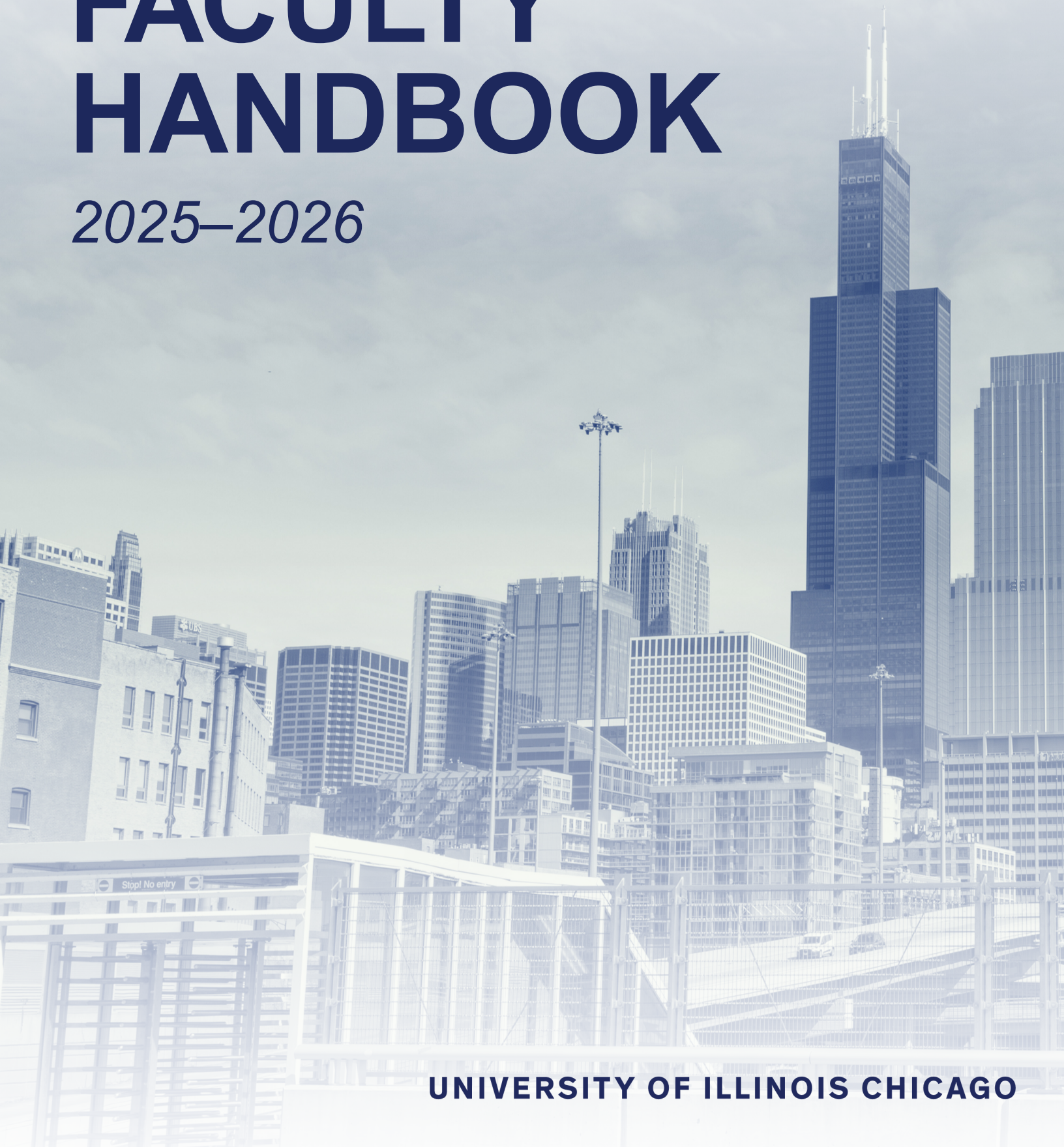




**SCHOOL OF
THEATRE AND MUSIC**

FACULTY HANDBOOK

2025–2026



UNIVERSITY OF ILLINOIS CHICAGO

FACULTY HANDBOOK

ESSENTIAL INFO FOR FACULTY

Bookmark these!

U OF I SYSTEM HR PORTAL: www.hr.uillinois.edu/myinfo

Access your NOA, tax forms, pay statements, update your personal info.

U OF I SYSTEM APPS PORTAL: <https://apps.uillinois.edu/>

Submit expense reports, timesheets, access hub for UIC apps

UIC ACADEMIC PORTAL: www.my.uic.edu

View course schedules, course rosters and submit grades

UIC HR BENEFITS AND POLICIES: <https://hr.uic.edu/employees/>

View labor agreements, leaves of absence, information about employee benefits

UIC THEATER AND MUSIC FACULTY BOX FOLDER: [click here](#) / go to <https://uofi.app.box.com/>

Access the faculty handbook, Annual Responsibilities deadlines and instructions; Purchasing, Payment, Reimbursement FAQ; Agendas and Documents presented at the All STM Meetings; contact lists; frequently asked questions, frequently requested document templates.

FACULTY RESOURCES - <https://theatreandmusic.uic.edu/resource-center/>

FACULTY AND STAFF PROFILES - <https://theatreandmusic.uic.edu/people/>

UIC SAFE APP - <https://ready.uic.edu/toolkit/uic-safe-app/>

MAILING ADDRESS

Main office: 1040 W. Harrison Street, ETMSW building, room L260, MC255, 312-996-2977

Theatre box office: 1044 W. Harrison Street, UIC Theatre building, room L200P, 312-996-2939

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STAFF & ADMIN CONTACT LIST

Contact Name	Contact Duties	Location	Phone #	Email
Officer on Duty	Emergency (After 911 if Medical)	943 W Maxwell	(312) 355 - 5555	uicpd@uic.edu
	UIC Police Non-Emergency		(312) 996 - 2830	
Zayla Carter	STM Technology Coordinator	L471A	(312) 413 - 8773	zayla@uic.edu
Tech on Duty	Campus Tech Solutions		(312) 413 - 0003	it.uic.edu/support/
Jahnvi Patel + Staff	CADA IT Helpdesk	103 Jefferson + Henry	(312) 413 - 3673	cadait@uic.edu
Christine Dunford	Director	L250	(312) 413 - 7642	cdunfo1@uic.edu
Amy Sinclair	Human Resources/ Payroll	L404	(312) 413 - 1058	asincl3@uic.edu
Yazmin Torres	Accounting/ Finance		(312) 355 - 6756	ytorre9@uic.edu
Brent Talbot	Head of Music	L244	(312) 966 - 8686	btalbot@uic.edu
Yasen Peyankov	Head of Theatre	L022	(312) 413 - 2114	yasenp@uic.edu
Leda Robinson	Facilities/ Operations/ Keys/ Scheduling/ Swipe-Card Access	Main Office L260		ledar@uic.edu
Gavin Schultz	Marketing/ Communications		(312) 413 - 7449	gschultz@uic.edu
Ben Kenis	MUS Admissions, Recruitment		(312) 413 - 1735	bkenis2@uic.edu
Lisa Tang	Student Advising/ Student Services		(312) 413 - 2438	ltang9@uic.edu
Alyana Bell	Music Programs Coordinator	L033		abell08@uic.edu
Neal McCollam	Front of House Box Office/ THTR Admissions/ Recruitment	L284	(312) 996 - 3991	nealmac@uic.edu
Donna Bachman	Theatre Production Manager	L232	(312) 996 - 5287	donnab@uic.edu
Hannah Holmes-Robins	Theatre Technical Director	L464		hholmesr@uic.edu

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GENERAL CAMPUS, OFFICE AND ACADEMICS

(Amy Sinclair)

Net ID/Password

As part of the onboarding process, you will be given a NetID. The NetID is a public identifier used to access the UIC network and all campus-based online services like email, Blackboard, Wifi and computer labs. Your NetID is also used to access most authenticated University of Illinois networking services including Human Resources. Our college technology office has been informed of your hire and will contact you directly to assist you in activating your email address and any additional technology needs. You will need to set up an Exchange O365 account. Be on the lookout for their email. If you have any immediate questions, please let Amy know. You should always use your UIC email address for any UIC-related communication.

University Identification Card

To obtain an i-card, present a photo identification (i.e., driver's license) at the ID Center located in Student Center East, 750 S. Halsted near the UIC Bookstore. For additional information, call them at (312) 413-5940 or go to their website: <https://idcenter.uic.edu/> You can use your i-card for borrowing materials from the library, building access after-hours, and parking.

Parking

Paid parking is available to faculty, staff, and students during fall, spring, and summer semesters. For those who drive to campus only occasionally, cash lots are available. For access, you will need to already have your i-card.

Parking Services is located in Student Center East (Halsted). Call them at (312) 413-9020 for additional information or go to their website: <https://parking.uic.edu/>

The School of Theatre and Music is located in the ETMSW building, 1040 W. Harrison Street, 60607, lower level. The ETMSW building is located on the NW corner of Harrison and Morgan Streets.

Parking lots closest to ETMSW are:

- Harrison and Racine Parking Structure (next to the Credit Union 1 Arena, west of ETMSW) Lot #11 (just west of ETMSW)
- Lots 1A and 1B (south of 11 and the Harrison and Racine Parking Structure on Harrison Street)

Passwords

Passwords must be changed every year. If your password expires, or if you forgot your password or netID, Click here: <https://identity.uillinois.edu/>

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SET UP YOUR OFFICE AND COURSES

Office assignment and keys see Leda.

Building swipe card access (requires an i-card). See Leda.

Office phone and voicemail if necessary. See Leda

Copy machine/ printer use see Zayla.

Mailbox assignment if necessary. See Amy.

Order textbooks at UIC Bookstore, if necessary. Call (312) 413-5500 or email uic@bkstr.com

Classroom equipment confirm NetID is setup to login to classroom computers. See Zayla

COURSE SCHEDULES, ROSTERS, GRADES, PLAGIARISM TOOLS, AND ICLICKERS

Course Schedules

To see the schedule of classes, visit my.uic.edu. Sign in, and find the [XE Registration/View Classes module](#). Use this to verify your classes are correct and see the enrollment. You can also look at enrollments from previous semesters.

Step 1: Click “XE Registration/View Classes”

Step 2: Click “Browse Classes”

Step 3: Select the “Term” (semester and year)

Step 4: Enter the Subject (Theatre or Music)

Step 5: Enter the Course Number

Rosters and grades

For student rosters and entering grades, log into my.uic.edu and scroll down to find “Class Rosters” and “Grade Entry” portals.

Plagiarism tools

UIC is subscribed to [iThenticate](#), a plagiarism detection software that is more sophisticated than SafeAssign on Blackboard. It is able to compare manuscripts against more databases, and allows more selective controls of how matching content is displayed. iThenticate is for faculty and grad /PhD students who need to review written works. Students in your class will not be able to use it unless you want them to use it to process their papers for plagiarism. If you want to have students upload and review their papers before submission, we recommend using SafeAssign on Blackboard. The UIC Graduate College requires all graduate thesis papers be screened through iThenticate. The university is granting access on an individual request basis. You can learn more about iThenticate features on the Graduate College website. If you would like access, email James Kollenbroich, jkolle1@uic.edu.

iClickers

iClicker is a classroom response system that instantly provides feedback from students and posts students’ answers to the questions posed by their instructor(s). It is also a useful tool for instructors to take attendance in large classes. To learn more about this feature, visit the [iClicker](#) site.

LAB OR COURSE FEES (Yazmin Torres)

Most or all general education courses and some STM courses have course fees (also called lab fees) associated with them to help pay for the cost of specialized instruction. As an instructor, you may be able to purchase resources required for instruction such as to purchase music, bring in a guest lecturer, or buy tickets to a performance. If you are interested in doing something like this, please make a request to Amy, ideally before the semester starts, to see how much is available, if any.

All general education courses, and many STM courses, should require students to attend at least one music or theatre event each semester whenever possible. If you have difficulty identifying an appropriate event, consult the head of music/theatre.

TECHNOLOGY SUPPORT (Zayla Carter/CADA Technology)

Zayla Carter	CADA IT College of Architecture, Design, and the Arts	AIMS Administrative Information Technology Services	LTS Learning Technology Solutions
Can help with... Classroom computers Audio Equipment Video Equipment Projectors Other Music/Theatre specific tech Basic Printing Problems Guest access to WiFi Recording Performances Zoom FaCT-Eligible Computer ordering and Repairs	Can help with... Advanced Printing UIC or Personal Computer Issues NetID and Password VPN Issues with: Box, Microsoft Suite, Adobe Suite, Google Suite FaCT-Eligible Computer ordering and Repairs	Is available 24/7 for... Urgent and off-hours technology support	Support is available for... Learning new technologies to enhance teaching and learning. LTS Offers 1:1 support, trainings, webinars, and other educational resources including: Blackboard, Gradescope, iThenticate, Grammarly, SafeAssign, Respondus, iClicker, Qualtrics, Google Forms, Acadly, and many more
zayla@uic.edu AV/Tech Office: L471 and L471A	cadaite@uic.edu 312-413-3673 Start a helpdesk ticket: Form or email Book an in-person or virtual appointment: booking calendar	Start a helpdesk ticket: form Technology Solutions (312) 413-0003 ithelp@uic.edu	https://learning.uic.edu/ LTS@uic.edu

Trouble Logging In? (email, blackboard, etc.)

- Activate your NetID: <https://help.uillinois.edu/TDClient/37/uic/Requests/ServiceDet?ID=707>
- Activate 2-factor authentication: <https://help.uillinois.edu/TDClient/37/uic/Requests/ServiceDet?ID=696>
- Once your netID and 2-factor authentication are activated, and you continue to not be able to log-in, the best way to get assistance with your question is to reach out to the AITS Service desk. They typically help you right away by phone and get back to you before the end of the day by email: servicedesk@uillinois.edu (312) 996-4806

Blackboard Support

<https://uic.blackboard.com/> For Blackboard support call Campus Technology Solutions 312-413-0003.

Learning Technology Solutions (LTS) at UIC provides great resources and one-on-one sessions with Blackboard experts to help with structuring your Blackboard courses. <https://learning.uic.edu/contact/lts-support-team/>

Schedule an appointment:

- 312-413-0003, option 1 (They are very helpful. You can call them with issues beyond Blackboard).
- LTS@uic.edu
- LTS Regular Schedule: Monday through Thursday, 7:30 am-9:00 pm Friday, 7:30 am-7:00 pm

Adobe Licenses

If you encounter an error message regarding an expired Adobe license, please follow the steps below:
Purchase the license [here](#) (should be free). Please allow a couple of hours for permissions to propagate.
Log out of Adobe Creative Cloud, reboot your machine, and log back into Adobe Creative Cloud.

Audio recording of music performances

Contact Zayla

Theatre tech issues

Contact Donna.

COMMUNICATIONS AND MARKETING (Gavin Schultz)

Our goal is to produce inspiring content that can reach our prospective students, alumni, and UIC community. For assistance or advice on marketing or communications, contact Gavin. For the following information and resources see the "[Communication and Marketing](#)" section of the "resources" pages on the STM website.

[Website Profile](#)

It is important that information on the School website is accurate and up to date. New faculty and staff, please send the following to Gavin so that we can add your profile to the website: Bio (including education), high-resolution headshot, courses taught, and official title

[News/Event](#)

Have a newsworthy story or event about you, a student, or alum? Suggest a feature for our communication platforms [here](#).

[Photo Consent Forms](#)

Before capturing any images of students, please review UIC's policy on photography, video and media [here](#). See Gavin if you have any questions.

[Marketing Materials Policy](#)

No marketing or communication (poster, flyer, banner, social media post, etc.) may be created or distributed without first speaking with Gavin.

[Logos/Graphic Design](#)

All materials that use the STM logo, the UIC Logo or the UIC School of Theatre and Music branding must be approved by Gavin before publication/production. Please reach out to Gavin for all design and marketing requests.

[Website Edits](#)

Suggest a website edit by emailing Gavin.

[Email Signature](#)

Faculty and staff must use the standard STM email signature below and here. Do not include personal websites or social media sites in your UIC signature. However, you may include links to reviews or recordings of specific current scholarly or creative work as well as notices about performances, publications, etc.

UIC Instructions, [Click Here](#)
[How to create an email signature on Outlook](#)
[How to create an email signature on Gmail](#)

(Sample)
First Name Last Name
Official University Title
Pronouns: (optional)
School of Theatre and Music
College of Architecture, Design, and the Arts
E: emailname@uic.edu
P: 000-000-0000
W: <https://theatreandmusic.uic.edu>
1040 W Harrison St | ETMSW, MC 255 | Chicago, IL 60607

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BENEFITS AND COMPENSATION

(Amy Sinclair)

[Changes to Your Personal Information in UIC's HR System](#)

If you have additional information or changes you need to make to your personal information (name, banking information, address, education, etc.), go to: <https://www.hr.uillinois.edu/myinfo> and click the "My Profile" tab.

[Earnings Statement](#)

To check your pay stub online, go to: <https://www.hr.uillinois.edu/pay>

Click on the "Earnings Statement" link. Click on "Access Earnings Statement"

If you do not have 2FA authentication set up, you must if you are off-campus. See FAQ page 7. It may ask you to log in with your Enterprise ID. Enter your PIN #. If you have not yet set this up, click on the "Your PIN" link. You can also find your withholding information and pay schedules here.

[Paychecks](#)

All paychecks are issued to employees via direct deposit into a bank account. Employees who are paid monthly, receive a paycheck on the 16th of each month. Payments are pro-rated for partial months of employment. Employees who are paid bi-weekly are paid on the second Wednesday following the end of a pay period. Hourly employees must complete bi-weekly timesheets on-time in order to receive payments on-time. [Download the university payroll schedule.](#)

[Timesheets](#)

Hourly employees submit timesheets every-other Friday. Electronic payments are received on the 8th business day (Wednesday). See Amy for questions about timesheets and due dates.

How to submit your timesheet <https://apps.uillinois.edu/>

1. Click on the "Student and Faculty Self Service" link
2. Click on the "University of Illinois at Chicago (UIC) link to log in Click on "Employee"
3. Click on "Time Sheet"
4. Click on "Access my timesheet"

[Benefits](#)

All eligible employees (those with appointments of 50% or above) are covered by insurance starting the first day of your contract. New employees have 30 calendar days from their hire date or benefit eligibility date to elect health, dental, life, and dependent coverage or make an election to opt out if full-time, or waive coverage if part-time. Please visit [University of Illinois Benefits](https://www.hr.uillinois.edu/benefits) (<https://www.hr.uillinois.edu/benefits>) for full details. Also see [MyBenefits FAQ](https://www.hr.uillinois.edu/benefits/segip/mybenefitsFAQ) (<https://www.hr.uillinois.edu/benefits/segip/mybenefitsFAQ>).

You are encouraged to attend a Benefits Overview Orientation Session which provides an overview of State and University insurance and benefit plans. A half day [benefits information session](#) provides detailed benefits information and necessary enrollment forms to help new employees select benefits that best fit their needs. There are shorter sessions and/or a [PDF guide available at the UIC Employee Benefits website.](#)

Note that your contract start date is different from the first day of class. If you do not make your selections or OPT-OUT/Waive within the first 30 calendar days you will be defaulted into Quality Care Health and Dental.

If your appointment is less than 100%, you will be responsible for a pro-rated portion of state costs for your insurance in addition to the monthly employee contribution. Please refer to the [University Benefits SEGIP](https://www.hr.uillinois.edu/benefits/segip) website for more information (<https://www.hr.uillinois.edu/benefits/segip/parttime>).

For information on discounts you receive as being a UIC faculty member, scroll toward the bottom of the page and look under “[Other](https://www.hr.uillinois.edu/benefits/worklife/discounts)” (<https://www.hr.uillinois.edu/benefits/worklife/discounts>).

State Universities Retirement System (SURS)

For eligible employees, SURS participation begins on your first day of employment and requires a mandatory contribution to the retirement plan. Eight percent (8%) of your gross earnings is automatically deducted from your paycheck. The university contributes a percent of your salary into your retirement account. The contributions you make to SURS will not be subject to Federal taxes until you begin to withdraw funds following your retirement. Qualified distributions are not taxed by the State of Illinois. For further information on the taxation of SURS distributions, please visit the State Taxation of Retirement Income page.

SURS and Social Security

Federal Social Security does not cover University of Illinois employees eligible for SURS because the University does not contribute to the Social Security System. No Social Security taxes are withheld from your earnings. The only way to receive Social Security retirement benefits is if you have worked for other employers who have contributed to the Social Security System. However, under the Social Security law, there are two ways your SURS pension may affect or reduce any Social Security benefit. Please carefully read the Statement Concerning Your Employment in a Job Not Covered by Social Security.

For more information on SURS, on the Benefits page and scroll down to the header “SURS.”

Time Off and Leave-of-Absence

Faculty get a variety of time off options. However, faculty are generally eligible for sick leave but do not receive vacation time. Please look at the “[leave](https://www.hr.uillinois.edu/leave)” benefits page (<https://www.hr.uillinois.edu/leave>) to learn more.

FACULTY EXPECTATIONS, POLICIES, AND PROCEDURES

(Amy Sinclair)

As a faculty member of UIC — including adjunct instructors and teaching associates — there are many trainings, reports, and responsibilities that you are required either by state law or by STM policy to complete annually or biennially. Click the image below for a complete list, with instructions and links. Please watch for these in your UIC email and respond promptly. Ask Amy if you have questions. Failure to complete some of these results in punitive action.

ANNUAL and PER-SEMESTER RESPONSIBILITIES

	Faculty	Staff	Student Workers	Who is Responsible for Completing this Task or Attending this Meeting?	Task	Frequency	Date/Deadline(s)	Link	Description
FALL SEMESTER	YES	YES		All Faculty are welcome to attend. Staff and Student Workers are required to attend.	Attend Fall All STM Meeting	Three meetings per academic year	August 21, 1-3pm	see email for more information	
	NEW			New Faculty	New Faculty Orientation	Offered once per semester	August 21, 12-12:45pm	see email for more information	
	YES			All Faculty, including Teaching Associates	Submit Syllabi, Final Exam, and Current CV/Resume	By 10th day each semester	9/5/25	Upload Music syllabi to this Box folder: https://uic.app.box.com/folder/166481807426a62070565d1239e Upload Theatre syllabi to this Box folder: https://uic.app.box.com/folder/166481807426a62070565d1239e	All faculty in the UI system are required to submit a copy of the syllabus for each course taught (any course that awards a credit or that appears on a transcript requires a syllabus). Note: the university requires that you keep records of student word and grades for 2 years from the end of the academic term (grade lists can be shredded after 1 year). Documents are confidential and should be shredded. Contact Amy for instructions.
	SOME*			Faculty and Staff that request One Time Payments and other payments to people	One-Time Payment Requests: vendors, employees, non-employees, graders, guest artists/lecturers/performers/presenters, substitute instructors, students, etc.	By 10th day each semester	9/5/25	https://docs.google.com/forms/d/1H5K34met8T5p0079F6g83F9pC3mfuz0Ck4T0dYANd1T3ag-0t4ng	Step 1: Open the 1st tab at the bottom of the page: "Request to Pay People (for services they provide)" Step 2: Enter all the information requested, one payee per line Any checks this document/hab regularly. Please enter all anticipated payments for the semester by 10th day of the semester (September 5th). If you are not able to confirm all of the details by this deadline, enter "not confirmed" in column A. More information can be found in the Faculty Box folder or your email 8/25/25 FROM CHRISTINE - PLEASE READ: Reimbursements/ Payment Requests to Pay People P - + T-cards Important protocols have changed!
	SOME*			Faculty teaching a gen-ed with enrollment <u>less</u> 50 students	Graders	By 10th day each semester	9/5/25	https://docs.google.com/forms/d/1H5K34met8T5p0079F6g83F9pC3mfuz0Ck4T0dYANd1T3ag-0t4ng	Step 1: Open the 1st tab at the bottom of the page: "Request to Pay People (for services they provide)" Step 2: Enter all the information requested, one payee per line Any checks this document/hab regularly. Please enter all anticipated payments for the semester by 10th day of the semester (September 5th). If you are not able to confirm all of the details by this deadline, enter "not confirmed" in column A. More information can be found in the Faculty Box folder or your email 8/25/25 FROM CHRISTINE - PLEASE READ: Reimbursements/ Payment Requests to Pay People P - + T-cards Important protocols have changed!
	YES	YES	SOME*	Employees: All Faculty, All Staff, and Student-Workers whose job is related to a research project funded by a grant	Conflict of Commitment and Interest: COI	Annual	October, deadline TBA	https://research.uic.edu/compliance/coi/	State law requires faculty and staff to disclose any potential conflicts of commitment and/or interest; must list all non-UIC employees, etc.
	YES	YES	YES	All Employees: Faculty, Staff, and Student-Workers	Ethics Training	Due October 31st, Annual - Opens October 1st	October, deadline TBA	https://rms.apps.uic.edu/	This training is mandatory for all employees in order to comply with the State Officials and Employees Ethics Act. For more information, please contact the University Ethics Office at ethics@uic.edu
	SOME*	SOME*		Faculty with Appointments Over 50%, Staff with Academic Professional (AP) positions	Report Sick Time Usage	By last day of each semester	12/31/25	https://apps7.admin.uic.edu/app/	Contact your department head, Christine, Amy, and your students, asap if you are ill. You will need to submit sick time use report at the end of the semester.
	YES	YES		All Faculty are welcome to attend. Staff and Student Workers are required to attend.	Attend Winter All STM Meeting	Three meetings per academic year	December, TBA	see email for more information	
	NEW			New Faculty	New Faculty Orientation	Offered once per semester	January, TBA	see email for more information	
SPRING SEMESTER	ALL			All Faculty, including Teaching Associates	Submit Syllabi, Final Exam, and Current CV/Resume	By 10th day each semester	12/29/26	Upload Music syllabi to this Box folder: https://uic.app.box.com/folder/166481807426a62070565d1239e Upload Theatre syllabi to this Box folder: https://uic.app.box.com/folder/166481807426a62070565d1239e	All faculty in the UI system are required to submit a copy of the syllabus for each course taught (any course that awards a credit or that appears on a transcript requires a syllabus). Note: the university requires that you keep records of student word and grades for 2 years from the end of the academic term (grade lists can be shredded after 1 year). Documents are confidential and should be shredded. Contact Amy for instructions.
	SOME*			Faculty and Staff that request One Time Payments and other payments to people	One-Time Payment Requests: vendors, employees, non-employees, graders, guest artists/lecturers/performers/presenters, substitute instructors, students, etc.	By 10th day each semester	12/29/26	https://docs.google.com/forms/d/1H5K34met8T5p0079F6g83F9pC3mfuz0Ck4T0dYANd1T3ag-0t4ng	Step 1: Open the 1st tab at the bottom of the page: "Request to Pay People (for services they provide)" Step 2: Enter all the information requested, one payee per line Any checks this document/hab regularly. Please enter all anticipated payments for the semester by 10th day of the semester (September 5th). If you are not able to confirm all of the details by this deadline, enter "not confirmed" in column A. More information can be found in the Faculty Box folder or your email 8/25/25 FROM CHRISTINE - PLEASE READ: Reimbursements/ Payment Requests to Pay People P - + T-cards Important protocols have changed!
	SOME*			Faculty teaching a gen-ed with enrollment <u>less</u> 50 students	Graders	By 10th day each semester	12/29/26	https://docs.google.com/forms/d/1H5K34met8T5p0079F6g83F9pC3mfuz0Ck4T0dYANd1T3ag-0t4ng	Step 1: Open the 1st tab at the bottom of the page: "Request to Pay People (for services they provide)" Step 2: Enter all the information requested, one payee per line Any checks this document/hab regularly. Please enter all anticipated payments for the semester by 10th day of the semester (September 5th). If you are not able to confirm all of the details by this deadline, enter "not confirmed" in column A. More information can be found in the Faculty Box folder or your email 8/25/25 FROM CHRISTINE - PLEASE READ: Reimbursements/ Payment Requests to Pay People P - + T-cards Important protocols have changed!
	YES	YES		Employees: Faculty, Staff	Title IX Training: Preventing Discrimination and Sexual Violence	Annual	see description	https://sexualmisconduct.uic.edu/education-and-training/	The Title IX Training for Faculty and Staff is not currently available. Employees will be notified via email when the coursework is available for completion. Please contact the Title IX Coordinator at titell@uic.edu
	YES	YES		Employees: Faculty, Staff	Information Security Awareness Training	Annual	Available January, deadline TBA	go.uic.edu/securitytraining	As part of UIC's Information Security Program, and to achieve compliance with state and federal laws and regulations, university employees are required to complete Annual Information Security Awareness Training. If you have any questions or need support, please visit the UIC Help Center, help@uic.edu . You can also visit security.uic.edu for more information about the UIC Information Technology Security Office and to access additional security awareness information.
	YES	YES		Employees: Faculty, Staff	Abused and Neglected Child Reporting Act (ANCRA)	Annual	February, deadline TBA	https://rms.apps.uic.edu/	This training is mandatory for all employees. It helps employees understand reporting requirements for suspected abuse or neglect of a minor. For more information, please contact University Human Resources at hr@uic.edu
	YES	YES		Employees: Faculty, Staff - only if you receive the email notification. If you do not receive the email notification, you are exempt.	Statement of Economic Interests	Annual	April, deadline TBA	https://www.ethics.uic.edu/wordpress/wp-content/uploads/2021/04/Statement-of-Economic-Interests.pdf	Illinois Governmental Ethics Act (5 ILCS 400) requires certain employees, state public officials, and appointees to state boards and commissions to file a Statement of Economic Interests form, disclosing their financial interests, to the Secretary of State's office annually on or before May 1. If you are unsure of whether to file, contact your ethics officer. Contact the University Ethics and Compliance Office via the Ethics Line at: 800-759-2148 or via e-mail at: ethics@uic.edu
	SOME*			All Faculty with appointments Over 50%	Faculty Annual Review / MyActivities Reports	Annual	April, deadline TBA	https://myacv3.uic.edu/	MyActivities is a faculty activity reporting system used to collect and analyze research output, and can serve as the single "research profile" that you need to keep track of professional activities and publications.
	SOME*	SOME*		All Faculty with appointments Over 50%	Report Sick Time Usage	By last day of each semester	5/15/26	https://apps7.admin.uic.edu/app/	Help with MyActivities: https://researchguides.uic.edu/myactivities Contact your department head, Christine, Amy, and your students, asap if you are ill. You will need to submit sick time use report at the end of the semester.
	YES	YES		All Faculty are welcome to attend. Staff and Student Workers are required to attend	Attend Spring All STM Meeting	Three meetings per academic year	Thursday May, TBA	see email for more information	
	SOME*	YES	SOME*	Faculty are invited to attend. Staff and student-workers put on the event	Attend Pre-Commencement Celebration	Three meetings per academic year	Saturday May, TBA	see email for more information	

Absence and Class Cancellation Policy

As a faculty member, you are required to teach your classes on all of the dates/times scheduled. Faculty who need to cancel a class for any reason other than health or family emergency must first request approval from the director and head. If you need to miss a class, please make certain to notify Amy in writing (email) BEFORE your absence. Amy will forward your message to the director and the head. Include the following information:

- Date(s) of absence
- Reason for absence
- Your plan for students during your absence; including your plan for a possible substitute instructor

Please do your best to notify your students of any change in class arrangements ASAP; put it in writing in an email. If there is a health or family emergency requiring a last-minute class cancellation, please 1.) call and email Amy and the front office immediately, and 2.) notify your students via email immediately. The staff will put a notice on the door of your classroom. If you do not have enough time yourself, staff may also be able to notify your students.

We must always know where our students and employees are when class is scheduled.

In non-emergency situations, finding a substitute teacher is always preferable to cancelling class. If you have a substitute teacher coming in, make sure to review the "Substitute Teaching Protocol". As an overview, whenever possible, ask a current STM instructor to cover your class. Non-UIC substitute instructors must be approved by the head. Faculty pay substitute instructors themselves when they are out for a few days due to illness. See the Substitute Teaching Protocol for how to cover longer term absences due to planned scholarly or creative work. STM will cover the cost of substitute instruction if a faculty member is out for approved medical or family leave, jury duty, or other approved leaves.

Grader Policy

Identification and approval of graders

- Faculty identify their own graders. May ask the head for help.
- Graders must be approved by the head (to confirm their qualifications) and by HR (to confirm they are eligible to hire.)

Grader thresholds

- Over 50 students = faculty may request 1 grader
- Over 100 students = faculty may request 2 graders
- Over 150 students = faculty may make requests for more than 2 graders, extenuating circumstances.
- Faculty with students or classes that involve extenuating circumstances may make a request in writing for extra graders; a request with rationale will be reviewed by the director in consultation with the head.

Multiple sections of the same class

- Faculty are expected to grade for up to 50 students for each section; enrollment totals from multiple sections are not combined to determine the number of graders.

Grader Hours

- Graders are paid for up to 50 hours of work each semester (average 1 hour per student if you have 50 students); graders must keep track of hours and submit a timesheet only for actual hours worked.

Administration Responsibilities

- Monitor course enrollment prior to the start of semester; inform faculty that 1.) enrollment entitles faculty to increase in salary (adjunct) or load (full-time); and 2.) how many graders faculty may request. Note: some adjunct faculty may receive two contracts — one prior to the start of semester, and one after the 10th day if/when enrollment exceeds what was anticipated
- Process grader hires

Faculty responsibilities

- Monitor course enrollment prior to start of semester; request grader from Amy if/when enrollment is reaching numbers that may receive grader support.
- Identify and retain qualified graders; send grader name and contact information to head for approval and to HR/Amy to confirm grader is eligible to be hired.
- Train graders (provide rubrics and/or grading criteria, samples of graded work, etc.)
- Monitor the work of graders throughout the semester; with particular attention to written feedback (note: timely written feedback is required for all writing assignments.)
- Communicate with students within 24 hours of inquiry (graders do not communicate with students.)

[International Travel Policy](#)

All UIC faculty members, staff and students who intend to travel abroad for university-sponsored international travel are required to enroll in UIC's [International Travel Safety Roster](#), and must obtain the University of Illinois System's comprehensive insurance. Enrolling in the International Travel Safety Roster and obtaining the insurance policy does not imply approval of travel, which must be obtained from the traveler's supervisor.

STM GOVERNANCE, WEBSITE, AND DOCUMENTS

(Amy Sinclair)

STM Governance Documents and Other Important Documents

There is a faculty and staff folder on Box.com that has many important faculty documents. [Click here to access these documents](https://uofi.app.box.com/folder/2904632899?s=llfzzkkyker74jtiu9u). (<https://uofi.app.box.com/folder/2904632899?s=llfzzkkyker74jtiu9u>). You will need to sign in to the UIC system.

Below is a listing of documents currently in the Faculty Documents folder. We will occasionally add materials.

"STM Faculty Documents" Box Folder Contents

- Administrative forms
- Administrative chart
- Faculty Handbook
- FAQ
- Google Calendar Assistance Purchasing Guidelines
- Cash Handling Guidelines
- Internal Facility Request Form
- UIC Injury Report Form
- STM letterhead
- MOU template (for staff use only)
- Emergency Preparedness
- Photo Consent Form
- Student Course Petition Form Course Request System (CRS)
- Forms
- All course learning objectives

Course Resources

- Student accommodations information
- Student Mental Health Services
- Keyboard proficiency exam
- Substitute Teaching Protocol
- Standard Syllabus Templates
- Theatre Class Excuse Letter
- Theatre Student Safety Statement
- MUS 299 contract
- Faculty Lists Faculty emails
- Teaching schedule

Governance

- Committee Elections charts
- Committee descriptions
- CADA bylaws
- CADA Lecturer/Instructor Promotion Procedures
- Music Department Bylaws
- School of Theatre & Music Bylaws
- Theatre Department Bylaws
- STM Norms
- STM P&T guidelines
- STM Faculty Mentoring Plan
- STM Teaching Documentation
- Learner Accommodations
- Mental Health and Wellness Promotional Brochures
- UIC Majors – Music UIC Majors – Theatre
- UIC Non-Majors – Music UIC Non-Majors – Theatre Safety
- STM All Faculty Meeting Minutes and agendas

"STM Executive Committee" Box Folder Contents

<https://uofi.box.com/s/ur3qtc1p9xmp2ayg0et> (for 50% and above faculty only) Exec Comm meeting agendas and minutes.

"STM Music Faculty Minutes" Box Folder Contents

<https://uofi.box.com/s/7q5sti7ectoaoivio5vou6y277yuhdcba> (for music faculty only) Music faculty meeting agendas and minutes

"STM Theatre Faculty Minutes" Box Folder Contents

<https://uofi.box.com/s/uotk7nqb08cge19nuoslm6k2sip2p4rh> (for theatre faculty only) Theatre faculty meeting agendas and minutes

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ROOM RESERVATIONS

(Leda Robinson)

In-Advance and Day-of Requests

Make reservations as far in advance as possible. Alert Leda Robinson ASAP if you need to cancel or reschedule a reservation. Reservations can be made for faculty or students for various music needs: lessons, rehearsals, coaching, recordings, dress rehearsals, rehearsals with an accompanist, etc. All rooms available may be reserved by both music and theatre faculty and students; although, for some rooms, either music or theatre have “right of first use.” For example, theatre has right of first use for L454 and music has right of first use for L060. At this time, Leda makes final decisions about room use/reservations for all rooms.

Use QR codes outside of the room to view the schedule for that room.

Note that a Google account is needed to see calendars for events and room reservations. [Set up Google Workspace](#).

[Click here to access the room request form](#), or use the QR code outside of rooms available to reserve. Once the request form is submitted, they are sent to Leda. (Allow 24 hours to turn around requests). Please note:

- Rooms are constantly being reserved and updated on the calendar. (For example, if you check the room schedule at 9am for an available slot later in the day, it's not guaranteed that slot will still be open when that time comes)
- The schedule is meant for same-time walk-up use. (For example: If it's 10:55am and you'd need a room at 11am, you can use the QR code to confirm availability and use the room until the next scheduled reservation)
- When using a room outside of submitting an official request through the form, you are likely to have your time interrupted if the room is reserved in the meanwhile.
- And as always, when you are using a room in the STM, you must adhere to these rules:
 - Treat our spaces with care when you use them (no leaving trash or food)
 - Make sure to always reset the room to its original setting (leave it clean and cleared)
 - Make sure the light is turned off and the door is locked and secure behind you, always, unless you leave while the next instructor is entering (if you are not able to lock the door behind you, notify a staff member)
 - (Note the person who makes the reservation is responsible for following these rules and if anything is found to be mis-used, it will be tracked back to the original reservation request.)

Requests should be made AT LEAST 48 hours (not including weekends) before you need the room. Note: For use of the Mainstage (L280) or Studio Theatre (L467), you need to Cc: Donna Bachman, Production Manager, in the email request.

Room Rentals for Non-STM Users

Any non-STM events/conferences/rehearsals for other departments and organizations must go through Leda. Non-UIC users will pay a fee and will be required to show proof of insurance. UIC alumni may rent spaces for reduced rates. They are required to have a faculty or staff sponsor who takes responsibility for the alumni groups' use of the space(s).

Use of Specialized Equipment

Faculty and students must be trained on specialized equipment and approved for use by qualified staff (for example the technical director for use of tools in the theatre shop, the production manager for use of lighting or sound boards in L280 and L454, Donna for use of microphones, recording equipment, etc.).

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HELP FOR FACULTY AND STUDENTS

It can be overwhelming for faculty when they are faced with students who need academic, emotional, or financial support. UIC has resources to help both students and faculty.

- Review the [STM STUDENT SUPPORT 1, 2, 3 SHEET](https://uofi.app.box.com/file/1268042267699?s=o4g47m0uwx7kyi8srr79b5qxsneeqfi):
(<https://uofi.app.box.com/file/1268042267699?s=o4g47m0uwx7kyi8srr79b5qxsneeqfi>)
- Additional information about student help resources can be found: <https://dos.uic.edu/infostudents.shtml>
- Information about resources for faculty:
http://cada.webhost.uic.edu/AAH_Critical_Care/Critical_Care.html

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ADDITIONAL HELPFUL INFORMATION

(Leda Robinson)

Parking Pass Policy

The department has a limited number of parking passes for the parking lot 1B. Parking passes may be requested for the following:

- Guest artists who are paid to perform or present at school-wide events, defined as those that are open to the public. Passes are only available for the day of the event, not for rehearsals.
- Up to two unpaid guest artist presenters for individual classes per semester.
- Non-school guests coming for school meetings (e.g., search committees, facilities meetings, interviews) with the approval of the director.
- School employees under 100% appointment and hourly employees who participate in non-teaching STM activities that occur during a period not covered by your contract (e.g., summer special events, mandatory meetings).

Please note that this policy excludes:

- current instructors
- paid guests to specific classes
- substitute teachers
- STM employees or guests who stop by to drop or pick something up

Any scenarios that do not fit this rubric will be considered on a case-by-case basis.

Other Helpful Links

- University of Illinois at Chicago – Faculty Handbook: <http://www.uic.edu/depts/oa/fachandbook/>
 - This link has a more comprehensive listing of overall University policies.
- Statutes, bylaws and general rules concerning university organization and procedures:
<http://www.bot.uillinois.edu/governance>