

Glossary of Terms

Indiana State University Policies and Procedures

Academic Year: “Academic Year” refers to the approximate 10-month period, as determined by the ISU Board of Trustees, beginning each August and ending the following May.

Accrued Vacation: “Accrued Vacation” is defined as vacation that has been earned, but not used.

Alcohol: “Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other molecular weight alcohols including methyl or isopropyl alcohol.

All-University Court: “All-University Court” means any person or persons authorized by the President of the University or his/her designee(s), pursuant to policies established by the University, to determine whether a student or student organization has violated the Code of Student Conduct and to impose appropriate sanctions, including termination of student status or revocation of registration or recognition.

Benefits-Eligible: This term refers to the classes of employees whose position makes them eligible for the University’s benefits programs.

Bicycle: “Bicycle” is defined as including bicycles and other vehicles powered by the individual riding it or by batteries, if the vehicle is of a similar size to a bicycle (e.g., Segways).

Consensual Relationship: “Consensual Relationship” is defined as any freely and mutually agreed to dating, romantic, or sexual relationship between adult individuals.

Controlled Substances (or “drugs”): “Controlled Substances” or “Drugs” refers to any drug or substance whose use is legally prohibited, including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines).

Conversion Coverage: “Conversion coverage” is defined as the purchase of coverage by a separated employee so that coverage in effect when the individual was employed by ISU can be continued after separation, unless such prior coverage would have terminated.

Drugs: “Drugs” includes Alcohol and Controlled Substances.

Employees: “Employees” means faculty, staff, or student employees.

Exempt Staff: Employees who are not members of the faculty and who qualify as being exempt from the overtime rules set forth in the Fair Labor Standards Act, and the related regulations.

Faculty: “Faculty” is defined as Regular Faculty and Temporary Faculty.

Full Benefits: “Full Benefits” is defined as group life/accidental death and dismemberment insurance, group health plan coverage, long-term disability insurance coverage, fee waivers, and retirement benefits.

Full-Time Lecturers: “Full-Time Lecturers” are defined as faculty who:

1. Teach at least a fifteen (15) hour course load each semester, and
2. Teach under either a semester-long contract or a year-long contract.

Guidelines: Written documents that further explain policies/procedures and will be characterized by narrative descriptions and examples that serve as aids in interpreting and plying them.

Instructors: “Instructors” are defined as faculty who:

1. Teach at least a fifteen (15) hour course load, or equivalent, each semester, and
2. Teach pursuant to a contract with a term of anywhere from two (2) to five (5) years or a rolling term.

Intimate Partner Violence: “Intimate Partner Violence” describes physical, sexual, or psychological harm by a current or former partner or spouse and can occur among heterosexual or same-sex couples and does not require sexual intimacy. There are four main types of Intimate Partner Violence, as follows: **Physical Violence** is the intentional use of physical force with the potential for causing death, disability, injury, or harm. Physical violence includes but is not limited to, scratching; pushing; shoving; throwing; grabbing; biting; choking; shaking; slapping; punching; burning; use of a weapon; and use of restraints or one’s body, size, or strength against another person. **Sexual Violence**, which is defined separately in this Glossary. **Threats of physical or Sexual Violence** use words, gestures, or weapons to communicate the intent to cause death, disability, injury, or physical harm. **Psychological/Emotional Violence** involves trauma to the victim caused by acts, threats of acts, or coercive tactics. Psychological/Emotional Violence can include, but is not limited to, humiliating the victim, controlling what the victim can and cannot do, withholding information from the victim, deliberately doing something to make the victim feel diminished or embarrassed, isolating the victim from friends and family, and denying the victim access to money or other basic resources. It is considered psychological/emotional violence when there has been prior physical or sexual violence or prior threat of physical or sexual violence.

Invitees: “Invitees” means any person authorized by the University to engage in University-related activities on University premises, including, but not limited to, independent contractors, consultants, volunteers, individuals employed by outside employment agencies, conference attendees, and persons taking or auditing educational programs.

Judicial Body: *See*, All-University Court.

Member of the University Community: This means any student or employee of the University.

Non-Exempt Staff: Employees who are not members of the faculty and who do not qualify as being exempt from the overtime rules set forth in the Fair Labor Standards Act, and the related regulations.

Normal Retirement Age: The age that is used for benefits planning purposes, and is age 65.

Policy: Written statements or sets of statements that describe principles, requirements, and limitations and will be characterized by indicating “what” needs to be done, rather than how to do it.

Part-Time Lecturers: “Part-Time Lecturers” are defined as faculty who teach from three (3) to twelve (12) hours each semester.

Procedures: Written documents providing specific “how to” information and will normally be developed by the office responsible for administration of a policy.

Regular: When the term “Regular” precedes “Exempt Staff” or “Non-Exempt Staff,” it refers to full-time employees who are not employed on a temporary basis. Employees hired pursuant to grant funds are not considered “Regular.”

Regular Faculty: “Regular Faculty” is defined as tenured faculty, tenure-track faculty, librarians, and “Instructors.”

Repatriation Charges: “Repatriation charges” is defined as those charges to return a corpse to the country of origin.

Sexual Harassment: “Sexual Harassment” refers to the unwelcome imposition of sexual attention, often in the context of a relationship of unequal power. It applies to men and women equally, with regard to both opposite sex and same-sex harassment. “Sexual Harassment” also refers to any conduct, physical or verbal, that is sexual in nature and which has the effect of interfering unreasonably with an individual’s or group’s educational or work performance, or which creates an intimidating, hostile, or abusive educational or work environment. It can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, made by someone from or in the work or educational setting.

Because it is important to safeguard academic freedom and protect the openness and integrity of the teaching process, discussion of sexual topics and the discussion and display of sexually explicit materials and the touching of students in certain classroom settings may well be professionally appropriate and do not necessarily constitute “sexual harassment.” The full context of the actions must be considered.

Sexual Violence: “Sexual Violence” is any sexual act that is perpetrated against someone’s will. It encompasses a range of offenses, including, but not limited to, a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (i.e., threatened sexual violence, exhibitionism, verbal sexual harassment). All types of Sexual Violence involve victims who do not consent, or who are unable to consent or refuse to allow the act. A **Completed Sex Act** is defined as contact between the penis and the vulva or the penis and the anus involving penetration, however slight; contact between the mouth and penis, vulva, or anus; or penetration of the anal or genital opening of another person by a hand, finger, or other object. **Abusive Sexual Contact** is defined as intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person without his or her consent, or of a person who is unable to consent or refuse. **Non-Contact Sexual Abuse** does not include physical contact of a sexual nature between the perpetrator and the

victim. It includes acts such as voyeurism, intentional exposure of an individual to exhibitionism, unwanted exposure to pornography, verbal or behavioral sexual harassment, threats of sexual violence to accomplish some other end, or taking or distributing nude photographs of a sexual nature of another person without his or her consent or knowledge, or of a person who is unable to consent or refuse.

Staff: “Staff” is defined as that group of employees that includes both Exempt and Non-Exempt Staff.

Student: “Student” means all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies. The term also includes those individuals pursuing post-secondary educational institutions other than the University who reside in University resident halls. Individuals who are not officially enrolled are considered to be “Students” for two years after their last active enrollment.

Student Organization: “Student Organization” means any number of persons who have organized a group and who have complied with the requirements of University registration or recognition through the offices of Student Affairs.

Target Salaries: “Target Salaries” utilize a classification/pay range system to normalize salaries within each pay range. Target Salary Adjustments are salary increases that are in addition to annual pay raises and are given for the purpose of normalizing salaries within each pay range. The goal of the Target Salary program is to have all exempt and non-exempt staff who meet performance measures at the midpoint of their pay range within ten years’ time in that position. For those exempt and non-exempt staff who exceed requirements of the position, like having additional relevant education or certifications, may reach the midpoint within three to five years. The Target Salary program was initiated in 2010 pursuant to the ISU Strategic Plan, *The Pathway to Success*, which identified improving faculty and staff compensation as a priority for the University.

Target Salary Adjustments: See Target Salaries.

Temporary Faculty: “Temporary Faculty” consists of “Full-Time Lecturers” and “Part-Time Lecturers.”

University: “University” means Indiana State University.

University Official: “University Official” includes any person employed by the University, performing assigned administrative or professional responsibilities.

University Premises: “University Premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, occupied, or controlled by the University.

Voting Faculty: “Voting Faculty” consists of tenured and tenure-track faculty.

Winter Recess: “Winter Recess” begins Christmas Eve of each year, and ends on December 31 of the same year.

Workplace: “Workplace” means any University premise or other location where an Employee is engaged in University business.