

Faculty Resources Directory

Public Safety

Routine business: 812-464-1845

Emergency: 812-492-7777 from a cell phone or Extension 7777 using USI phones

Campus Warnings/RAVE Alerts: www.usi.edu/public-safety/campus-alerts-and-messaging/

Emergency Information: www.usi.edu/emergency

Other emergency phone numbers: www.usi.edu/public-safety/emergency-phone-numbers/

COVID-19 Information www.usi.edu/covid-19

Key Offices and Units

Academic Calendar: www.usi.edu/registrar/academic-calendar/

Campus Map: www.usi.edu/map/

President's Office: www.usi.edu/president

Provost's Office: www.usi.edu/provost/

College of Liberal Arts: www.usi.edu/liberalarts/

College of Nursing and Health Professions (CNHP): www.usi.edu/health

Pott College of Science, Engineering, and Education: www.usi.edu/science

Romain College of Business: www.usi.edu/business/

Center for Excellence in Teaching & Learning (CETL): www.usi.edu/cetl/

Dean of Students: www.usi.edu/deanofstudents

Disability Resources: www.usi.edu/disabilities

Enrollment Management: www.usi.edu/enrollment-management

Finance and Administration: www.usi.edu/finance-and-administration

Government and Legal Affairs: www.usi.edu/govrelations

Graduate Studies: www.usi.edu/graduatestudies/

Human Resources: www.usi.edu/hr

Rice Library: www.usi.edu/library

Outreach and Engagement: www.usi.edu/outreach

Public Safety (Security): <https://www.usi.edu/public-safety/>

Registrar: www.usi.edu/registrar

Student Affairs: www.usi.edu/studentaffairs

Student Financial Assistance: www.usi.edu/financial-aid/

University Division: www.usi.edu/university-division/

Marketing and Communications: <https://www.usi.edu/marketing-and-communications/>

USI Foundation: www.usi.edu/giving

USI Vision & Mission Statements www.usi.edu/president/vision-mission-statements/

USI Strategic Plan <https://www.usi.edu/strategicplan/>

Faculty Resource Listings Compiled by Unit

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| Center for Excellence in Teaching & Learning (CETL): www.usi.edu/cetl |
| Center for International Programs: www.usi.edu/international/faculty |
| College of Business: www.usi.edu/business/faculty-resources |
| College of Liberal Arts: www.usi.edu/liberal-arts/faculty-resources |
| College of Nursing and Health Professions: www.usi.edu/health/faculty-staff-resources |
| Information Technology (IT): https://www.usi.edu/it/ |
| Online Learning (formerly Distance Learning): www.usi.edu/onlinelearning/faculty |
| Pott College: www.usi.edu/science/faculty |
| Provost's Office: www.usi.edu/provost/faculty-resources |
| Registrar: www.usi.edu/registrar/for-faculty-staff |

General University Resources

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| Academic Calendar: www.usi.edu/registrar/academic-calendar |
| Blackboard: usi.blackboard.com |
| Calendar of Events: calendar.usi.edu |
| Campus Maps: www.usi.edu/visit/map Building Floor Plans: www.usi.edu/facilities/campus-maps-and-floor-plans Virtual Tour: www.usi.edu/tour |
| Directory: www.usi.edu/directory |
| Equity, Diversity, and Inclusion: https://www.usi.edu/equity-diversity-and-inclusion/ |
| eBulletin (Curriculum catalog): bulletin.usi.edu |
| Emergency Information: www.usi.edu/emergency University delays, cancellations, and emergency closings: https://www.usi.edu/emergency/university-delays-cancellations-and-emergency-closings/ |
| Faculty Directory: http://faculty.usi.edu/ |
| Faculty Handbook: www.usi.edu/hr/policy |
| Lactation Room: www.usi.edu/rfw/facilities-services/lactation-room/ |
| myUSI Login for USI Online Tools and Services: my.usi.edu |
| Promotion, Tenure, and Reappointment: www.usi.edu/provost/faculty-resources/personnel-decisions |
| Travel Procurement: www.usi.edu/travel-procurement |
| USI Communications and News: www.usi.edu/news |
| USI Fact Book (institutional data): www.usi.edu/factbook |
| USI Strategic Plan: www.usi.edu/strategicplan |
| USI Today Newsletter: www.usi.edu/usitoday |
| USI Web Sitemap: www.usi.edu/sitemap |

Human Resources/Employee Resources

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| Americans with Disabilities Act (ADA): www.usi.edu/hr/ada/ |
| Directory Information Change: www.usi.edu/directory/information-change |
| Employee Assistance Program: www.usi.edu/hr/benefits/employee-assistance |
| Employee Benefits: www.usi.edu/hr/benefits |
| Employee Discounts: www.usi.edu/procurement/employee-discount-program/ |
| Employee Wellness: www.usi.edu/rfw/wellness/employee-wellness |
| Employee/Faculty Organizations: www.usi.edu/usitoday/employee-organizations |
| Human Resources: www.usi.edu/hr/ |
| Payroll Schedule: www.usi.edu/hr/payroll/schedules/ |
| University delays, cancellations, and emergency closings: https://www.usi.edu/emergency/university-delays-cancellations-and-emergency-closings/ |
| USI Faculty Employee Handbook: www.usi.edu/hr/policy/ |

Information Technology (IT) Resources

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| Blackboard Help: www.usi.edu/it/blackboard-online-help |
| Classroom Equipment: www.usi.edu/it/multimedia-equipment/classroom-equipment |
| Computer Labs: www.usi.edu/it/computer-labs |
| Email Alias Request Form www.usi.edu/it/request-forms/email-alias-request-form |
| IT FAQ for New Faculty and Staff: www.usi.edu/it/new-faculty-staff |
| IT for Faculty and Staff: https://www.usi.edu/it/ |
| IT Helpdesk: www.usi.edu/it/help-desk |
| Laptop & Tablet Check-out for Students: https://usi.libguides.com/technology/students |
| Online Learning Tools (VoiceThread, Zoom, etc) www.usi.edu/online-learning/faculty-resources |
| Outlook Email Help: www.usi.edu/it/outlook-help |
| Software: www.usi.edu/it/software |
| Web Services (websites): www.usi.edu/web |

Faculty Resources

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| Center for Applied Research (CAR): www.usi.edu/outreach/center-for-applied-research/ |
| Center for Excellence in Teaching & Learning (CETL): www.usi.edu/cetl/ |
| Endeavor Student Research Awards: www.usi.edu/endeavor/ |
| Faculty Awards: www.usi.edu/provost/faculty-resources/faculty-awards |
| Faculty Scholarly and Creative Works Reports: www.usi.edu/cetl/scholarship-research/faculty-staff-scholarly-and-creative-works |
| Faculty and Staff Achievements announcements: www.usi.edu/news/achievements |
| Faculty Senate: www.usi.edu/facultysenate |
| Faculty Websites: www.usi.edu/web/faculty-websites |
| Historic New Harmony: www.usi.edu/outreach/historic-new-harmony |
| Innovation Pointe: www.usi.edu/outreach/innovation-pointe/services |
| Internal Awards and Grants: www.usi.edu/ospra/internal-awards-and-grants |

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| Institutional Review Board (IRB): www.usi.edu/ospra/institutional-review-board-irb/ |
| Library (Rice Library): www.usi.edu/library |
| Office of Planning, Research, and Assessment (OPRA): www.usi.edu/planning-research-and-assessment |
| Office of Sponsored Projects and Research Administration (OSPRA): www.usi.edu/ospra |
| Online Learning (formerly Distance Learning): www.usi.edu/onlinelearning |
| Outreach & Engagement (O&E): www.usi.edu/outreach |
| Personnel Decisions (Reappointment, Promotion & Tenure): www.usi.edu/provost/faculty-resources/personnel-decisions |
| Research Policies: www.usi.edu/ospra/research-policies |
| Service Learning: www.usi.edu/outreach/service-learning-program |
| Syllabus Template and University Syllabus Statements: www.usi.edu/cetl/teaching-and-learning/developing-the-syllabus/ |
| University Committees: www.usi.edu/president/university-committees |

Student-Focused Resources

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| Assessment Day: www.usi.edu/planning-research-and-assessment/assessment |
| Athletics: www.gousieagles.com/ |
| Bursar: www.usi.edu/bursar |
| Campus Calendar of Events: calendar.usi.edu/ |
| Campus Housing/Residence Life: www.usi.edu/housing |
| CARE Team: www.usi.edu/deanofstudents/care-team |
| Class Schedules: www.usi.edu/academics/class-schedules |
| Clubs/Organizations: www.usi.edu/student-development/student-organizations |
| College Achievement Program (CAP): www.usi.edu/outreach/cap/ |
| Continuing and Professional Education: www.usi.edu/outreach/lifelong-learning |
| Core 39: www.usi.edu/core39 |
| Counseling & Psychological Services – Faculty/Staff Information: https://www.usi.edu/counseling-and-psychological-services/facultystaff-information/ |
| Counseling & Psychological Services (CAPS): https://www.usi.edu/counseling-and-psychological-services/ |
| Dean of Students: www.usi.edu/deanofstudents |
| Dining Services: usi.sodexomyway.com/ |
| Disability Resources: www.usi.edu/disabilities |
| Endeavor Awards for Research & Creativity: www.usi.edu/endeavor/ |
| Final Exam Schedule: www.usi.edu/registrar/classes/final-exam-schedule |
| Financial Assistance: www.usi.edu/finaid/ |
| Graduate Studies: www.usi.edu/graduatestudies |
| Health Center: www.usi.edu/healthcenter/ |
| Honors Program: www.usi.edu/honors/ |
| Housing and Residence Life: www.usi.edu/housing |
| Human Resources: www.usi.edu/hr/ |
| International Programs: www.usi.edu/international/ |
| Library (Rice Library): www.usi.edu/library |

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| Multicultural Center: www.usi.edu/mcc/ |
| Religious Life: www.usi.edu/religiouslife |
| Scholarships: www.usi.edu/admissions/scholarships |
| Student Affairs: www.usi.edu/studentaffairs |
| Student Code of Conduct: www.usi.edu/deanofstudents/student-conduct |
| Student Government Association (SGA): www.usi.edu/sga/ |
| Student Orientation: www.usi.edu/Orientation/ |
| Student Rights & Responsibilities: www.usi.edu/student-handbook |
| USI Bulletin: bulletin.usi.edu/ |
| USI Communications/News: www.usi.edu/news |
| USI Shield (student newspaper): usishield.com/ |
| USI Social Media: www.usi.edu/socialmedia/ |
| Veteran, Military, and Family Resource Center: www.usi.edu/outreach/veterans |
| Volunteer USI: www.usi.edu/volunteer/ |

Other University Resources

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| BuyUSI: www.usi.edu/procurement/buyusi |
| Campus Store/ Bookstore: usi.bncollege.com/shop/university-southern-indiana-campus/home |
| Creative and Print Services: www.usi.edu/creativeprint/ |
| Dining Services and Catering: usi.sodexomyway.com/ |
| Distribution Services (mail): www.usi.edu/distribution |
| Facilities, Operations, and Planning: www.usi.edu/about/facilities |
| Internal Forms Library: www.usi.edu/forms |
| Outreach & Engagement - Lifelong Learning – Professional Development: www.usi.edu/outreach/lifelong-learning/professional-development |
| Photography & Multimedia: www.usi.edu/photography/ |
| Procurement Services: www.usi.edu/procurement/ |
| Public Safety: www.usi.edu/public-safety/ |
| Recreation, Fitness, and Wellness Center: www.usi.edu/rfw |
| Reserve a Room (Special Events office): www.usi.edu/specialevents/request/form |
| Travel Procurement: www.usi.edu/travel-procurement |
| University Health Center: www.usi.edu/healthcenter |
| USI Brand (logos, colors, letterheads, etc.): www.usi.edu/brand |
| USI Magazine <i>illume</i> : www.usi.edu/magazine |
| USI Promotion (myUSI): www.usi.edu/it/new-employees/communicating-with-students/how-to-post-an-announcement/ |
| USI Promotion (TV monitors): www.usi.edu/it/request-forms/yodeck-system-request-form/ |
| USI Social Media: www.usi.edu/socialmedia/ |

University Policies and Procedures

Employee Policies

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| Americans with Disabilities Act (ADA): www.usi.edu/hr/ada/ |
| Child Protection: www.usi.edu/riskmanagement/child-protection-policy/ |
| Civil Rights & Sexual Misconduct: www.usi.edu/media/5617115/crsm-policy-818-update-2.pdf |
| COVID-19 Related Policies and Procedures: www.usi.edu/covid-19/ |
| Drone Policy: handbook.usi.edu/sites/default/files/pdf/academic_page/drone-unmanned-aircraft-use-policy.pdf?1599760332 |
| Information Security Policy: www.usi.edu/it/policies |
| News Media Policy: www.usi.edu/news/news-media-policy |
| Research Policies: www.usi.edu/ospra/research-policies |
| Sexual Harassment: handbook.usi.edu/sexual-harassment-policy |
| Title IX, Sexual Assault & Gender Violence: www.usi.edu/sexual-assault-prevention-and-response |
| Tobacco-free Policy: handbook.usi.edu/tobaccofree-policy |
| Travel Policies & Procedures: www.usi.edu/travel-procurement/university-travel-policy/ |
| USI Faculty Employee Handbook: www.usi.edu/hr/policy/ |
| Website Privacy Policy: www.usi.edu/web/privacy |

Student Policies

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| Administrative Appeals: www.usi.edu/registrar/academic-records/administrative-appeals |
| Admissions Texting Policy: www.usi.edu/policies/admissions-texting-policy |
| Class attendance: www.usi.edu/registrar/classes/class-attendance |
| Classifications: www.usi.edu/registrar/classes/classification |
| Class load/overload: www.usi.edu/registrar/classes/class-load |
| Course repeat policy: www.usi.edu/registrar/classes/course-repeat-policy |
| Grading system: www.usi.edu/registrar/grades-grading-policies/grading-system |
| Graduation requirements: www.usi.edu/registrar/graduation |
| Privacy/FERPA: www.usi.edu/registrar/academic-records/privacy |
| Progress reports (midterm grades): www.usi.edu/registrar/grades-grading-policies/progress-reports-midterm-grades |
| Schedule changes (add/drop): www.usi.edu/registrar/schedule-changes |
| Sexual Assault & Gender Violence: www.usi.edu/sexual-assault-prevention-and-response |
| Student directory shared information: www.usi.edu/registrar/academic-records/privacy/shared-information |
| Standards of progress: www.usi.edu/registrar/grades-grading-policies/standards-of-progress |
| Student Code of Conduct: www.usi.edu/deanofstudents/student-conduct |
| Student grievance procedure: https://www.usi.edu/deanofstudents/policies-procedures-and-community-standards/#AcademicAffairsStudentGrievanceProcedures |
| Student Rights and Responsibilities: bulletin.usi.edu/content.php?catoid=1&navoid=15 |
| Transfer credit policy: www.usi.edu/registrar/transfer-credit |
| Withdrawal/Schedule changes: www.usi.edu/registrar/schedule-changes |

Contact Information

| Office | Location | Telephone # |
|---|--------------------------------|--|
| Center for Applied Research | UC East 2258 | 812-228-5094 |
| Center for Excellence in Teaching & Learning (CETL) | UC East 2260 | 812-461-5476 |
| Counseling and Psychological Services (CAPS) | Orr Center 1051 | 812-464-1867 |
| Custodial Services | Physical Plant Center | 812-465-7111 |
| Dean of Students (DOSO) | UC East 1229 | 812-464-1862 |
| Disability Resources | Science Center 2206 | 812-464-1961 Text: 812-470-8266 (HI/deaf /CD only) |
| Graduate Studies | Orr Center 1060 | 812-465-7015 |
| Human Resources (HR) | Forum Wing 166 | 812-464-1815 |
| Information Technology (IT) | Forum Wing 41 | 812-465-1080 |
| Online Learning | Forum Wing 29 | 812-465-1010 |
| OPRA/OSPRA | Wright Administration 104 | 812-465-7000 |
| Outreach & Engagement | UC East, 2 nd level | 812-464-1989 |
| Photography & Multimedia | Publishing Services Center | 812-465-7130 |
| Provost's Office | Wright Administration 103B | 812-465-1617 |
| Public Safety | Public Safety Building | Routine business: 812-464-1845 Emergency: Extension 7777 Emergency: 812-492-7777 |
| Rice Library | Rice Library | 812-464-1913 |
| Registrar | Orr Center 1075 | 812-464-1762 |
| Student Affairs | Wright Administration 104 | 812-464-1757 |
| Travel Procurement | Support Services Bldg | 812-465-1058 |
| University Division | Education Center 1142 | 812-465-1606 |