



## Administrative Procedures

---

**FULL POLICY CONTENTS**

Policy Number: A - 8

Scope	<b>Effective:</b> 8/23/2018
Policy Statement	<b>Last Updated:</b> 10/13/2022
Reason for Policy	
Procedures	<b>Responsible University Office:</b>
Guidelines	<i>Division of Health Sciences at IUPUC</i>
<b>ADDITIONAL DETAILS</b>	<b>Responsible University Administrator</b>
History	<i>Division Head</i>
	<b>Policy Contact:</b>
	<i>Administrative Assistant, 812-348-7250</i>

---

### Scope

All Indiana University (IU) Division of Health Sciences at Indiana University-Purdue University Columbus (Division of Health Sciences at IUPUC) faculty and staff.

---

### Reason for Policy

To provide guidelines to standardize administrative processes within the division.

---

### Procedures

#### **Event Planning and Room Reservations**

All requests for room reservations which are outside of a class's regularly scheduled classroom on the Schedule of Classes need to be sent to the division's Senior Administrative Assistant. The Senior Administrative Assistant will coordinate with the

necessary parties on campus and will notify the faculty or staff member of the room assignment.

Division Head approval is required for special events. Events involving students must be pre-approved through the Division Head. Once approved, the event must be coordinated through the division's Senior Administrative Assistant.

### **Professional Etiquette**

The Division Head should be informed of and copied on business-related correspondence to IUPUC Division Heads or department directors, IUPUC Leadership, and community partners re: new initiatives.

Cellular telephones must be kept on silent during meetings.

### **Travel**

All conference related travel requests should be submitted through Academic Affairs.

All full-time faculty and staff are eligible for mileage reimbursement when using their personal car to travel on university business. This reimbursement would only occur for mileage which exceeds the traveler's daily commute to/from the traveler's home and IUPUC. For faculty and staff who are requesting reimbursement for multiple trips (e.g., between home and clinic sites on various days), travelers must submit their mileage request through Chrome Rivers software.

Travelers should note the policy regarding timing of requesting reimbursements. It can be found at the following URL:

<http://policies.iu.edu/policies/categories/financial/travel/FIN-TRV-3.0-travel-reimbursement-deadline-policy.shtml>. Travelers are encouraged to submit their mileage record forms and travel receipts on a timely basis recognizing reimbursements must be submitted within 60 days of the earliest date of travel per IU policy.

### **Spending and Overload Approval**

All spending of division budgeted monies, including division grant and award monies must be approved by the Division Head. Course overloads must be first approved by the Division Head and IUPUC administration.

### **Fund Development**

Fund development includes both the passive provision for and active solicitation of gifts, whether monetary or in kind, regardless of amount or size of request. All fund development activities are coordinated with and approved by the Division Head and the

IUPUC Office of Development. The Division Head will communicate with the IUPUC Office of Development.

### **Social Media and Public Outreach**

Social media is content created by faculty, staff, or students using accessible, expandable, and upgradable publishing technologies through and on the internet. Examples include, but are not limited to, Facebook, YouTube, Instagram, and Twitter. Public outreach is content created and published on the website, electronic signs, e-mail blasts, text blasts, and print and news media. All social media and public outreach activities are coordinated with and approved by the Division Head. The Division Head will communicate with the IUPUC Office of Communications and Marketing.

### **Clinical Coverage for Faculty Absences**

When a faculty must miss clinical in an emergency situation, every attempt will be made to find coverage. If coverage is not available, the clinical day will be made up.

### **Chain of Command**

Should a faculty or staff member have a concern regarding the division the individual should follow the chain of command steps:

1. First, seek an appointment for a one-on-one discussion with the impacted parties. Those involved will meet promptly to discuss the concern. If the individual is uncomfortable with meeting with the affected parties, either party should contact the Division Head.
2. Following a one-on-one meeting, if the faculty or staff member believes the issue is not resolved, the individual should contact the appropriate director or Division Head to discuss the issue. The director or Division Head will meet with the individual, consider their point of view, and provide direction.
3. Following this meeting, if the faculty or staff member continues to believe an issue is not resolved, the individual should contact the IUPUC Assistant Vice Chancellor for Academic and Student Affairs.
4. Following this meeting, if the faculty or staff member continues to believe an issue is not resolved, the individual should contact the IUPUC Vice Chancellor and Dean.

## **History**

Approved F/S: 8/23/18.

Reviewed at Policy and Procedure Committee 11/19/2019

Approved F/S 12/12/2019

Reviewed by Policy and Procedures Committee 9/28/2022

Approved by Faculty Staff Council 10/13/2022