meeting

All year: The Cabinet and Budget Committees monitor the budget and recommends appropriate adjustments to department heads based on actual revenues and expenses. The Business Office sends summary and detail budget reports to department supervisors every month.

Accessing budget funds requires the appropriate level(s) of approval and justified purpose, as outlined in the following procedures. All expenses must fall within the appropriated funding levels.

PURCHASING

GENERAL POLICIES

A. Categories

a. Fuel: Wright Express (WEX) fuel cards must be used to purchase fuel. Fuel purchased by the College is only to be used in College owned or rented vehicles/equipment.
b. Office supplies: Office supplies must be purchased online at Staples or at Wal-Mart with use of a Wal-Mart card.
c. Wal-Mart purchases: Corporate credit cards cannot be used at Wal-Mart and items purchased at Wal-Mart will not be reimbursed as they must be made with the Wal-Mart credit card for tax-exempt purposes. Exception: Corporate credit cards can be used at WalMart if the user presents a pre-approved tax-exempt card authorized to Blackburn from WalMart.
d. Furniture purchases: Furniture purchases must be coordinated through the Director of Physical Plant even if they do not rise to the level of capitalization. Furniture purchases can only be approved and made by the Director of Physical Plant. Department budgets will be charged for their furniture purchases.
e. Technology purchases: Technology purchases must be coordinated through the Director of Technology Services. Only the Director of Technology Services can approve and purchase technology, including but not limited to computers, printers, and software. Unless it is a preplanned technology purchase, the purchase will be charged to the department making the request.
B. Limits for purchase orders and approvals
a. All purchases over $5,000 must be approved by the VPAF and must be approved prior to purchase.
b. Purchases for less than $5,000 can be approved by the head of the department if the purchase is being made by corporate credit card.
c. Purchases made without a corporate credit card require a purchase order which can be submitted to Accounts Payable, with the following approval limits: Less than $500 by the department head, over $500 by the appropriate cabinet member, and over $5,000 by the VPAF.
C. Capitalization
a. Items costing more than $5,000 with a life expectancy of seven years or greater must be capitalized. Purchase of such items must be pre-approved by Facilities and/or the VPAF. The $5,000 limit is per item, not in aggregate. For example, 50 chairs costing $100 each is not a capital expense and is not depreciated.
b. An item costing less than $5,000 or with a life expectancy of less than seven years is an operating expense and will come from the department's operating budget. These purchases must be approved by the head of the department.
D. Receipts – Receipts must be itemized and any guest name must be included.
E. Contracts
a. Services performed by outside services, vendors, individuals, etc. must be formalized with a contract. Per Blackburn's by-laws, the VPAF, the Provost, and the President are the only employees allowed to enter into contracts on behalf of Blackburn. Contracts must be formalized BEFORE services are received.
b. Employment contracts require approval from the President's Office prior to any agreement.
F. Year End
a. If you order an item and it is delivered prior to 6/30, the expense belongs in this fiscal year no matter when you actually pay for the item. If it is not paid for, it is a payable and the expense is recorded to your current year operating budget. If you order an item and it is not delivered prior to 6/30, it is not a current year expense. If it has been paid for, it is a prepaid expense and is not recorded to your operating budget until the next fiscal year.
b. All current year transactions must be submitted to the Business Office by 7/10 in order for audit preparations to begin. Anything submitted after 7/10, will be recorded in the following fiscal year.
G. Tax-exempt certificates – tax-exempt certificates will be provided and will be expected to be used by all corporate credit card holders. Tax-exempt certificates cannot be used for personal purchases.

H. Corporate credit cards – can only be used by the person named on the front of the card. The back of each card should be marked "Ask for ID" so the cashier is required to see identification matching the name on the card.

PURCHASE ORDERS (For purchases made without a corporate credit card)

Policy

To access any funds at Blackburn College, purchase orders (PO's) are required for all purchases not made with a corporate credit card. Any exception to the following outline must be approved in advance by the VPAF.

Procedure

Purchase orders must be obtained and approved through the following process:

1. Obtain a PO form from the Business Office or on the shared drive in the Business Office/Public/Forms folder.
2. Complete the PO by listing the detail for each item to purchase, the individual and extended purchase price, the account number and department name, or club/organization name. Fill in the current date and the date by which the PO is needed. Include the vendor name, address and a phone number, in case the Business Office needs to contact them. A supervisor or club advisor, for club purchases, must sign all purchase orders. A fillable PDF is provided in the forms folder on the Business Office S:Drive. You cannot save the form, but you can do a "save as" to keep a copy for yourself and to send for processing.
3. The signing supervisor can submit the PO via email to ap@blackburn.edu. Paper copies are also acceptable and turned in to the Accounts Payable Office.
4. The Accounts Payable Office will confirm that funds are available before the purchase is approved. Purchase requests in excess of $500 require the signature of the appropriate cabinet member and will take longer to process, please plan accordingly. Requests over $5,000 also require the signature of the VPAF.
5. The Accounts Payable Office will return a copy of the PO to you with a PO number for the approved purchase (make sure your email address is noted at the bottom of the PO request). The purchaser may now proceed with ordering the item(s).

a. Wal-Mart cards can be checked out for one day at a time unless other arrangements are made in advance. The card and the receipts are due back the next day. There is a $5 charge for every business day the card is late.

b. If necessary, instructions should be provided to the Accounts Payable staff to fax or e-mail PO numbers to vendors to expedite the purchasing process. The additional instructions should be filled out at the bottom of the PO.

6. Invoices or receipts must be provided electronically or in person to Accounts Payable as soon as possible. Upon receipt, the Accounts Payable Office will reconcile them with the purchase order. If there are discrepancies, the person who submitted the PO will be contacted. As long as the receipt matches the invoice and all required signatures have been obtained, the invoice will be paid. It is the purchaser's responsibility to make sure the order was filled properly and the invoice is correct. Late fees resulting from invoices not being submitted on time will be charged to your department.

DEPARTMENTAL OFFICE SUPPLY PURCHASES

Policy

All College Departments are required to purchase office supplies through the institution's preferred vendor to maximize our ability to manage inventory and cost. The current vendor is Staples. See the Accounts Payable Supervisor to set up access.

Procedure

Each department has access to create their orders online and submit them for approval electronically through Staples at https://www.staplesadvantage.com. The Department Head is responsible for placing the order. A copy of the packing slip needs to be signed, dated, and returned to Accounts Payable to match to the invoices. You are responsible for any discrepancies (items missing, not ordered, returned, etc.).

CHECK REQUESTS

Policy

Check requests are used to request reimbursement for travel, advance for expenses or payment for supplies and services in the absence of a PO.

Procedure

Travel Reimbursement (If a corporate credit card is not used)

For additional information see the Travel Policy

1. Complete a Travel Expense Report and attach all receipts to support the expenses. MapQuest is preferred, but odometer readings are accepted, to document mileage and should be calculated by using the lesser of mileage to and from Blackburn or home. Missing or lost receipts are subject to nonreimbursement. The employee and supervisor must sign the Travel Expense Report and submit it to the Accounts Payable Office.
2. Allow two weeks for a reimbursement check.

Advance for Expenses

1. Employees who are traveling on official College business may request an advance for their expenses. Employees who have corporate credit cards should use them for traveling expenses. Gas cards must be used for fuel purchases.
2. Complete a Cash Advance Form and attach all details for the request including the dates of travel, purpose of travel, destination, expected expenses and budget account number(s).
3. The Cash Advance Form and documentation must be signed by the employee and supervisor and submitted to the Accounts Payable Office at least two weeks prior to departure. Late requests will not be processed. Limits and approval requirements are the same of those for a purchase order.
4. Subject to budget approval, the Accounts Payable Office will process a check.
5. Upon return, a Travel Expense Report must be completed and all receipts and supporting documentation submitted to the Accounts Payable Office for reconciliation within 5 business days. The person given the advance is responsible for returning the receipts and unused cash to equal the amount originally given. There will be a $5 charge per day to the department or club for each day the advance paperwork is not returned unless other arrangements have been approved by the Business Office.
6. Additional Advances will not be provided until the current one is reconciled.

Payment for Supplies

Every effort should be made to request a PO in advance of all purchases. Reimbursement is not guaranteed when a PO has not been requested and approved, but a request for payment may be submitted. The requests must include all appropriate receipts and supervisory approval.

Blackburn College is a not-for-profit organization and not subject to Sales Tax. Employees will not be reimbursed for tax on supplies and therefore, we highly encourage you to use the preferred provider (Staples) or Wal-Mart.

Tax-exempt letters are available in the Accounts Payable Office and at the counter in the Business Office.

Payment for Services

Payment to individuals or vendors for services MUST begin with a formal contract, prior to the rendering of services. The Vice President for Administration and Finance, the Provost, or the President must sign all contracts BEFORE services are received. You do not have authority to enter the College into any contract. Signed contracts will be retained in the Accounts Payable Office and will serve as the PO for the services. **The President must sign employment agreements.**

Payment to individuals and new vendors requires a completed W-9 Form; a blank form is available in the Accounts Payable Office or on the shared drive in the Business Office, Public, Forms folder. The completed W-9 must be attached to the check request for payment; the check request must be signed by the person making the request and the department supervisor approving the request. All check requests & reimbursements must have backup attached. An invoice may be required; please check with the Accounts Payable Supervisor. Subsequent requests will not require a new W-9 form for the same individual, unless their status (name or address) has changed.

PETTY CASH REIMBURSEMENT OR ADVANCE

Policy

Petty cash advance or reimbursement forms can be used instead of a check request form to request small amounts for emergency purchases or reimbursement subject to cash on hand.

Procedure

A Petty Cash reimbursement or advance form is available at the counter in the Ludlum Business Office. The form must be filled out and signed for approval by a Department Supervisor or Advisor on the “approved by” line at the bottom of the form. The “requested by” line will be the person requesting the reimbursement or cash advance. The left side needs to be filled in and must include the name of the person being reimbursed or getting the cash advance on the “pay to” line, the person’s contact number, a description of what the reimbursement or advance is for, the account number to be charged, and the amount to be reimbursed or advanced. The person picking up the cash advance or reimbursement must sign and print their name agreeing to the amount they were given. For reimbursements, receipts must be attached to the report to match the amount being paid. For advances, the person given the cash advance is responsible for returning the receipts

and unused cash, if any, within five days of their return or a $5 per day late fee will be charged to the department or club. The amount of the receipts and unused cash must match the total that was originally given.

CORPORATE CREDIT CARD (P-Card) PURCHASES

Policy

Corporate Credit Cards, also referred to as Purchasing Cards or P-Cards may be used for qualifying expenses. An interface has been established with US Bank to allow you to review, approve or dispute your credit card purchases. Paper purchase orders will no longer be necessary when you use a corporate credit card. Receipts should be attached as a pdf to the same interface. You will also code your purchases. After you code, attach receipts, and approve your activity, you will send your transactions to your supervisor for approval. After the supervisor approves, purchases less than $5,000 will be sent directly to Accounts Payable. Purchases over $5,000 must be sent to the appropriate VP for approval. Transactions should be approved weekly but must be approved monthly by the 10th of the following month.

Personal expenses are prohibited, even with intention to reimburse the College.

Credit card purchases without receipts will be treated as personal charges and the card holder must repay the College for those charges.

Fuel purchases should not be paid for using the corporate credit card. All fuel purchases must be purchased using the WEX fuel card, which allows for a discount of federal excise tax that the corporate credit card does not provide.

Corporate credit cards are a privilege and procedures must be followed. If the policies and procedures are not followed, the card will be revoked.

Procedure

You will sign into your credit card via access on-line. You can review, code, approve, dispute, attach receipts, and request approval using this site.
Further instructions will be provided later.

ACCOUNT NUMBER FORMAT

In regards to corporate credit cards, the account numbers will default to supplies and your department. You can change the default if necessary. There will be a drop down menu to assist you in choosing the correct expense code.

The account number format used to record expenses includes a sequence of identifying numbers in four sections. The first section is a 3-digit number that represents the fund to which the expense will be charged. All departments will normally use fund “100”, as that is the fund for the general operating budget. The second section is a 4-digit number that represents the type of expense, such as supplies or travel. Student clubs and organizations will use “2020” to indicate the expense when using an agency account. The third section is a 4-digit number that represents the department to which the expense will be charged. The fourth

section is a 4-digit number that is used to identify a restricted purpose or a club. Following are a few examples.

	Fund Number	**Expense Type**	**Department**	**Restriction or Club**
Number Range	100	6000-6999	1000-2999	1000-9900
Example of Normal Department Expense:	***General Fund***	***Travel***	***Business Office***	***No Restriction***
Account Number	*100*	*6360*	*2120*	*9900*
Example for a Club Expense:	***General Fund***	***Agency/Club***	***No Department***	***Butler House Council***
Account Number	*100*	*2020*	*9900*	*5120*
Example of a Restricted Gift Expense*	***General Fund***	***Restricted Fund Expense***	***Art Department***	***Restricted Gift for Art Department***
Account Number	*100*	*6301*	*2020*	*3006*

TRAVEL

Policy

Travel at the expense of the College must be in connection with official College business. Travel by employees on College business or by students traveling for official purposes must be approved in advance by the Department Director or equivalent supervisor.

Coverage begins at the actual start of the trip, whether it is from the traveler's home or the College campus. It terminates when the traveler reaches either home or the campus.

Travel should be by the most economical means, considering travel time, costs, and meeting agenda. Unless a corporate credit card is used, a properly completed Travel Expense Report and receipts must be submitted within a week of returning to campus.

Expenses for spouses and/or dependents are personal expenses and are not reimbursable.

Approved volunteers for Blackburn College can travel with an employee for business purposes.

Purchases without receipts will not be reimbursed.

AIR/TRAIN TRAVEL

When the most efficient means of transportation is air travel, reimbursement will be limited to coach fare. The traveler will be reimbursed for the cost of one checked bag. Please contact the Admin. Asst. to the Provost and VP for Administration and Finance in securing tickets.

FOREIGN TRAVEL

Foreign travel requires specific review and prior approval by the VP for Administration and Finance. Additional considerations may be required under the College's insurance company.

USE OF COLLEGE VEHICLES FOR TRAVEL

Travelers should make every effort to request the use of a College vehicle for travel. Reservations should be made by contacting the Motor Pool Department located in the Physical Plant at motorpool@blackburn.edu. Each campus vehicle is assigned a fuel card.

USE OF PERSONAL VEHICLES FOR TRAVEL

In the event that a College vehicle is not available for the extent of the trip, a personal vehicle may be used. Travelers will be reimbursed at the College's current mileage reimbursement rate not the purchase of gas. MapQuest or actual mileage documentation will be required. The reimbursement rate is .50. Mileage reimbursement is intended to accommodate the cost of fuel, maintenance, depreciation and insurance expenses related to the use of a personal vehicle. The College does not reimburse for any additional expenses related to use of a personal vehicle for business travel (i.e.- insurance claim deductible) and because personal insurance limits will accommodate any liability claim, the College discourages the use of personal vehicles when an employee is transporting any passengers.

Employees, such as Physical Plant staff, who use personal vehicles on campus and around town on a regular basis may submit reimbursement requests with starting and ending miles per day without delineating every trip as long as the Director of Physical Plant signs off on it.

AUTOMOBILE RENTALS FOR TRAVEL

Automobile rentals should be limited to situations where other means of transportation are not practical, economical, and available, or an emergency situation exists. The most economical car should be used. Travelers should present the College's auto insurance card, instead of purchasing additional collision coverage, when renting a vehicle. A card can be acquired from the Admin Asst to the Provost and VPAF.

If a vehicle must be rented, the preferred rental company is Enterprise. Contact the Admin. Asst, to the Provost and VPAF for account and booking information.

TAXI/BUS TRAVEL

Appropriate expenses for taxi and bus transportation will be reimbursed, as long as receipts are provided. Please contact the Admin. Asst. to the Provost and VP for Administration and Finance in securing tickets with a corporate credit card.

LODGING

When traveling overnight, travelers are expected to stay in the most economically appropriate lodging, unless the travel is for a conference/meeting/event hosted at a specific hotel. The Business Office or the Admin. Asst. to the Provost and VPAF can assist in securing hotel reservations with a corporate credit card.

Please make sure to get a copy of the hotel bill when checking out; this shows what is actually charged to your credit card. The email you usually get when making your reservations may change due to taxes, meals, parking, etc., so it will not be accepted in leiu of the actual invoice.

ENTERTAINMENT

Reimbursement will not be made for entertainment expenses not related to College business, such as, but not limited to, in-room movies, theatre, or optional conference-related side trips.

MEALS

The College will reimburse meal expenses, including tips, according to the actual costs, up to the following limits. Reimbursement ONLY applies when the employee is actually on official business or is entertaining a guest of the College.

		Regular	Metropolitan
Breakfast	$8	$15	
Lunch	$10	$20	
Dinner	$25	$40	

Appropriate guest meals will also be reimbursed, as long as their name and professional affiliation is provided on the travel reimbursement request.

Alcoholic beverages are not reimbursed unless approved in advance by the appropriate cabinet member.

GRATUITIES

The reasonable costs of gratuities to porters, bellhops, and other services will be reimbursed.

TELEPHONE CALLS AND INTERNET CHARGES

When possible, travelers should use their College issued cell phone for calls. If necessary, the College will reimburse travelers for telephone calls related to College business. International travel requires a change in cell phone plans. Please consult the Business Office for assistance in temporary changes to college issued cell phones.

Travelers that are required to check their email and/or access the internet for their job duties will be reimbursed for related internet charges while traveling.

TRAVEL EXPENSE REPORT

Upon your return from traveling, and no later than one week after travel, a travel expense report and request for reimbursement must be completed. Receipts are required for ALL expenses except for personal mileage reimbursement, tolls, parking, and other incidentals for which receipts are not commonly provided. Please provide parking and toll receipts if they are available.

When completing the Travel Expense Report include your name, your department, and travel dates in the top left section of the form and your department number in the top right section of the form.

Include the date(s) the charges were incurred, the description of the travel (include purpose and the destination in the body of the report). If using your own vehicle, fill in the mileage using MapQuest (must attach copy to report) or write your odometer readings at the bottom of the report.

Enter the dollar amount in the appropriate column box. Total each line in the last column. Total the report at the bottom. You will be compensated for your mileage in your personal vehicle at $.50 per mile.

Make sure to sign your report and have it approved by the appropriate Department Supervisor.

Attach all receipts to the expense report. Complete a separate report for reimbursement requests.

The GL expense number has been provided for each of the columns except "other". A specific description for "other" items must be given so we can charge the item to the appropriate GL expense. You may also note the account number on the report.

If you have any questions, please contact the Accounts Payable Office at ext. 5682 or email ap@blackburn.edu.

THIRD PARTY REIMBURSEMENTS, REBATES, PROMOTIONS

When an employee's travel has or will be paid by another party and the employee's travel costs are also reimbursed by the College, the third party reimbursement becomes the property of the College. Similarly, any discounts, rebates, promotions, or similar benefits resulting from travel paid by the College, becomes the property of the College. Examples include free or reduced airfare, cash rebates, free or reduced hotel stays and credit card points. However, the employee may request the redemption of such benefits for subsequent College travel.

*For the most current version of the Business Office's policies and procedures, please visit the Business Office public folder on the campus S:Drive.

APPENDIX 1E

Event Registration Form

Event Title:_____

Date of Event: _____ (day of week, month, date, year) Time

Needed (include setup/tear down time): _____ (am/pm) To _____ (am/pm)

Advertised Event Time: From_____ (am/pm) To _____ (am/pm)

Space Needed:

Building Name: _____ Room Number: _____

Room Set-up Requirements:_____

Approximate Number of People Attending: _____ Extra Chairs Needed: (yes/no) _____

Catering Needs: (yes/no)

_____

Blackburn College has a contract with Fresh Ideas, first opportunity for catering must be through Fresh Ideas x5524.

A/V Services:

____ Camera/ Filming
____ DVD Player
____ Computer Projector
____ Microphone
____ Sound System
____ Projection Screen

____ Laptop: (Please Check All That Apply)
Powerpoint___ Sound___
CD Drive___ Ethernet___
____ Extension cord(s)
____ Conference phone Conference line___
____ Other:

I need assistance when operating the equipment. (yes/no)

Other Services:
Bus Parking: (yes/no)

To ensure your event runs smoothly, event registration form must be completed and returned one week prior to the scheduled event, otherwise services are not guaranteed.

You are responsible for the condition of the space. Any materials brought into the space must be removed completely, and all furniture should be put back the way it was. All spills (water, food, paint, etc.) must be cleaned. No food should be left behind and all trash taken out. Your department, club, or organization may be charged if actions are required to restore the space to its original condition.

If event occurs after college business hours (8:00am-5:00pm)and is an inside event(individuals or groups associated with the college), the sponsor will need to go to Physical Plant to request any keys that might be needed for the space. The sponsor is responsible for making sure the keys are

returned to the Physical Plant when the event is finished.

Sponsor: _____ Dept./Club/Organization name_____

Name (Print): _____ Signature_____

Email Address: _____ Date: _____ Time:_____

Phone: _____

Worker Taking Request:_____

APPENDIX 1F

Blackburn COLLEGE

Application for Internal Fundraising Project

Complete this form and return to the Vice President of Institutional Advancement (Ludlum 208) at least 2 weeks prior to the start date of the fundraising project. If solicitation of gifts and/or cash are received, a complete listing of items and/or dollars, along with the donor's name and contact information and the date received must be provided to the Vice President of Institutional Advancement. Attach a copy of all materials to be used to promote/solicit funds.

Name of Event:_____
Campus Organization:_____
Faculty/Staff Sponsor:_____
Person in Charge of the Project:_____
E-mail Address:_____
Date of Application: _____/_____/_____
Intended Date of Project Start: _____/_____/_____
Intended Date of Project Completion: _____/_____/_____
Detailed Description of Proposed Project:

_____
_____
_____
_____Group/Population to be Solicited:_____
Special Needs (i.e.: electricity, chairs, podium):_____
_____
Intended Use of Projects Profits:_____

Please use attached form to record Anticipated Income and Expenses

Requested by:_____
Sponsor Signature:_____

Budget for Event

Income

List Items to Sell	*Number*	*Cost Per*	*Total*	*Actual*
Total Income				

Expenses				
Expenses		***Cost Per***	***Total***	***Actual***
Advertising**				
Newspaper				
Radio				
Printing				
Supplies	(attach detail)			
Labor:				
Set-up				
Clean-up				
Other				
Total Expenses				

Net Revenue	

Approved By: _____

V.P. Institutional Advancement

Approved By: _____

V.P. Administration & Finance

**MUST be coordinated through the Public Relations Office Ext. 4336

For Office Use ONLY

Income Account:_____

Expense Account:_____

APPENDIX 1G

Checklist for Full-Time search and hiring process

☐ Written resignation received from current employee or new position has been created. Position analysis identified the position description.

☐ Approval to fill the vacancy has been given by the president.

☐ The position description has been updated, as needed, and approved by the president. Staff positions require an equivalent CUPA #.

☐ The president has designated an appointing officer, usually the vice president of the functional area or the provost in the case of faculty, and recommended a search committee.

☐ The appointing officer has recommended the following search committee:

Chair: _____
Faculty: _____
Staff: _____
Student: _____
Other(s): _____

☐ The search committee drafts the advertisement based on the position description and recommends placement locations for the ad. A human resources designee ensures appropriate legal compliance and places the ad. The appointing officer approves the advertisement.

☐ The appointing officer has met with the search committee to review the search procedures and establish a timeline for conducting the search.

☐ The search committee has established rating criteria to use in the initial review of applications.

☐ A human resources designee has provided the committee with access to the resumes and other application materials.

☐ The search committee members have reviewed the pool and completed a rating form for each applicant, unless the applicants do not meet the previously established minimum qualifications.

☐ The search committee has conducted phone interviews to narrow the pool to a short list of applicants.

☐ The appointing officer has completed calls to each of the short-listed applicants and discussed the interview process, job expectations, salary, and benefits.

☐ The search committee has identified a short list of applicants for reference calls.

☐ The search committee has completed the reference calls, using the reference report.

☐ The search committee finalized a short list of candidates to be invited for on-site interviews.

☐ A human resources designee makes travel and interview arrangements with the candidates in consultation with the search committee.

☐ A human resources designee has notified the committee and other interviewers of each candidate's schedule and provided the interview evaluation form.

☐ On-site interview(s) conducted. Search committee and other participants utilized candidate evaluation forms.

☐ The search committee has met to decide and advance its final recommendation to the appointing officer. The appointing officer advances all final recommendations to the President who makes the final decision to hire.

☐ The appointing officer extends an offer of employment, on behalf of the president, to the best

candidate.

☐ The candidate has accepted the offer, the terms of which have been provided to the human resources designee who creates an appropriate letter of appointment or hire, contractual materials, and other necessary hiring documents.

☐ A human resources designee ensures that all employment documents are completed and that relevant search committee materials are properly stored or disposed of.

CONFIDENTIAL RATING FORM

Candidate: _____ Current Position: _____
Current Institution/Organization: _____ Degree and field: _____

1 - Superior 2 - Above Average 3 - Average 4 - Below Average 5 - Unknown

Desired Characteristics	Evaluation					Comments
	1	2	3	4	5	

General Comments:

_____

_____

_____

_____

_____

_____

_____

_____

Should candidate be advanced to the finalist stage? _____ Yes _____ Maybe _____ No

Search Candidate Evaluation Form

Candidate: _____

Please give your impressions of the candidate in the following areas:

E=Excellent VG = Very Good G = Good P = Poor NA = Not Applicable

E/VG/G/P	
	Knowledge of
	Effective presentation skills (verbal)
	Effective and meaningful presentation materials
	Aligns with the mission and vision of the College
	Candidate's ability to interact with members of the campus community

Overall Evaluation (check one): ❑ **Excellent** ❑ **Very Good** ❑ **Good** ❑ **Poor**

Comments:

_____

_____

_____

_____

_____

_____

_____

Submitted by: _____

Date: _____

SUGGESTED QUESTIONS FOR REFERENCE CALLS

Begin by introducing yourself, Blackburn College, and your role as a search committee member. Briefly describe the position for which the candidate is applying and the related responsibilities.

1. What is/was your relationship to the candidate? How long did you work with the candidate?
2. What was the candidate's job title at your organization? What were the main job duties or responsibilities of the candidate's position with your company?
3. Did the candidate supervise others? If yes, how do you think those employees would describe their management style?
4. What was the biggest project you are aware of that the candidate worked on for your organization? What were their responsibilities on the project? Was the project successfully completed?
5. Is the candidate more of an individual contributor or team oriented? Is the candidate open to others and their ideas?
6. How did the candidate deal with conflict?
7. Was the candidate in any high pressure or stressful work situations? If so, how did they manage those situations?
8. What are the candidate's strengths?
9. In what areas could the candidate improve?
10. If, in a hypothetical situation, you were to learn that Candidate was not successful at this institution, to what might you attribute the failure?
11. What was the reason that the candidate left your organization?
12. Is the candidate eligible for rehire?

INTERVIEW DO'S AND DON'TS

- Try to first put the applicant at ease with introductory and welcoming remarks.
- Once the list of job-related questions is created, use it consistently for all applicants for the same position.
- Ask open-ended questions which focus on behavioral descriptions rather than simply "yes or no" questions (*i.e.*, have them describe a work situation in which they handled stress well rather than just asking if they can "handle stress well").
- Listen; don't do all the talking.
- Stay away from questions that have more to do with personal lifestyles than job experience – phrase the question so that the answer will describe on-the-job qualities instead of personal qualities – if the question is not related to performance on the job, it should not be asked.

The following topics should be avoided in an interview, as they have the potential to be interpreted as discriminatory.

- **Age –** is irrelevant unless you are concerned about child labor violations under the Fair Labor Standards Act, in which you can ask for proof that he/she is old enough to work.
- **Arrest record –** do not ask at all - you may ask about convictions, but even then it would have to be relevant to the position in order to lead to immediate rejection.
- **Association with present employees –** this information is not relevant to an applicant's ability to perform successfully in a particular job, and the tendency to either encourage or prohibit the employment of friends or relatives of existing employees may create an adverse impact on members of protected classes.
- **Bankruptcy and credit affairs –** never ask about bankruptcy since it is illegal to discriminate on this basis under the Federal Bankruptcy Law – all credit inquiries must comply with the Fair Credit Reporting Act.

- **Citizenship –** unless required by law or regulation, you may not ask applicants if they are U.S. citizens since it is considered discriminatory under the Immigration Reform and Control Act. You may ask if the candidates are authorized to work in the United States.
- **Disability -** the Americans with Disabilities Act makes it illegal to ask questions about an applicant's disability or perceived disability - it is crucial to focus on the job, not on the disability.
- **Driver's license –** avoid asking about it unless the job requires one since it could statistically screen out females, minorities and/or individuals with disabilities.
- **Educational attainment -** relevant if it is directly related to successful job performance – if not, avoid it because it could potentially screen out minorities.
- **Emergency contact information –** unnecessary at the application stage – and it can be discriminatory if it reveals information about the applicant's membership in a protected class.
- **English language skills –** only ask if it is a requirement of the job (*i.e*., an English teacher) - otherwise it could be construed as national origin discrimination.
- **Height and weight –** can be discriminatory against females, Hispanics, and/or Asians - it is important to focus on what the job requires, not the person's physical characteristics.
- **Marital status/name changes/spouse/children –** any question relating to these issues may be construed as discriminatory, especially against women - - none are job related.
- **Organization or club membership –** this might reveal protected class information and it is irrelevant (*i.e.*, Knights of Columbus, NAACP, AA or Diabetes Association)
- **Race, color, religion, sex, or national origin –** EEOC guidelines prohibit asking questions that may reveal this information; rejected applicants could have grounds for a discrimination suit if any of these questions were part of the application process.
- **Union affiliation –** could be considered an unfair labor practice under the National Labor Relations Act if the applicant claims he or she was not hired because of union affiliation.
- **Veteran status/military records –** general questions about a person's background in the military should be asked if based on business necessity or job-related reasons. If requested, such information should include a statement that general or dishonorable discharge will be an absolute bar to employment but other factors will be taken into consideration.
- **Weekend work/shift changes –** unless required for the job, the applicant should not have to state whether or not they can work on the weekends – this could screen out applicants who cannot work on some weekend days because of their religious beliefs.

INTERVIEWING PERSONS WITH DISABILITIES

Do:

- Do ensure that the interview facility is accessible to people with disabilities.
- Do inform the applicant of any special parking available.
- Do allow the applicant at least a full day to prepare for your interview.
- Do identify the essential functions of the job.
- Do make eye contact with the person.
- Do talk directly to the person with disability—not to an interpreter.
- Do, after the initial greeting, sit down so that a person who uses a wheelchair can easily make eye contact.
- Do ask about the person's ability to perform the job.

Don't:

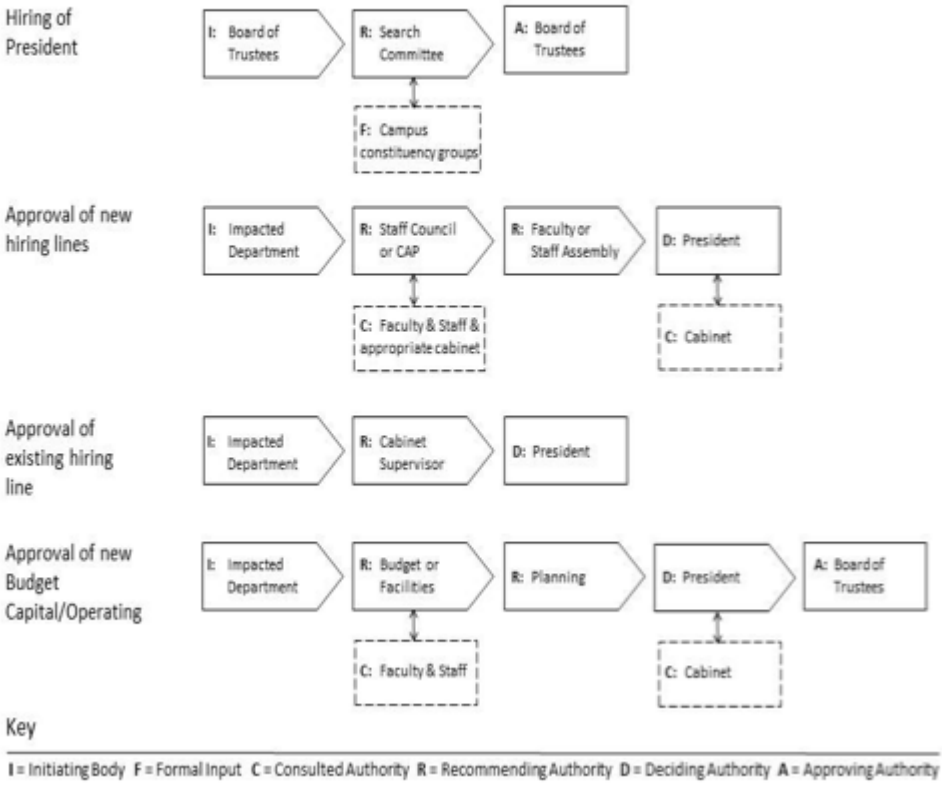
- Don’t assume the person is able to shake your hand in greeting.
- Don’t lean on an applicant’s wheelchair.
- Don’t shout or raise your voice to a person who is hearing impaired.
- Don’t touch or talk to a seeing-eye dog.
- Don’t ask about a person’s disability history.
- Don’t ask about prior workers’ compensation claims.
- Don’t ask how the person became disabled.
- Don’t ask how a person is going to get to work.

APPENDIX 1H

Shared Governance Flow Charts

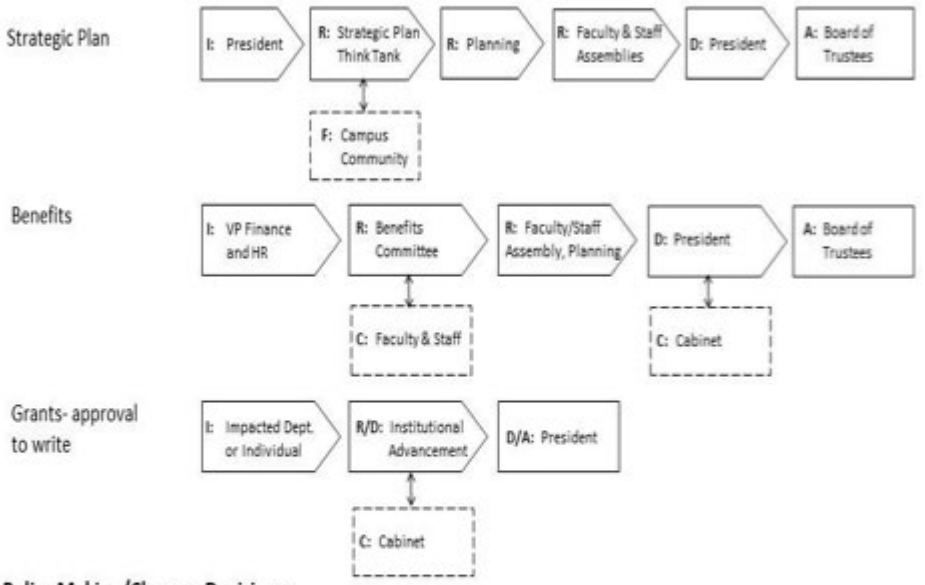
Business-oriented Decisions

Operational Decisions

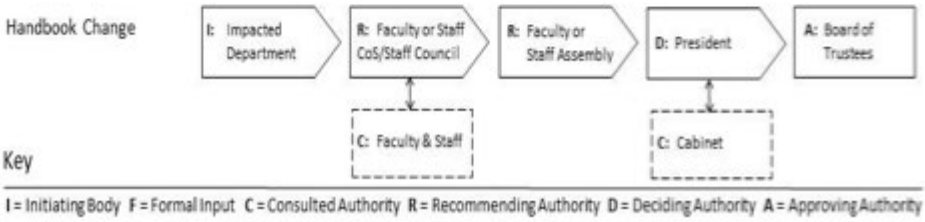


Business-oriented Decisions

Operational Decisions

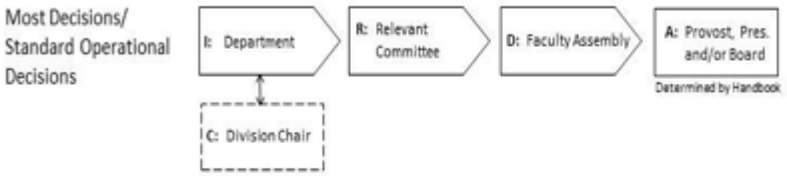


Policy Making/Changes Decisions

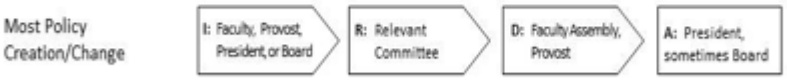


Academic-oriented Decisions

Operational Decisions



Policy Making/Changes Decisions



Key

I = Initiating Body **F** = Formal Input **C** = Consulted Authority **R** = Recommending Authority **D** = Deciding Authority **A** = Approving Authority

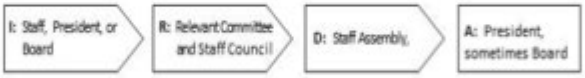
Staff-oriented Decisions

Operational Decisions

Most Decisions/ Standard Operational Decisions

Policy Making/Changes Decisions

Most Policy Creation/Change



Key

I = Initiating Body **F** = Formal Input **C** = Consulted Authority **R** = Recommending Authority **D** = Deciding Authority **A** = Approving Authority

Student Senate-oriented Decisions

Policy Making/Changes Decisions

Key

I = Initiating Body **F** = Formal Input **C** = Consulted Authority **R** = Recommending Authority **D** = Deciding Authority **A** = Approving Authority

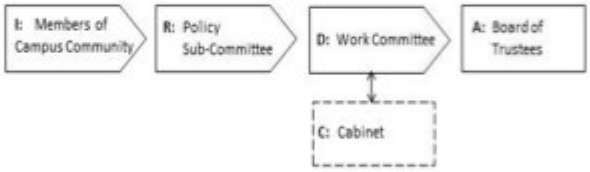
Work Program-oriented Decisions

Operational Decisions

Allocations (tuition bodies and paid hours)

Policy Making/Changes Decisions

Work Program Guidelines



Key

I = Initiating Body F = Formal Input C = Consulted Authority R = Recommending Authority D = Deciding Authority A = Approving Authority

APPENDIX 1I

Volunteer Application

Mission Statement:
Blackburn College volunteers are dedicated to complementing and supplementing BC's mission of providing a coeducational student body with a rigorous, distinctive, and affordable liberal arts education that prepares graduates to be responsible, productive citizens. The Blackburn community values critical and independent thinking, and lifelong learning. The College fosters a sense of service, community, and moral responsibility through its unique student-managed work program, its collegial concept of shared governance, and its faculty/staff mentor relationship with students.

Personal Information:
Dr. • Mr. • Ms. •
First Name: _____ Middle _____ Last Name _____
Permanent Address: _____
_____
Occupation: _____
Organization/Company: _____
Work Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ E-Mail Address: _____

Education:
College(s) and College Major(s):
_____ Year of Graduation: _____
_____ Year of Graduation: _____
_____ Year of Graduation: _____
_____ Year of Graduation: _____

Employment and/or Volunteer Experience:

Year	Organization	Job Placement (Describe briefly)

What motivates you to volunteer for involvement with Blackburn College? Check all that apply:
- **Leadership opportunities**
- **To advance my school/profession**
- **Student recruitment assistance**
- **Professional networking**
- **Social interactions**
- **To assist current students**

• **To assist fellow graduates** • **Continuing education**

Other:

Volunteer Position/Program: _____

Availability:

	MON	TUES	WED	THURS	FRI	SAT	SUN
Morning							
Afternoon							
Evening							

List Three Character and Professional References. At least one must be a professional/volunteer reference. At least one must be a character reference.

Name	Relationship to You	Phone Number

Social Security No. _____-_____-_____ **Driver's License No.** _____
Have you ever been convicted of a misdemeanor or felony? • **Yes** • **No**
If yes, please explain: _____

Emergency Contact Name: _____ **Emergency Contact Phone:**_____

Authorization and Release

I, _____, authorize Blackburn College to collect information from the above references.

I further authorize Blackburn College to conduct a background check on me, which may include a review of sex offender registries and criminal history records. I understand that, if appointed, my position is conditional upon Blackburn College not receiving inappropriate information on my background. I hereby release and agree to hold harmless from liability Blackburn College, its Board of Trustees, faculty, staff and volunteers thereof, or any other person or organization that may provide such information. I also understand that regardless of previous appointments, Blackburn College is not obligated to appoint me to a volunteer position and that if I have misrepresented any information and/or failed to adhere to program guidelines, I may have my application approval withdrawn.

I certify that I am offering my services to Blackburn College on a **volunteer** basis. I understand that I will receive no pay, benefits or privileges of employment of any kind for my services. I further understand that I am not eligible for workers' compensation benefits if I am injured or become ill as a result of my **volunteer** work and am not eligible for unemployment compensation benefits when my **volunteer** assignment ends. I also certify that I have not been promised and have no expectation that I will receive any form of compensation as a result of my **volunteer** work.

I certify that I am (check one):

- not employed by Blackburn College, and will be performing the proposed **volunteer** work for civic, charitable or humanitarian reasons.
- an employee of Blackburn College. The proposed **volunteer** work is in a different occupational capacity from that in which I am employed and I would be performing the **volunteer** work for civic, charitable or humanitarian reasons.

_____	_____	_____
Signature of Volunteer	Printed Name of Volunteer	Date

Approved: _____, President _____ Date

APPENDIX 1J

Blackburn College Physical Plant Work Order System---School Dude

Physical Plant uses a web based work order system for submitting, tracking, and completing all work requests on campus. The system is designed for faculty and staff to create an account (become a Requester) with School Dude so they are able to create a work order and submit it directly through the system. Please view this video link and follow the steps to create an account:

https://help.dudesolutions.com/Content/Documentation/Maintenance/MaintenanceDirect/User%20Roles/Requester/How%20to%20Register%20Log%20in.htm

You will use the account number 766897664 to create your account.

Once your account is created, please use the system to submit all work requests. The Physical Plant Coordinator receives the request through School Dude and then is able to assign the work order to the necessary department. The assigned supervisor is able to make notes as far as completion, deferral with description, and request for more information. The requester is able to check the status of work orders they have created by signing into School Dude. It is very important to add as much detail to the work request when submitting to ensure timely completion of the work.

Work requests need to be submitted through School Dude and not via email or phone.
Emergency work needs to be called in immediately to the Physical Plant Coordinator at 854-5503.

If you have trouble accessing the online tutorial video, you can request a copy of the instructions from Gena Ober via email: gena.ober@blackburn.edu

Feel free to contact Gena Ober or Sam Harding at 854-5503 if you have further questions or need assistance creating an account.

APPENDIX 1K

Conference Rooms/Event Spaces

The following is a list of campus conference rooms and what building they are located in. Please ensure you contact Kim Peterson (kim.peterson@blackburn.edu) if you want to reserve a room.

1. Stuart Conference Room–Woodson Center
This is a large conference room. The tables can be rearranged as needed. The conference room can seat up to 35.

2. President's Conference Room–Woodson Center
This conference room is connected to Stuart Conference room through a door that can be closed. This conference room can seat up to 8 people.

3. Alumni Lecture Hall/Olin 143–Olin
This space is normally used as a classroom. It has fixed tables and fixed seating. This conference room can seat up to 49 people.

4. Olin Lecture Hall/Olin 112–Olin
This space is normally used as a classroom. This is an auditorium style lecture hall, with fixed seating/desks. The room can seat up to 126 people.

5. Lumpkin 120–Lumpkin Learning Commons 24
This is a large classroom that is sometimes used as conference space. The seating can be moved around as needed. The room can seat up to 24 people.

6. Jaenke Conference Room–Anderson Alumni Center
This is a medium sized conference room, with a fixed conference table in the middle of the room. The seats can be adjusted as needed. This can seat up to 14 people.

7. Student Life Conference Room–Demuzio Campus Center
This is a medium sized conference room with removable tables forming a rectangle in the middle of the room. This can seat up to 12 people.

8. ADR–Demuzio Campus Center
This is a large space that contains 9 square/round tables, 6 chairs at each table. This is ideal for a large lunch meeting. The tables can be rearranged or removed as needed.

9. Work Office Conference Room–Demuzio Campus Center
This conference room cannot be reserved without the permission of the Work Office.

APPENDIX 1L

BC Handbook Style Sheet

General Structure and Procedures

- Handbook sections 1-3 are for policies and procedures that need to be vetted and voted on, or determined by an office that institutes policy on its own.
- Appendices are for forms, procedures, etc. that don't need to be voted on; they should not be used to contain policy.
- Faculty Assembly, Staff Assembly, Planning, and any other body that passes new or revised handbook copy should submit that copy to the Office of Human Resources by May 30 of each year. Human Resources is then responsible for making the appropriate handbook changes.
- When a policy is added or revised, it should end with a note indicating that it was added or revised by a given body and include the month and year when the policy was added or revised and by which body/bodies it was approved (when applicable). These notes should be italicized.
- When a policy is removed, the original section number and title should be retained with a note indicating the date of and reason for removal.

Style Matters

Punctuation and language

- Use the Oxford comma.
- Use Chicago style for general spelling, punctuation, and usage.
- Use "they/them/their" instead of "he or she" or "he/she," etc.
- Abbreviated terms should be spelled out on first usage with the abbreviation in parentheses immediately after.
- Capitalize the names of formal bodies, specific titles, and the College.
- Dates in policies for annual or other routine procedures should be [month] [date] (for instance, May 1, February 25). Months can be spelled out or abbreviated with standard abbreviations depending on the context.
- Dates with years should be written with all numerals and hyphenated, [month-full year] (for instance, 5-2018, 2-2023).

Formatting the handbooks

- Policies are numbered according to book first, then hierarchically by policy using numbers to designate subsections (for instance, 1.5 is the fifth major policy heading in handbook 1, 1.5.1 is the first distinct policy within that heading, 1.5.1.1 is the first subsection within that policy, etc.)
- Policy writers should use this standard numbering system when they submit policies for handbook inclusion. The Office of Human Resources should use its discretion when entering policies to ensure that section numbering is consistent with other policies in the handbooks.
- Policies that also exist in other College documents (for instance, in the Student Handbook, in a given department's handbook or other procedural materials, etc.) **must** maintain all original formatting and language in the Faculty and Staff Handbooks. They should begin with a handbook number and title to designate their position, but should have no other renumbering or reformatting done to them **except** that they should be conformed to Times New Roman 12-point font if they are not already in that font.
- Use bulleted lists rather than numbered **unless** the sequence is important to the list **or** the list contains an embedded bullet list.
- In cases where bullet list elements are components of a sequential list of some kind but are not complete sentences, end each list element with a semicolon, **except** for the final element, which gets a period.

- Footnotes should be rare; they should only be used when extended explanations of very specific policy details are necessary. Most footnote-type content can be contained within the main policy text or in an appendix.

Formatting text

- Left justify text throughout, except for appendix titles and text also contained in other College documents that may be centered.
- Times New Roman should be the font throughout.
- Use 12-point font for all text **except** use 14-point for top level headings (for instance, 1.5) and appendix headings, **and** use 8-point for footnotes.
- The numbers and titles of all section headings numbered according to the standard numbering system should be in boldface. Top level headings should also be in a 14-point font and underlined.
- Appendix titles should be centered, boldfaced, underlined, in all capital letters, and in a 14-point font.
- Generally speaking, no other text (except for text also contained in other College documents) should be underlined or in all capital letters.
- Body text should be single spaced except in forms and other instances where additional spacing is useful.
- Citations and links to other sections or appendices in the handbooks should be italicized.
- Notes on policies that indicate when they were passed, approved, revised, or removed should be italicized.

APPENDIX 2A

Annual Summary of Professional Activities
This report constitutes the core of the faculty-wide evaluation process at Blackburn and is intended to emphasize self-assessment of teaching effectiveness and scholarly or professional growth.

The instruments available for reviewing and evaluating teaching effectiveness include, but are not limited to: the Blackburn College course evaluation form, teaching observation forms, course syllabi and assignment prompts, and communications with colleagues. The instruments available for reviewing and evaluating scholarly and professional growth include publications, unpublished research, professional memberships, involvement in symposia and conferences, grant proposals, research and/or reading undertaken as part of course development, and so on.

To that end, please be sure to attach copies of any referenced documents such as syllabi, assignment prompts, and/or evaluation data such as student, peer, and department/division chair feedback. Please also be sure to address each of the section headings in your summary. It is not necessary to provide all student evaluation data.

The Annual Summary of Professional Activity comprises significant qualitative data not just for the reappointment process but also the tenure application. As such, pre-tenure faculty should familiarize themselves with the criteria for tenure, which the Summary is intended to mirror (*see section 2.2.5 of the Faculty Handbook*).

Teaching Effectiveness
As a teaching college, Blackburn values Teaching Effectiveness more heavily than other criteria for tenure. Please discuss actions you have taken in the past year to improve your teaching effectiveness, including why you took those particular actions. In doing so, please comment on the following for each distinct course number taught over the past 12 months:

- Student feedback, including the Course Evaluation Form reports for the past year;
- Results of observation feedback and discussions with your department and the division chair after any class visits during the last year; New or significantly altered course content, teaching methods, course syllabi, and/or assignment prompts

Please comment on the following if relevant:

- Instructional improvement projects funded and results achieved;
- Participation in instructional development programs , and increased attention to teaching and testing at higher cognitive levels.

It is not necessary for you to include specific qualitative data unless you so choose; you should, however, comment on general qualitative feedback.

Scholarly Competence and Growth
Blackburn defines scholarship broadly, recognizing that faculty engage in myriad creative and critical activities. To that end, please discuss academic activities you have undertaken in the last year. These might include, but are not limited to:

- Updates on scholarly and/or creative projects in process;
- Publications, compositions, recitals, participation in juried shows, etc.;
- Presentations and/or attendance at professional and scholarly meetings;
- Grant proposals written;

- Editing or serving as a peer reviewer for a scholarly journal;
- Prizes or awards received;
- Holding office in a professional/scholarly organization;
- Research projects in progress and/or research in support of teaching;
- Graduate degree coursework and/or new content area programs.

Contributions to the College Community

Please include a list of:

- All standing College committees, ad hoc committees, and task forces on which you are serving or have served during the last 12 months;
- Any major committee projects for which you were primarily responsible;
- Special administrative responsibilities;
- Service as division or department chair;
- Special club or group advisorships.

If evaluation data from advisees is available, candidates should address it; they may also wish to reflect generally on their service as an advisor. If work program supervision is a significant part of your service to the College, you can discuss it here. You may also choose to report any significant outside activities such as community service.

Personal Goals

Please include a set of personal goals intended for the improvement of teaching effectiveness and professional development for the year ahead. (Example: Acquisition of new skills and knowledge, implementation of new strategies for teaching, participation in workshops, conferences, or field studies, taking courses at other institutions or appropriate sites, participation in student research projects, focused travel and study, etc.)

Passed by Faculty Assembly 4-2022

APPENDIX 2B

Timetable for Letters of Support or Non-Support for Reappointment and Summary of Professional Activities

	NON-TENURED FACULTY	DEPARTMENT CHAIR	DIVISION CHAIR	PROVOST
Year 1	Summary of Professional Activities: February 1	Support or Non-Support February 14	Support or Non-Support March 1	Meeting March 15 Summary Letter April 1
Year 2	Summary of Professional Activities: November 15 and February 1	Support or Non-Support December 1 March 1	Support or Non-Support December 1 March 1	Meeting before December 15 and March 15 Summary Letter December 15 and April 1
Year 3	Summary of Professional Activities: February 1	Support or Non-Support February 14	Support or Non-Support March 1	Meeting March 15 Summary Letter April 1
Year 4	Summary of Professional Activities: February 1	Support or Non-Support February 14	Support or Non-Support March 1	Meeting March 15 Summary Letter April 1
Year 5	Summary of Professional Activities: February 1	Support or Non-Support February 14	Support or Non-Support March 1	Meeting March 15 Summary Letter April 1
Year 6	Summary of Professional Activities: February 1	Support or Non-Support February 14	Support or Non-Support March 1	Meeting March 15 Summary Letter April 1

The submission dates for the Annual Summary of Activities, which is required of all full-time faculty is as follows:

1. For all non-tenured faculty in tenure track positions, the dates will remain as they are stated in the policy for Reappointment section above.
2. For all tenured members of the faculty, the deadline for submission will be the last day of May.

APPENDIX 2C

Examples of Academic and Scholarly Accomplishment

- All professional publications: books, articles, reports; include a copy and full citation. Non-refereed publications and "vanity press" books and monographs may be given less weight.
- Presentations, readings of papers, recitals, exhibitions, theatrical productions; involvement in symposia, colloquia; participation in juried shows; attendance at meetings of organizations at state, regional or national level; student presentations: include a copy of paper and program.
- Editor or reviewer for journals or manuscripts; referee of publications: include a copy of article with reviewer's name; reviewer for a publisher.
- Participation in summer institutes, symposia, workshops, etc., and enrollment in relevant academic courses for completion of one's own terminal graduate degree. May provide a one-to-two page report on the value of the workshop, etc.
- Grants or equipment received from outside sources; copies of grant proposals pending or not funded.
- Offices held and memberships in professional organizations.
- Acquisition of new concepts, ideas and techniques in area or outside of area of expertise; career changes and expansion or growth to answer needs of College.
- Unpublished research: including status of research, if accepted for publication but not yet published. Submit letter of acceptance; show that this is a new line of research that required learning new techniques: include evidence in support.
- Participation in programs for scholarly and professional self-improvement.
- Creation of new courses and incorporation of new ideas in classes, and explanation of rationale for same.

APPENDIX 2D

Sabbatical Agreement

This agreement made this _____ day of _____ 20_____, by and between BLACKBURN COLLEGE of Carlinville, Illinois, (hereinafter referred to as "College", and _____ of _____, Illinois, (hereinafter referred to as "Faculty Member").

The parties to this agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

Section One
The purpose of this agreement is to establish and bind the parties hereto to a mutually acceptable policy governing the granting of sabbatical leaves for the faculty members of the College.

Section Two
For and in consideration of the faculty member's last _____ years of service to the College, the College does hereby grant said faculty member a sabbatical leave for a period commencing _____, 20___, and ending _____, 20_____. In addition, the College hereby agrees to pay to said faculty member the sum of _____ ($_____) and to maintain in force all fringe benefits to which the faculty member is normally entitled. Said sums shall be paid in accordance with the manner in which the faculty member customarily received the regular annual salary. It is further understood that the faculty member shall not receive any further remuneration from the College, except for the sums set forth herein. However, upon return from the sabbatical leave, the faculty member shall receive the benefit of any salary increases provided during their absence.

Section Three
The faculty member agrees to not take assignments for which he/she receives compensation unless the assignment is directly related to the purpose of the Sabbatical as approved by the College. This provision shall not apply to the acceptance of fellowship awards where services are not required of the recipient.

The faculty member further agrees that upon completion of the term of the sabbatical leave he/she will return to the service of the College for a minimum period of at least one year. Should the faculty member fail to so return, the faculty member shall refund the salary received during the sabbatical to the College within 30 days after completion of the sabbatical leave. Should the faculty member return to the College and resign less than one year after completing the sabbatical leave, the faculty member shall refund to the College, prior to the effective date of the resignation, an amount equal to the portion of the salary received by the faculty member while on leave which is in proportion to the amount of service not actually rendered as agreed.

Section Four
This instrument contains the entire agreement between the parties, and no statement, promises, or inducements made by either party or agent of either party that is not contained in this written contract shall be valid or binding; and this contract may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

Section Five
This agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, and successors of the respective parties.

IN WITNESS WHEREOF, the parties have executed this agreement at Carlinville, Illinois, the day and year first above written.

BLACKBURN COLLEGE, by its authorized agent

_____ _____

President Dated

_____ _____

Faculty Member Dated

_____

Notary Public

_____

Dated

APPENDIX 2E

Oversight and Allocation of Faculty Development Funds

1. Money from the Adams Faculty Development Funds, Faculty Development Endowment Funds, the Mueller Quasi-Endowment Faculty Development Funds, Faculty Travel fund and Accumulated Surplus monies are combined into one Fund, the Faculty Development Fund.
2. Within the general fund, certain monies are designated for specific development activities.
3. Monthly reports on this budget are to be given to the Provost, CAP, and Faculty Assembly.
4. An oversight committee composed of a representative of CAP (chosen by the committee), a representative of Faculty Assembly (chosen by the committee), and the Provost will administer the funds and/or make policy decisions pending approval by the appropriate committees.

Use of Money	Guidelines	Responsible Committee Person	% of Operating Funds
Society/Association Memberships *Each faculty member must belong to at least one association; additional monies may be spent on professional books.	Available money will be divided equally among the full-time faculty each year.	Provost	15% of Operating Budget
Faculty In-Service	One each semester	Faculty Assembly	10% of Operating Budget
Professional Development Activities (*i.e.,* travel, conferences, workshops, etc.)	Full funding for faculty every two years (not to exceed 6% of total fund, excluding registration fees); full funding whenever presenting.	Provost	70% of Operating Budget
Faculty Research Projects	See Faculty Section of the Handbook	Faculty Assembly	50% of endowed funds*
Instructional Improvement	See Faculty Section of the Handbook	Committee on Academic Policy	50% of endowed funds*
Midwest Faculty Seminar Dues	Yearly Dues	Provost	Operating Budget
Faculty Retreat	One Per Year	Faculty Assembly	5% of Operating Budget

***Actual amount will vary according to return on investments, and carry-over from previous years.**

APPENDIX 2F
Teaching Observation Form

Blackburn COLLEGE
Learn. Work. Earn.

Teaching Observation

Instructor	Observer	Course	Date

Criteria for Teaching Effectiveness	Please comment on how candidate meets criteria*
- Demonstrates careful and conscientious preparation. - Uses class time well. - Covers appropriate material in a logical and organized manner. - Demonstrates good written and oral communication skills. - Attempts, as relevant, to provide students with the most current and important material in the field. - Fosters a classroom environment in which students are actively engaged in learning. - Uses instructional approaches that foster higher cognitive abilities (*e.g.,* critical thinking), written and oral communications skills, as well as content mastery.	

General Comments/Summary

* Not all criteria need be observed in a single class session; observers will seek to understand how differences in disciplines and student populations may impact instructor's choices

APPENDIX 2G

Possible Evidence of Criteria-Fulfillment

Teaching effectiveness:

APPENDIX 2H

Blackburn College

Committee on Curriculum and Academic Policy

Non-Standard Format Course Request

New courses or current courses to be taught in a non-standard scheduling format must be approved by CAP. Non-standard courses are those in which the instruction is not distributed evenly or proportionally across the semester or utilize non-traditional methods of delivery. This includes any courses not taught within the standards schedule established by the college, or any course that utilizes online or other distance delivery methods. The number of contact hours for any course should never be fewer than the equivalent of one hour per week during the term for each hour of credit awarded, i.e., 15 hours per semester hour. For every contact hour, there should be an expectation of at least two hours of student preparation.

INSTRUCTIONS: This form and a course syllabus should be submitted to the appropriate division chair. The division chair's signature must be obtained before a request can be considered by CAP.

Date Submitted:

Department:

Submitted by:

Department Chair Signature: _____

Division Chair Signature: _____

COURSE INFORMATION:

SUPPORTING INFORMATION:

1. Explain why a non-standard format is suitable for the subject matter.

2. How will the student be evaluated?

3. Will students go more than four days during the regular semester schedule without being physically present with the instructor in class?
If yes, how will the instructor maintain contact?

4. Does the course cover the same material in the same detail as a comparable standard format course?

APPENDIX 2I

CURRICULUM AND ACADEMIC POLICY COMMITTEE:
PROPOSAL FOR CATALOG COPY CHANGES
(Please answer questions relevant to request)

1. Department: _____

2. Type of Change:

Change to an existing course __ Addition of a new course ___ Change to an existing major ___

Change to an existing minor ___ *Addition of a new major ___ *Addition of a new minor ___

***(If this request is for a new major or new minor, please also complete page 4.)**

3. Course Title: _____ **Credit Hours:** _____

Course Level: 00___100 _____ 200 _____ 300 _____ 400 _____

4. Catalog Copy:

Proposed Catalog Description (50 word maximum)

_____

_____

_____

_____

4.5: Rationale

_____

_____

_____

_____

Provide the updated catalog copy listing the requirements for the major and/or minor.

_____

_____

____

5. When is course to be offered? Each year _____ **Alternate year** _____ **Beginning** FA ___ SP ___

Each semester _____ **1st semester** _____ **2nd Semester** _____

6. Is this course required for a major? _____ Yes _____No

If so, please identify the major(s):

_____

7. Is this course required for a minor? _____ Yes ____No

If so, please identify the minor(s):

_____

8. Show a typical four-year student schedule for the major and/or minor.

9. Does the department propose that this course will meet a General Education Program requirement? Please identify the appropriate Student Learning Objective(s).

Creative Thinking _____

Critical Expression _____

Critical Reading _____

Diversity and Multiculturalism _____

Emotional Intelligence _____

Media and Information Literacy _____

Philosophical and Religious Literacy _____

Physical Education _____

Problem Solving _____

Qualitative Analytical Thinking _____

Quantitative Analytical Thinking _____

Vocation _____

10. Approximate number of students expected to enroll in this course? _____

11. What other academic programs will be impacted by this change? Please pay particular attention to majors and minors for which this class is/may be a supporting course.

_____

_____

_____

_____

12. Has this change been discussed with the identified department chairs of other academic programs that are impacted? _____Yes _____No

Does this change have the support of these chairs? _____Yes _____No

13. Have you verified with the Education department chair that this change will not impact any Teacher Education program at Blackburn? _____ Yes _____No

14. How will this course or new program be staffed? Full-time Faculty ____ Adjunct ____Both

Show a two-year staffing schedule for all faculty impacted by this change (expand as necessary).

Fall Year 1

Course	Faculty	Load Units

Spring Year 1

Course	Faculty	Load Units

Fall Year 2

Course	Faculty	Load Units

Spring Year 2

Course	Faculty	Load Units

15. State what additional supplies, laboratory materials, or equipment, if any, will be required, and estimate their cost.

_____
_____
_____
_____
_____

16. What existing Learning Commons materials will be used for this course? _____
_____

_____
_____

17. What additional Learning Commons materials will be *essential* for this course?

_____
_____
_____

18. Do you expect tutoring to be important for student success in this course? If so, how might it be provided?

_____
_____
_____

19. Do all department faculty support this proposal: _____Yes _____ No

Proposal submitted by: _____ Date: _____

Department Chair

Proposal reviewed by: _____ Date: _____

Division Chair

If new courses are required for the major or minor, please complete pages 1-3 for each new course.

1. **Name of the Proposed New Major or Minor**

_____
(submit a separate page for each new major and/or minor)

2. **State briefly the reasons for adding this program and provide any other information you think will be helpful in considering this course proposal. A survey of other small college program offerings could be helpful.**

_____

_____
_____
_____

3. **Approximately how many students are expected to enroll in this program?**

_____
How did you make this estimate? _____
_____

4. **What other academic programs will be impacted by this change? Please pay particular attention to majors and minors which may compete with this program.**

_____
_____
____

5. **With which department chairs has this change been discussed, and does the change have their support?**

_____
__
_____
__

6. **State what additional supplies, laboratory materials, or equipment, if any, will be required, and estimate their cost.**

_____
_____
__

7. **What existing Learning Commons materials will be used for this program?**

_____
__
_____
__

8. **What additional Learning Commons materials will be *essential* for this program?**

_____
__
_____
__

9. **Do you expect tutoring to be important for student success in this program? If so, how might it be provided?**

_____
_____
__

10. **Do all department faculty support this proposal: _____Yes _____No**

Proposal submitted by: _____ Date: _____

Department Chair

Proposal reviewed by: _____ Date: _____

Division Chair

APPENDIX 2J

Funding for Faculty Research and Development Form

Faculty may seek funding support for a variety of projects, including but not limited to:

- Conference attendance, moderation, or presentation
- Research or development opportunities to enrich teaching or advising the college
- Scientific or social scientific research that may include travel, field experience, or personal development
- Artistic production that may include time or travel to write, perform, or produce various forms of art to one's field of study

All faculty who desire funds for a project must submit a proposal to CAP that includes the following

- An itemized list of all costs, such as transportation, lodging, meals, materials, fees, etc.
- A short description of the event of proposed activity and an explanation of how this will benefit the college (in any capacity)

Dates:
Participants:
Location:
Total Cost:

REMINDER: CAP will use the following criteria (in no particular order) to rank and approve faculty research and development proposals:

- Benefit to the college is clear (benefit may be to students in the classroom, their experience through participation, recognition, for the college, etc.
- Conference attendance versus conference participation through moderation or presentation
- Proposal directly involves and impacts students
- A tangible result from the event or activity, such as publication, certification, award or recognition, etc.
- Clearly articulated potential for professional growth, such as the development of a new skill, competency, or increased knowledge of best practice, etc.
- How recently the applicant received funding.

Description:

APPENDIX 2K

Instructional Improvement Fund Request Form

Faculty may seek funding support for course development or improvement, including but not limited to:

- Purchasing materials necessary to facilitate course development (e.g. reference materials, supplies, subscriptions, licenses, etc.) Textbook purchases (aside from curse reference materials) will not be reimbursed
- Travel funds to obtain materials or information directly applicable to course development (e.g. meeting with professional/experts in areas of course instruction, liaising to gain access to resources etc.)
- Professional training that will translate directly into course development
- Faculty stipend (not to exceed $750) to offset time and effort for course development/improvement that demonstrably exceeds regular preparatory activities;
- Stipends can only be awarded once every three years; funds can be requested at any time for materials, equipment, books, etc.

All faculty who desire funds for instructional improvement funding must submit a proposal to CAP that includes the following information:

- Clear and specific description of the course and proposed areas od development or improvement, including course title, number, frequency of offering, whether or not the courses in Gen. Ed. Course, impact on students across majors/minors, and timeline for application of course improvements.
- Clear explanation of how the proposed course development/improvement will potentially impact student learning or expected student outcomes.
- An itemized list of all costs, such as transportation, lodging, meals, supplies, reference materials, fees, etc.

Criteria

- Benefit to the college is clear. Benefit may be to students in the classroom, their experience through participation, etc.
- Clearly articulated results from the event or activity, such as student networking, the development of a new skill, how the activity impacts course curriculum, competency, or increased knowledge.
- A tangible result from the event or activity, such as a publication, license, certification, etc.

Total $

Description:

APPENDIX 2L

current PTR benchmark group (this is the 2003 one)

1. Salary benchmark group
2. COS/PTR Subcommittee Report on Post-Tenure Review, April 17, 2003 entitled "Post Tenure Review Framework of Principles" Content: Six principles recommended by COS and approved by the Faculty Assembly at its regular meeting on April 17, 2003
3. Proposed revisions to the Faculty Handbook

Institution	Carnegie [1]	Institutional Control[2]	Location[3]	FT, 1st Time Students	FT Faculty	Endowment - in Millions	Workload	Mean Associate Salary (IBHE – 2003)
Blackburn	31	2	Small town	147	35	8.8		$41,500
Clarke	32	2	Mid-sized city	166	81	9.8		$46,900
Columbia (Missouri)	32	2	Mid-sized city	137	48	7.2		$49,000
Culver-Stockton	32	2	Small town	224	57	12.5		$45,000
Eureka	32	2	Urban fringe, mid-sized city	134	36	13.0		$42,300
Greenville	32	2	Small town	242	58	11.9		$42,100
Judson	32	2	Mid-sized city	159	55	5.6		$52,200
Knox	31	2	Large town	300	85	46.9		$48,100
Mac Murray	32	2	Small town	127	43	13.6		$36,800
McKendree	32	2	Urban fringe, large city	278	65	24.7		$47,200
Millikin	32	2	Mid-sized city	637	159	57.5		$50,600
Monmouth	31	2	Small town	279	61	43.8		$50,200
Means				235.83	65.25	21.28		$46,400

1. 22=Master's Colleges & Universities II (awarded >20, <40 master's degrees in a year), 31=Baccalaureate Colleges – Liberal Arts, 32=Baccalaureate Colleges – General, 33=Baccalaureate/Associates Colleges
2. 2=Private, Non-profit
3. 2=Mid-sized City (<=250,000), 3=Urban Fringe – Large City, 4=Urban Fringe – Mid-sized City, 5=Large Town (<=25,000), 6=Small Town (>=2,500, <25,000), 7=Rural (so designated by U.S. Census Bureau)

APPENDIX 3A

Staff Evaluation Form