

TABLE OF CONTENTS

I.	Board procedures	1
	A. Board of Trustees of Northeastern Illinois University	1
	B. Board Regulations.....	1
	C. Adoption, Amendment, or Repeal of Board Regulations.....	1
	D. Compilation of Bylaws, Governing Policies, and Regulations	2
	E. Delegation of Authority	2
	F. Board meetings	2
	1. Agenda	2
	2. Reports.....	3
	3. Presentations.....	3
	4. Recording of Meetings.....	3
	5. Publication of Proceedings	3
II.	Employees	4
	A. General	4
	1. Coverage	4
	2. Authority to Employ.....	4
	3. Delegation of Authority	4
	4. Categories of Employment	5
	5. Appointment Procedures	6
	6. Educational Requirements	8
	7. Position Descriptions	8
	8. Administrative Organization	8
	9. Employee Benefits	8
	10. Outside Employment	14
	11. Retirement	14
	12. Tax Deferred Annuity Plan	14
	13. Official Residences, Offices, and Automobiles	15
	14. Employees Licensed to Practice Law	16
	15. Labor Relations	17
	16. Copyright and Patent Policies	17
	B. Faculty and Administrative Employees	22
	1. Coverage	22

2.	Salaries and Compensation	22
3.	Administrative Employees with Faculty Rank	22
4.	Reassignment and Termination	25
5.	Compulsory Disability Leave	32
6.	Employee Benefits	34
C.	Civil Service Employees	45
1.	Coverage	45
2.	Work Week	45
3.	Work Schedules and Shift Assignments	45
4.	Performance Evaluation	45
5.	Grievance Procedure	46
6.	Employee Discipline Program	46
7.	Employee Benefits	47
8.	Overtime Compensation	56
9.	Compulsory Disability Leave	56
III.	Academic Affairs	58
A.	University Calendar	58
B.	Degrees	59
1.	Earned Degrees	59
2.	Honorary Degrees	59
C.	Academic Programs and Plans	61
D.	Grants and Contracts	62
IV.	Students	63
A.	Admission Policies	63
B.	Student Financial Aid	64
1.	Definition	64
2.	Financial Aid Policies	64
C.	Residency Status	66
1.	Definitions	66
2.	Residency Determination	66

3.	Residency Requirements	67
4.	Residency Status Appeal Procedure	70
5.	Special Situations	70
D.	Student Conduct	71
E.	Student Activities and Organizations.....	72
F.	Student Publications and Broadcasting Policies	73
G.	Military Service	74
V.	Administrative Affairs	75
A.	Budget and Appropriations Process	75
1.	Budget Requests	75
2.	Financial Plans and Reports	75
B.	Purchases	76
1.	Approval	76
2.	Reports	77
3.	Contract Preparation and Signature	77
4.	Letters of Intent	77
5.	Internal Management Guidelines	78
6.	Change Order.....	78
C.	Grants and Contracts	80
1.	Approval	80
2.	Reports	80
3.	Contracts Preparation and Signature	80
D.	Travel	81
E.	Business Expenses	82
F.	Moving and Relocation Expenses	83
G.	Non-Appropriated Funds	84
1.	Depositories	84
2.	Collateral	84
3.	Investment of Funds	84

4.	Reports.....	85
5.	Records and Audits	85
6.	Bond Resolutions	85
7.	Reserves	85
H.	University-Related Organizations	86
1.	General	86
2.	Audit Commission Guidelines	86
3.	Establishment of University-Related Organizations	86
4.	Reports.....	86
I.	Contributions	87
1.	General	87
2.	Definition	87
3.	Authority to Accept	87
4.	Reports	87
J.	Tuition and Fees	88
1.	Definition	88
2.	Tuition	88
3.	Mandatory Fees	88
4.	Waivers	88
5.	Advance Deposit	88
6.	Collections	89
7.	Refunds	89
8.	Students Studying Abroad	90
9.	Mandatory Fees	90
K.	Special Fees and Charges	91
1.	Special Fees	91
2.	Charges	91
3.	Waivers and Refunds	91
L.	Internal and State Offset Procedures	92
VI.	Physical Facilities	93
A.	Use of University Facilities	93

B.	Construction	94
1.	Selection Procedures for Architects and Engineers.....	94
2.	Change Orders	94
C.	Naming of Board Property	95
D.	Alcoholic Beverage Policy	96
E.	Campus Disturbances or Demonstrations	97
1.	Unauthorized Activities	97
2.	Penalties	98
3.	Outside Assistance.....	98
F.	Motor Vehicle and Bicycle Regulatory Policies	99
G.	Use of University Personal Property	100