

**Faculty
Guidebook to
IUP
and the Indiana
Community**



**Written and Compiled by members of the
IUP-APSCUF Newer Faculty Committee**

16th Edition, 2017

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Welcome from IUP-APSCUF President

On behalf of the Association of Pennsylvania State College & University Faculties (APSCUF) at IUP, and the over 700 faculty members we represent, I welcome you to the IUP family!

Since 1972, APSCUF has represented faculty at 14 state universities across the commonwealth. In 2002, APSCUF began its representation of non-faculty athletic coaches as well. We are committed to providing quality public higher education, and providing a voice for faculty and coaches at both the local and state levels through the process of shared governance. Joining APSCUF gives you a voice in decisions that impact you, your students, your colleagues, and your campus. There are a variety of opportunities through which to become actively involved in APSCUF. As you become acquainted with our university, I invite you to consider ways in which you can participate in our union.

As I enter my 19th year of service at IUP, I am proud to say that some of my most rewarding experiences as a faculty member at IUP have occurred in my service to APSCUF. I have met outstanding people who have given tirelessly of their time, energy and talents to champion faculty and coaches rights. Involvement in APSCUF has provided me with opportunities to meet people from across the campus in a variety of positions—opportunities that I would not have otherwise experienced. Part of our role in APSCUF is to help you navigate the university and to help you find and develop those opportunities as well.

The Newer Faculty Committee, a standing committee of APSCUF, has worked long and hard to compile the information within this book in an effort to help you to learn and to navigate the university. Additionally, they plan activities throughout the year to help you to stay connected to each other, and to get acquainted with other newer faculty from across the campus. I hope you will take advantage of these opportunities.

If you have any questions about APSCUF and how you can become an active participant, I encourage you to contact me at 724-357-2049 or at nlamoro@iup.edu

Again, welcome to IUP! I hope you enjoy a productive and positive year!

Nadene A. L'Amoreaux

Nadene A. L'Amoreaux
IUP-APSCUF President

Welcome from the IUP-APSCUF Newer Faculty Committee

Dear New Faculty Member:

The members of the IUP-APSCUF Newer Faculty Committee would like to welcome you to our campus! We look forward to working with you as colleagues. If you have not already done so, please consider joining the union. You can join even as a temporary faculty member. Forms will be available at the New Faculty Orientation and in the IUP-APSCUF Office (311 Pratt Hall). Please also take the time to get to know Bonnie Jo Young (724-357-3021), our extremely helpful IUP-APSCUF office manager.

This newly revised and updated New Faculty Handbook contains information that will help you develop your teaching, scholarship, and service contributions to the university. In addition to practical information regarding APSCUF, this manual includes information about technology services, academic and campus resources, service opportunities, library information, information about evaluations, etc. It also offers material related to such things as cultural activities in Indiana, restaurants, finding housing in Indiana, community services, schools and recreation. While we have done our best to update the information, there is no guarantee that information won't change. If you note any information that is no longer accurate, please feel free to let me know so that we can continue to revise the handbook. We certainly want this to be a helpful document for you! Our committee wants to help make your move to IUP and the Indiana community a smooth one.

Again, welcome to IUP!

All the best,



Mimi Benjamin, Chair

Julie Ankrum
Maria Barefoot
Brandon Dulisse
Andrada Maicaneanu
Nancy Pipkin Hutchinson
Sadie Mummert
Vicky Ortiz
Veronica Paz
Rachel Sternfeld

Contact Numbers and Information

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Erika Frenzel IUP APSCUF Vice-President Criminology	357-5933	e.frenzel@iup.edu
Mimi Benjamin Newer Faculty Committee, Chair Student Affairs in Higher Education	357-4656	mimi.benjamin@iup.edu
Bonnie Jo Young IUP APSCUF Office Manager	357-3021	bjmarlin@iup.edu

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Indiana, PA 15705
Phone: (724) 357-3021
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Academic Year Office Hours: 8:00am-4:00pm

Union information, blog, and contact information: <http://www.iupapscuf.org/>

Section One:

APSCUF: Our Faculty Union

Your local chapter of the Association of Pennsylvania State College and University Faculties (APSCUF) is the voice of the faculty at Indiana University of Pennsylvania. As a group dedicated to quality higher education, we all benefit from faculty participation in shared governance. Our collective bargaining agreement guarantees participation in the hiring, tenure, and promotion processes, in sabbatical leave determination, and in curricular decisions. Through these provisions and others, faculty involvement in governance is assured and faculties have a major voice in what were formerly reserved as "management prerogatives."

APSCUF – Our Faculty Union Protecting and Advancing Faculty Rights

Your Voice and Representation: Pennsylvania's Benefit

What began in 1937 as a professional organization for faculty at Pennsylvania's Teacher Colleges has evolved into an organization touching the lives of nearly 100,000 students and their families each year.

Today, APSCUF (the Association of Pennsylvania State College and University Faculties) represents nearly 5,500 faculty members and coaches at Pennsylvania's 14 publicly owned universities – the Pennsylvania State System of Higher Education (PASSHE). Our faculties provide education in degree and certificate programs encompassing more than 120 areas of study, as well as many continuing education programs. APSCUF members honor the privilege of instructing the state's future leaders in business, education, service and technology sectors.

One in 34 Pennsylvania citizens is attending or has graduated from a State System University staffed by APSCUF members. State System Alumni remain loyal to Pennsylvania, with about 80 percent remaining in the state after graduation. By helping to provide affordable quality education, APSCUF members greatly contribute to Pennsylvania's economy and commonwealth: for every dollar invested in PASSHE universities, PASSHE returns \$11 in economic impact.

But our reach extends far beyond the classroom. Each year, APSCUF faculties volunteer countless hours of public service and charitable work. From fundraising to helping the homeless, we offer our time and talents to help solve society's problems. We also touch countless lives through continuing education, outreach programs, small business development guidance, technological guidance, offerings in the arts and recreational planning.

Through our dedication both in the classroom and beyond, APSCUF faculties bring improved quality of life through higher education to millions of people in Pennsylvania and beyond. **APSCUF faculties deliver on the promise of higher education.**

APSCUF's Role

APSCUF is a national leader in protecting and advancing faculty rights. The APSCUF/PASSHE Collective Bargaining Agreement (CBA) guarantees bargaining unit participation in the hiring, tenure, and promotion processes, in sabbatical leave determination, and in curricular decisions.

Through these provisions and others, faculty involvement in governance is assured and faculties have a major voice in what were formerly reserved as "management prerogatives." Additionally, no one outside of the faculty may teach or perform faculty work without the prior approval of the local APSCUF and the concerned academic department.

The APSCUF Grievance Procedure guarantees enforcement of these and other rights enunciated in the APSCUF/PASSHE CBA. APSCUF has a nationally acclaimed record for its successes in grievance and arbitration actions that protect faculty rights.

APSCUF has secured payment for unused sick leave upon retirement based on a formula found in the current APSCUF/PASSHE CBA.

APSCUF was the organization mainly responsible for the passage of Act 188 of 1982, the law establishing PASSHE, creating university status and autonomy for the university system.

Fee remission, an important benefit to many faculty members, is now a reality at every PASSHE campus.

APSCUF's Record

APSCUF has one of the most impressive records of any higher education faculty union in the nation in—

- defending faculty rights
- successful negotiations and contract implementation
- protecting academic freedom
- saving faculty jobs and securing the rehiring of faculty and
- preserving quality education

The Collective Bargaining Agreement (CBA)

The Collective Bargaining Agreement (CBA) is available [here](#) on the state APSCUF website.

The CBA sets the legal terms for our working conditions. Each faculty member receives a copy. Know your contract! It takes time to become conversant with those working conditions. The best thing you can do is read the contract and forward any questions you have directly to Nadene L'Amoureux, our campus union president, or Mimi Benjamin, the chair of the Newer Faculty Committee. We can better serve you if we know what kinds of questions you want us to address. Articles that may be of interest to you, since they relate to newer faculty issues, include:

Article 12. Performance Review and Evaluation

Article 13. Personnel Files

Article 15. Tenure

Article 16. Promotions

Article 18. Leaves of Absence

Article 21. Fringe Benefits

Article 22. Salaries

Article 23. Workload and Workload Equivalents

Article 39. Intellectual Property

Article 42. Distance Education

A Brief Guide to Union Lingo

IUP-APSCUF is the local chapter (representing all IUP faculty) of the Pennsylvania Association of Pennsylvania College and University Faculty (often called “**State APSCUF**”), a faculty union based in Harrisburg, PA that represents faculty who work at the fourteen colleges and universities that make up the Pennsylvania State System of Higher Education (**PASSHE**). As is the case in any union, the local chapters are bound by the decisions made by the centralized (or “state”) union leadership. It is important for all faculty to be aware that they have a voice at both the local and the state levels, but that this voice is heard through the organization’s existing structure. It is also important for new faculty to resist conflating the concerns of IUP and state APSCUF, since the concerns of a local chapter are not always the same as those of a union that must synthesize the educational situations of fourteen separate institutions.

If you have concerns, find out from your department chair or secretary who your department union representatives are. These representatives are members of the IUP Representative Council, a group that meets once a month to discuss union issues. It is commonly known as “**Rep Council**.” Better yet, run as a candidate for union representative in your department’s next election. The more new faculty who become active in the union, the better the union serves us.

Local union concerns are heard at the State APSCUF **Legislative Assembly**. Delegates to the Legislative Assembly are elected during university-wide elections. Please consider these delegates as a group (if possible), and send e-mail concerns to all delegates, including alternates (again, if possible). While raising concerns with individual delegates can be effective, it is usually better to communicate with department representatives and delegates as a whole (so that everyone is aware of the issues you have raised).

Our **State APSCUF union President** is Ken Mash, a professor in the Political Science Department at East Stroudsburg University. Please look for the State APSCUF Newsletter in your mailbox – it contains articles regarding important issues and letters from the union president, other officers, and union members.

The **IUP-APSCUF union President** is Nadene L’Amoureux, and our **Vice-President** is Erika Frenzel. Please look for the IUP-APSCUF Newsletter. It deals with issues related more directly to IUP faculty. Nadene and Erika are extremely receptive to the concerns of newer faculty and to the concerns of all faculty, so please do not hesitate to speak with them, either through your department representative or in person.

APSCUF is an effective and vigorous union. Its leadership is committed to quality education and quality pay and benefits for faculty. The state and campus leadership demonstrate this commitment by applying rigorous academic standards to the issues that educators face in our state.

IUP-APSCUF's Organization

The following are the key offices and bodies of the IUP-APSCUF, the chapter of APSCUF here at Indiana University of Pennsylvania.

President: Oversees the entire local chapter, is an ad hoc member of most APSCUF committees. Attends meetings of other unions on IUP's campus and the Indiana-Armstrong Central Labor Council, a body made up of regional labor unions. Meets with Statewide Executive Committee, which includes the state-wide APSCUF President and all other local chapter presidents on a regular basis. Runs Executive Committee and Representative Council meetings at IUP. Meets on a regular basis with IUP administrators to negotiate and trouble shoot, and attends all Board of Trustees Meetings. The President is also a member of the Meet and Discuss team (which consists of APSCUF and Managers).

Vice-President: Stands in for the President whenever she/he must be absent. Attends all local executive meetings, Representative Council meetings, and is a delegate to the Statewide APSCUF Legislative Assembly. Attends several committee meetings as an observer, and is a member of the Meet and Discuss team.

Treasurer: Keeps track of budget and all monetary issues; makes disbursements.

Secretary: Records the minutes of all Executive Committee and Representative Council meetings.

Executive Committee: Consists of the 14 delegates to the Statewide Legislative Assembly, the President, the Vice-President, Treasurer, Secretary, and Chairs of 15 Standing Committees. Members of the Executive Committee meet once a month and attend all Representative Council meetings, also held once a month. Delegates, President and Vice-President of APSCUF attend Statewide Assembly meetings four times a year. The President, Vice-president, Treasurer, Secretary and Delegates are elected by the APSCUF membership for two year terms. All Committee Chairs are appointed by the APSCUF leadership.

Representative Council: Every department at IUP elects representatives once a year. The number is proportionate to the number of faculty in the department. These representatives are elected to attend all Representative Council meetings and they are your connection to APSCUF. They report to you what goes on at Council meetings and are also expected to be a sounding board for individual faculty concerns and ideas. Keep in touch with your departmental representatives.

All faculty members who are members of APSCUF are eligible to serve on any committee, chair a committee, run for any office in IUP-APSCUF, or for delegate to the Statewide

Legislative Assembly. If you are interested in being a member of a particular committee, let the APSCUF President or Vice-President know.

Section Two:

Information Technology Services

Information Technology Services

Dear New IUP Faculty Member:

It is my pleasure to welcome you to our campus. As the Executive Director of Information Technology Services (IT Services), I have the opportunity to introduce you to the vibrant technology environment at IUP that is in place to support your teaching/research and to enhance the learning experiences of your students.

The use of technology at IUP impacts all facets of campus life. From the first day when you may want a list of the students in your classes to the last day of the semester when you enter final grades, administrative functions can be performed through the web-based portal environment referred to as MyIUP (<https://my.iup.edu>). Comprehensive network services enable you to exchange information electronically and connect to computing resources virtually anywhere. A variety of hardware and software is available to support your scholarly activities. In addition, a large portion of classrooms are equipped with a standard multimedia configuration.

To support your use of technology, the IT Support Center, located in Delaney Hall, is your “one-stop shop” for IT-related issues or requests. The IT Support Center offers full support for the centralized computing environment at IUP. Centralized computing systems include the student information system (Banner), central web service, e-mail, learning management system, calendar services, optical test scoring, software license administration, user account and group management, network infrastructure (wired and wireless), and the virtual computer lab. The “Technology Guide for Employees” will provide further detail of all the information technology services that are provided by IUP. Find the guide on the web at <http://www.iup.edu/itsupportcenter/faculty>.

You may self-report any information technology issue via the web at <https://ihelp.iup.edu>, via phone at 724-357-4000, or by e-mail to it-support-center@iup.edu. Once your issue is logged via ihelp, one of our IT professionals will assist with the issue in a timely manner. It should be noted that the new Teaching and Learning Technologies Team (ten-member team that consists of former college-based and centralized IT personnel) may be dispatched to address any college, departmental and discipline-specific needs.

This is an exciting time at IUP, and we are confident that the campus technology environment will enhance your experience. Best wishes for success at IUP.

Sincerely,
Todd Cunningham

Getting and Using an I-Card

Available to all faculty free of charge, the I-Card can be used for a variety of purposes. To obtain a card all you need to do is go to the Hadley Union Building (HUB) and have one made. The I-Card office is located in the HUB near the front entrance (357-1314). Your I-Card is permanent and there will be a \$15.00 replacement fee for a lost card. **A valid I-card is needed to check out library books.** It also serves as your official IUP identification card.

With your I-card you can take advantage of many things at free or reduced prices.

- Receive a 10% discount at numerous restaurants or stores around town.
- Free admission to most sporting events.
- Free use of Indiana County Transit Authority buses

Furthermore, by paying an activity fee each semester or annually you (and your family) will become a member of the Student Cooperative Association and be able to take advantage of the many cultural and recreational programs, activities, and facilities offered by the Student Co-op. Among other things, these include:

- HUB fitness area
- Free or reduced admission to major campus events and The Entertainment Network programs.
- Use of the Co-op Recreational Park for events and outings
- Reduced ticket prices and subscription rates for the Lively Arts Series (Music and Theater events).
- Reduced admission to Theater-by-the Grove productions.
- Reduced admission or subscriptions to the Artist Series. (This series brings performing artists of national and international renown to the IUP campus.)

As a faculty member you can also put money on your I-Card online through MyIUP or use the machines on various areas of campus. With this you can then purchase vending items, and use the copiers and printers in the library without carrying cash. It is quite handy.

Section Three:

**Getting to Know
IUP's Academic
Structure &
Resources**

The University Senate

What is the Senate?

The **University Senate** is a body comprised of faculty, administrators, and students that carries out the joint governance of IUP. Faculty can serve on the Senate either as elected department representatives or as at-large members. The Senate meets once a month, usually on Tuesday afternoons, and is a vital forum for the sharing of information. Many new faculty members join the Senate and find this service extremely rewarding. Visit www.iup.edu/senate/ for more information on the University Senate.

What are the UWGCC and UWUCC?

To ensure that the academic quality of courses and programs offered at IUP remains rigorous, two committees, the **University-Wide Graduate Curriculum Committee (UWGCC)** and the **University-Wide Undergraduate Curriculum Committee (UWUCC)**, meet each week to discuss curriculum proposals and revisions. Membership on the UWGCC includes the Vice President for Academic Affairs (ex-officio), twelve faculty members elected by and from the Senate faculty and 1 appointed faculty member, and three students appointed by and from the Student Government Association. Each college in the university is represented on the UWUCC. The grad committee has the same distribution of faculty representation with Dr. Randy Martin, the Dean of Graduate Studies and Research, as the ex officio administrator.

What are the Senate Committees and how can I get involved?

The following are standing committees of the University Senate. For a description of each committee's function, please visit the website [here](#).

- Academic Committee
- Libraries and Educational Services Committee
- Non-credit Instruction Committee
- Research Committee
- Rules Committee
- Student Affairs Committee
- University Development and Finance Committee
- University-Wide Awards Committee
- University-Wide Graduate Committee (UWGCC)
- University-Wide Undergraduate Curriculum Committee (UWUCC)

Please consider joining the Senate by running for the position of Department Representative or nominating yourself for the University-Wide At-Large Senate election. Elections are announced in advance by the Senate chair. For more information, contact Dr. David Piper (David.Piper@iup.edu), current Chair of the IUP Senate.

Library Resources

While some new faculty may want to explore the library's on-site and electronic holdings on their own, it is important to recognize that IUP's Library faculty and staff are fully committed to the academic well-being of faculty from across the University. Any faculty member can request a one-on-one session with a librarian at any time by calling the reference desk (724-357-3006 or 1-866-836-8815).

All information about the Library can be found by starting at the main [website](#).

Finally, remember that the Library is constantly growing and improving. That gives all of us the opportunity to have a say in how it develops- from adding books to the collection to increasing databases. Take the time to participate in this process by serving as Library coordinator for your department or just by keeping in touch with the Library faculty and staff.

Stapleton Library

See the IUP Libraries' [website](#) for an excellent summary of all services offered. The library computer labs also can be used for classes, but the arrangement needs to be made in advance by using the [online form](#).

IUP Libraries are dedicated to providing their users with access to materials to support their scholarly and professional activities. However, no modern library can own all materials needed by their users. Therefore, IUP's Libraries offer Interlibrary Loan Services to students, staff, and faculty of the university to provide materials that are not available at Stapleton Library. You can request materials not available through IUP's Libraries through [interlibrary loan](#) (Illiad and PALCI).

Collections

IUP Library collections include a variety of formats and access options. Electronic databases provide access to the most recent materials both on campus and from home. See [here](#) for a list of databases in your area. You will need to log on to IUP-VPN to be able to access these databases from a non-IUP-network computer (such as your home computer). See [here](#) for instructions on how to do this.

Print periodicals and Microforms can be found in the library catalog and are housed on the ground floor of the library. The reference collection provides extensive subject specific encyclopedias, dictionaries, and atlases on the first level of the library near the reference desk. The circulating collection can be found on levels 2-3 of the library and can be transferred between IUP campuses - Stapleton, Punxsutawney, Armstrong (Kittanning), etc.

The Reserve Collection & Electronic Reserve. The Library maintains a Reserve service to enable instructors to provide supplemental course materials to students. Materials may be circulated either overnight or only within the library. The instructor must determine the loan parameters for all materials placed on Reserve. Reserve materials may remain for no more than two consecutive semesters.

The Reserve area also provides Electronic Reserve. This service allows users to access supplemental course materials via the World Wide Web from remote locations. Clear first generation photocopies are eligible for scanning and processing through Electronic Reserve. Instructions to access EReserve are available at the Reserve Desk and online.

Periodicals & Microforms. The Serials Department is located on the ground floor of Stapleton Library and houses periodicals, newspapers, microform and microfiche materials. The department contains over 1400 current subscriptions shelved in open stacks. Faculty also have access to over 21,700 electronic journals via the 214 databases the library subscribes to. These electronic journals can be accessed through the E-Journal Portal on the Article Databases page or through the Pilot library catalogue.

The Reference Collection. The Reference Collection serves as the information center of the Library. Found here are the journal indexes and abstracts, and research resources such as encyclopedias, handbooks, bibliographies, and directories.

The Circulating Collection. The Circulating Collection represented in the Catalog includes materials located throughout the System. Materials are temporarily transferred between locations - Stapleton, Punxsutawney, Armstrong (Kittanning), etc.

Special Collections and University Archives. Created in 1981 with the completion of the Stapleton Library Complex, this division includes four major collections types: University Archives, Manuscript Collections, Pennsylvania Collection and the Rare Book Collection.

Government Documents Collection. IUP Library has been a Federal depository library since 1962 and a Pennsylvania depository library since 1972. As a depository, it houses and makes available publications issued by agencies/departments of the Federal and State governments. In addition to Federal and State government document collections, the library has selective collections of the United Nations and foreign government documents.

The Music Collection. Housed in Cogswell Hall (room 101), the Music Library has been named for Dr. Harold S. Orendorff, former Chair of the Music Department and first Dean of the College of Fine Arts at IUP. Dr. Orendorff was honored by having the auditorium of Cogswell Hall named after him, which is now part of the space that the music library occupies. The facility features a large commons area, with comfortable furniture. The score collection is housed on electronic compact shelving; our book collection on standard shelving. The multi-media pods feature computers, CD players and recorders, cassette players and recorders, and turntables to listen to vinyl recordings. We also have a seminar room for teaching small classes. The collection contains a broad variety of music materials, with strong holdings in music monuments, collected editions and reference materials, and in piano-vocal scores of operas and musical theater. Approximate figures: 7,000 volumes of monuments and collected editions, 3,000 reference books, 7,000 circulating books, 15,000 scores, 10,000 LP sound recordings and 3,500 compact disks. The library includes the Charles Davis Collection of Jazz and Musical Theatre and the Edward R. Sims Collection of Ethnic Musical Instruments, with instruments representing every continent (still currently in storage). Among the more specialized materials are the Albert R. Casavant Research Collection of marching band and drill team materials.

The Culinary Arts Collection. The book collection in support of the Culinary Arts, IUP Academy at Punxsutawney, consisting of over 500 titles, is located at the IUP Punxsutawney Regional Campus. Call (814) 938-4870 for assistance with this collection.

Media Services. The Library's Media Services department provides: graphic arts and production services for print and electronic media, duplication services, as well as equipment and media circulation.

Instructional & Research Technologies. The Instructional and Research Technologies (IRT) group is responsible for the research, design, deployment and support of enterprise technologies that directly aid the teaching and learning process. These services include, but are not limited to, Learning Management Systems (LMS), Learning Management System-related services, in-class multimedia workstations, production and post-production media development activities, course communication services, and course storage services. IRT will also provide consulting and support activities for faculty and sponsored research projects. The Instructional and Research Technologies (IRT) group is a member of IT Services

Services

Instruction Services. You can request that a librarian speak to your class about using the library resources by filling out the [form](#) located on the library website. This form goes to the instruction coordinator, who may schedule the instruction immediately or forward your information to the subject bibliographer who is assigned to your department. A complete list of subject librarians can be found [here](#).

Reference Services. The IUP library reference desk provides one-on-one research help for students and faculty. The Bring your Assignment service allows students to meet with a librarian who will help them discover resources and strategies to find the information they need.

Technology Services. The IUP libraries house the one button studio which allows instructors to record video using a smart board or a green screen. This room can be reserved on the [website](#). There are also a variety of computer labs and multimedia spaces within the library for both faculty and student use.

Other Information about the Library:

- Mr. Luis Gonzalez (ljgonzal@iup.edu) is the Dean of the Library.
- The main library URL is: <http://www.iup.edu/library/>
- Study cubicles are available.
- The library faculty offer credit bearing courses on library and research skills.
- The Catalog is totally on line using a system called Pilot. Pilot can be accessed through the library's website.
- The periodical stacks are open to Faculty and Graduate Students. There are photocopiers in the stacks for faculty use. You will need to have money on your I-Card to use the photocopiers in the Library.

The Center for Teaching Excellence

[The Center for Teaching Excellence](#) offers Reflective Practice that allows faculty to share experiences and concerns. The mission of the Center for Teaching Excellence is to foster the enhancement of teaching excellence in all its forms. We seek to provide constructive and developmental mechanisms for nurturing the excellence in teaching which already exists at IUP. These mechanisms will honor our differences and build on our strengths. We attempt to:

- expedite the achievement of the goals and missions of IUP, its faculty, and its students as they relate to teaching;
- facilitate the professional and personal development of faculty through teaching excellence activities;
- define and provide mechanisms for enhancing and recognizing excellent teaching;
- stimulate thinking, discussion, and research on teaching excellence;
- provide forums for the exchange of information and ideas about teaching excellence.

Faculty can participate in reflective practice in a variety of ways including teaching circles and large group meetings. Participation in these events is valuable for improving teaching practice and reflective practice certificates can be added to your documentation for tenure and promotion.

BLEND

Belonging, Learning, and Exploring New Directions ([BLEND](#)) is a Reflective Practice Teaching Circle that operates under umbrella of both the Center for Teaching Excellence and [Frederick Douglass Institute for Intercultural Research](#). **BLEND is on hiatus for 2017-2018.*

BLEND's Mission

BLEND seeks to provide a personal and professional safe and supportive environment where faculty of color and women faculty, in particular, can receive guidance, support, and constructive feedback that honors their differences and builds on their strengths.

BLEND Faculty Mentoring Program

BLEND provides newly hired women and faculty of color with access to a network of colleagues from a range of disciplines across the university through its peer-mentoring program and workshops.

BLEND Peer-Mentoring: A peer-nomination process is used to identify seasoned faculty with strong institutional knowledge who are willing to serve as mentors. Following an assessment of needs, each protégé is assigned a non-departmental mentor who provides advice on instructional issues, career advancement, publishing, and social networking.

BLEND Workshops: BLEND organizes a number of workshops and panel sessions on instructional issues, career advancement, publishing, and social networking through the academic year. Workshops vary from year to year, based on faculty need.

Participation in workshops/sessions count towards a Reflective Practice certificate at the end of the year, the BLEND Faculty Protégé of the Year award and the BLEND Faculty Mentor of the Year award, both of which carry a \$250 professional development stipend. Contact BLEND chair, Dr. Crystal Machado, crystal.machado@iup.edu to get involved.

The Advisor Advocate

There's no doubt that Academic Advising can be, from the student's point of view, a major factor contributing to success at the university. There's also no doubt that, from the faculty advisor's point of view, it can be sometimes a frustrating and thankless role. Fortunately it can also be a rewarding one, in which both students and advisor can be satisfied with the outcomes, and students are more likely to succeed and complete their degrees.

Check out the **Advisor Advocate** [website](#) (sponsored by the Office of the Provost), for a simple and quick advising resource that accommodates your busy schedule.

Additional faculty advisor resources can be found on the Academic Success Center at IUP (ASC@IUP) [website](#).

The Writing Center

The [IUP Writing Center](#) helps students become stronger and more independent writers. The director and staff work with faculty members to support and complement writing assignments for undergraduate and graduate students in all majors.

The Writing Center offers individualized tutoring and group workshops for ENGL 100, 101, 202, writing intensive, and other courses. Workshops include Introduction to the Writing Center, MS Word—Beyond the Basics, MLA and APA Documentation, Using the Internet for Academic Research, Proofreading, and Resume Writing. Instructors may also arrange for additional workshops to fit their needs.

The Writing Center also sponsors a Thesis and Dissertation Writing Group. Call for more information.

Students who visit the Writing Center will work with an undergraduate or graduate student tutor who has been trained in the peer tutoring model of instruction. Sessions last about 30 to 45 minutes and focus on assisting writers with developing and organizing ideas, drafting, revising, documenting sources, and editing. Instructors receive a follow-up report for each student's visit to the Writing Center.

For more information contact the director, Dr. Ben Rafter, at brafoth@iup.edu or call 7-3029.

The IUP Writing Center is located in room 218 of Eicher Hall.

The Department of Developmental Studies

Through its curriculum, center, and programs, the [Department of Developmental Studies](#) provides IUP students with courses and services designed to enhance the development of all students.

Credit bearing courses are open to all students and include 1) developmental courses in math and reading; 2) learning enhancement courses in mathematics and critical reading; 3) college success courses in introduction to higher education, college learning strategies, and career development; and 4) courses in preparing undergraduates in roles as paraprofessionals.

[The Center for Learning Enhancement \(LEC\)](#) offers a range of programs designed to promote the success, satisfaction, and intellectual development of all IUP students through academic assistance, learning enhancement, and college success and retention programs:

- [Supplemental Instruction \(SI\)](#) provides small-group study/review sessions for sections of courses with difficult content or high levels of failure and withdrawal rates. Peer leaders guide students on how to learn course content.
- [Non-credit Workshops](#) led by trained peer educators address a variety of study strategies and other academic success topics in small group settings.
- [Walk-in Individual and Group Tutoring](#) provides peer assistance for lower-level courses with difficult content, multiple sections, or high student enrollments.
- [Educational Advisement Program](#) provides students with both curricular and educational advisement, monitoring, guiding, and referring students as they progress through the college experience.
- [The Freshman Year Experience Program](#) provides a first-year program of freshmen seminar courses that include *Introduction to Higher Education* (DVST 150), *Learning Strategies* (DVST 160), and *Career Exploration* (DVST 170). These 1-credit courses may be taken individually or as a package, depending on the student's needs and interests.
- [Linked Courses Program](#) coordinates clusters of 2, 3, or 4 courses designed to form a learning community of students for whom course content may be linked by theme, with applied reading strategies, with math, with applied learning strategies and/or with Supplemental Instruction.
- [CUSP \(College Undergraduate Success Program\)](#) is an early entrance freshman experience for first-year students, scheduled during the week before Fall Term. The experience includes enrollment in a 1-credit course, *Introduction to Higher Education* (DVST 150); workshops; seminars; a common reading experience; tours; and other informational and social activities.
- [Act 101 Program](#) provides a comprehensive first-year experience to students who qualify for the Pennsylvania State Act 101 Program. The program includes educational

and developmental advising, the first-year experience courses, academic courses in math and/or critical reading skills, and the services of the Peer Assistance Programs.

- **DVST 250: Role of the Peer Educator: Theory, Practice and Assessment** prepares selected students for the role of paraprofessional peer educator within the higher education setting. Roles include SI Leaders, Peer Tutors, Workshop Leaders, and Peer Advisors.

The Advising and Testing Center

[The Advising & Testing Center](#) is a department within the Division of Student Affairs. Its mission is to support the advising services and equal access mission of the University. The Center's main functions are:

1) Disability Support Services *216 Pratt Hall*

Disability Support Services provides accommodations and supportive services to ensure equal access to education as intended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act for students (both undergraduate and graduate) with disabilities including but not limited to learning, physical, hearing, vision, or psychological disabilities.

2) Major & Career Exploration Center *214 Pratt*

The Major & Career Exploration Center has several resources to help students explore and make decisions about what majors and careers to pursue. These resources include: FOCUS II (a continuously updated computer based assessment tool that helps to measure a person's values and interests and gives the user insight on occupations that match those values and interests); INTEREST INVENTORIES (presently, the Strong Interest Inventory and the Myers-Briggs Type Indicator [MBTI]); CAREER COUNSELORS (professional and paraprofessional staff trained in career exploration consultation); RESOURCE LIBRARY (books, occupational briefs, and handouts on numerous professions that give insight on careers in most occupations); & ADVT 170 "Career Exploration" (a one-credit career exploration course that allows students to participate actively in selecting a major and learning about career resources at IUP).

3) Total University Withdrawals Program

The Advising and Testing Center becomes involved in total university withdrawals when a) the student withdraws from the university between the deadline for individual course withdrawals and the deadline for total university withdrawals, and b) the student is a participant in Department of Developmental Studies programs. See [here](#) for more information.

The Counseling Center

[The Counseling Center](#) is part of the Center for Health and Well Being, located in the Suites on Maple East, G31, 901 Maple Street. The phone number is 724-357-2621.

The IUP Counseling Center assists students in recognizing tasks inherent in their development as individuals and their growth as IUP students. Faculty and staff at the center work collaboratively with students to foster the self-knowledge and skills necessary to succeed personally, academically, and professionally. Accredited by the [International Association for Counseling Services](#), the Counseling Center allows students the opportunity to integrate their personal goals with their academic goals.

Mission: The mission of the Counseling Center is to work with the divisions of [Student Affairs](#) and [Academic Affairs](#) to enhance the learning environment. The center assists students in accomplishing developmental tasks resolving impasses to effective psychosocial functioning, and achieving their academic, personal, and professional goals.

Who We Are: The Counseling Center consists of 5 fulltime tenure-track faculty members who are licensed psychologists with doctorates in counseling or clinical psychology. We also serve as a training center for advanced graduate students in the mental health professions.

Services for Students

Individual counseling. Students with emotional well-being concerns may meet with a counselor for 12 sessions a year with a lifetime/degree maximum of 40 sessions.

Group counseling. Students meet with a small group (5-9 members) of students with similar concerns or issues for ongoing counseling. There are no sessions limits for group counseling Groups offered in the past include (but are not limited to):

- [Women's Group...Finding Our Way.](#) A group for female IUP students to discuss topics such as academics, relationships, families, body image, self-esteem, and other common concerns with a focus on self-awareness and interpersonal interaction.
- [Men's Group.](#) The men's group will be an opportunity for male students to explore, in a safe, collaborative setting, a variety of issues related to being a college-aged man. Themes and topics to be explored will likely include masculinity, dealing with societal pressures, family issues, and struggles in establishing and maintaining healthy friendships and relationships.
- [Graduate Student Group.](#) A support-oriented group for students navigating the unique challenges of graduate school. Topics of discussion may include adjustment to grad school, the demands of coursework, anxieties about competition and career, coping with the stress of a thesis or dissertation, student/faculty relationships and boundaries, self-care, and healthy interpersonal functioning.
- [Understanding Yourself and Others.](#) Do you have difficulty developing and maintaining close relationships with others? Would you like to learn about yourself and better understand your relationships? In this group you will practice new ways to express your thoughts and feelings in a safe and encouraging atmosphere. Experience giving and receiving support and feedback with your peers and the help of group leaders.

Crisis and emergency services. The Counseling Center offers crisis consultation and crisis services Monday through Friday from 8:00 a.m. to noon and from 1:00 to 4:30 p.m. Additionally, the Counseling Center houses the [Haven Project](#) counselor for sexual assault and abuse issues

Referrals and psychiatric services. We do not have a psychiatrist onsite; however, we have a contract with the local community health agency for referral to their psychiatric services while students remain in counseling at the counseling center. We also arrange for referral to appropriate service providers when students' concerns and issues are beyond the scope of counseling center services. We have good relationships with a number of practitioners and hospitals in the area. We provide referral services for students who wish to see non-IUP practitioners and will help student arrange for services when they leave IUP over breaks or when they graduate.

Self-help resources and library. The Counseling Center library includes self-help books and videos, as well as many academic materials about college counseling and/or mental health issues that students may read in our library or check out. In addition, we have a number of self-help links on our website, including screening instruments for depression, anxiety and eating disorders.

Services and Counseling for Substance Use and Abuse

The Counseling Center provides the following services for substance use and abuse:

- Counseling for students who are concerned about their drinking or drug use. If necessary, we provide referrals for drug and alcohol treatment centers.
- Support, advice, and counseling for students as they maintain responsible drinking.
- Help for students for whom alcohol or drug use is secondary to other psychological or developmental issues cope more effectively with their symptoms or concerns.
- Support, advice, and counseling for students who are concerned about the alcohol or drug use of others (family, friends, roommates, and so on).

If students are concerned about their drinking or someone else's drinking behaviors, please call us at 724-357-2621 or e-mail Dr. David Myers at dmyers@iup.edu.

Graduate Student Training Facilities

The Counseling Center serves as a training site for graduate students from IUP's Clinical Psychology program.

Services for Faculty

Referral. The Counseling Center does not provide counseling for faculty members. They can, however, provide referrals to practitioners and other services. They have a fairly extensive referral list. Feel free to call them at 724-357-2621.

Consultation. Counseling Center faculty members (licensed psychologists) are available to consult with all members of the IUP Community. Our faculty can assist with

concerns about students, referrals, and student crises. We are also available for presentations and workshops on a variety of topics. If interested in learning more, please call us at 724-357-2621 during normal working hours.

Section Four:

**Campus Policies &
Other Important
Things You Should
Know**

Campus Map and Directions

Campus map and directions: <http://www.iup.edu/mapanddirections/default.aspx>
The interactive and virtual tours are helpful when navigating your way on campus.

Class Cancellation Policy

If you must cancel class for any reason, official forms must be filled out. Forms for professional leave, such as attending an academic conference, require listing who will be covering the class and/or the alternative assignment the class will be doing in place of the class meeting. Sick leave forms differ from professional leave forms and both can be obtained from departmental administrative assistants.

IUP may cancel classes or close the university during inclement weather. The Inclement Weather Policy can be found at <http://www.iup.edu/weatherpolicy/default.aspx>. The university has designated radio and television stations where such information is announced.

Syllabi Requirements

Undergraduate Catalog: <http://www.iup.edu/registrar/catalog/>

Graduate Catalog: <http://www.iup.edu/graduatestudies/catalog/default.aspx>

Specific requirements may vary by department, so always ask for the Syllabus of Record for each course assigned. If a syllabus of record exists for your course, it can be found at [this](#) site. Some departments will require use of this syllabus and will also require certain texts while other departments will allow for more flexibility on specific assignments and textbooks.

Be aware that a syllabus is a quasi-legal document and a copy of each course's syllabus must be submitted to the department and be kept on file. Additionally, each student *must* be provided with a free copy of the syllabus within one week of the first meeting of the class. The syllabus may be distributed as a hard copy or made available electronically. If students request a hard copy, they need to be provided with one.

The Undergraduate Catalog recommends that each syllabus include:

- The faculty member's name, office location, telephone number, IUP e-mail address, and office hours.
- An outline of the course content, objectives, and prerequisites, as appropriate.
- Information about any required textbook(s) with title, author, and edition, as well as any other required materials.
- Information on the determination of grades, including the weight, types, and scheduling of evaluations, other planned requirements, academic integrity, expectations for class participation, and attendance.
- A statement of policies and/or penalties for make-up exams and late submission of assignments.
- A statement addressing accommodations for students with disabilities.

In addition to the above, the syllabus should also include a Title IX statement. The following link displays the statement all faculty are to include on syllabi:

<http://www.iup.edu/teachingexcellence/new-faculty-support/syllabus-language-for-title-ix/>

Explicit statements about policies on participation, attendance, and plagiarism should be considered. If faced with a grade appeal, having all policies clearly stated in the syllabus is extremely helpful. University guidelines concerning syllabi, undergraduate course attendance, mid-term grades and other policies are available in the university catalog under Academic Policies. See [this link](#) for a detailed listing of these policies.

Final Exam Policy

Final exam week is the last week of the semester. Faculty are required to hold some kind of terminating activity at the scheduled time. See the Final Exam schedule [here](#). The schedule is available before the beginning of each semester. [Here](#) is the official policy on final exams.

The final examination week is part of the regular academic program and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only legitimate type of terminating activity, and therefore the instructor may choose an appropriate activity that conforms to course objectives.

The terminating activity shall take place only at the time and location assigned by the Scheduling Center. Unless granted an excused absence, the faculty member responsible for the course must be present for the full examination period to direct the terminating activity. Faculty members may require student attendance at the terminating activity.

Faculty members who do not schedule or do not attend the terminating activity for a course may be subject to disciplinary action commensurate with unexcused absences. Once the final examination has been set by the Scheduling Center, changes and absences must be approved by the instructor's dean.

During the examination period, the following general rules apply where conflicts exist:

The higher numbered course takes precedence. Thus, a student enrolled in GEOG 102 and ECON 325 would take the ECON 325 exam at the assigned time and the make-up in GEOG 102.

If courses in conflict are the same level and number, an alphabetical determination by full name of department will be made. For example, a student enrolled in ACCT 481 and CNSV 481 would take the ACCT 481 exam at the assigned time and a make-up in CNSV 481.

University Police

The University Police webpages are here: <http://www.iup.edu/police/default.aspx>

Location: University Towers
850 Maple Street
Indiana, PA 15705

Phone: 724-357-2141

Fax: 724-357-2104

Office Hours: 24 hours a day, 7 days a week

For assistance in case of emergency, to report a crime, or problems with your vehicle, contact IUP University Police. They will also help faculty who lock themselves out of their offices.

Safe Zone

Safe Zone is a campus-wide organization offering support to IUP's LGBT community. Training for those wishing to become members occurs at least once per semester. Members are identified by signs on office doors with a pink triangle on a rainbow field. For more information, visit the [website](#).

Student Services

Webpages containing information on student life can be found at:

<http://www.iup.edu/studentlife/>

The full directory of student services is located here: <http://www.iup.edu/student-services/>

There are numerous services for IUP students from housing and parking to campus activities and jobs.

Students with Learning Disabilities

Information on services for students with learning disabilities may be found here:

www.iup.edu/advising/testing

Throughout the semester, faculty may receive confidential paperwork regarding students enrolled in their classes. These documents list the accommodations a student is entitled to so that he or she may succeed at IUP. A student may not need all the items listed, but you should make the necessary adjustments to coursework if asked to do so. Usually, the student will approach the instructor if accommodations are needed. You may take the initiative and ask them, in a confidential setting, how you can assist them to ensure a successful classroom experience. Disability accommodation is a federal matter, so if assistance is needed to meet these criteria, contact the Advising and Testing Center, Room 216 Pratt Hall or call 724-357-4067.

Parking

Campus Parking

Finding parking on and around campus may be a challenge unless you are in some of the outlying buildings such as Zink and Eberly or you arrive on campus prior to 8 a.m.

As a faculty member you must register your car with the University Police. The University Police will then issue you a faculty tag to hang from your mirror and a map of the campus with parking areas clearly marked. Your faculty tag allows you to park in marked faculty spaces from 7am to 5pm Monday through Friday when the University is in session. Parking in these spaces is free. However, in many areas of the campus, *faculty only* parking areas are difficult to find. Many faculty end up parking in metered spaces at least some of the time. Bring quarters for meters, but the university "Pay-by-Space" machines also take credit cards. There are a few short term, 30 minute meters. Most meters are 4 hour or 10 hour meters. Thirty minutes costs 25 cents. Parking is generally worse right before classes change. Plan your arrival on campus accordingly.

After 5pm parking areas on campus are "open" to all members of the University community (that is, anyone with a University parking tag). Parking meters run until 5pm Monday through Friday.

It is possible that you will receive a University ticket at some point in your career at IUP. The cost is \$15.00 if paid within five days; after five days, the cost is \$20.00 and is paid directly to the University. If for some reason you think that your ticket is not valid, do not hesitate to appeal it. The appeal process is available at <http://www.iup.edu/parking/regulations/parking-ticket-appeal-process/>.

Off Campus Alternatives for Parking

Robertshaw Lot. Technically this is campus parking. It is a large open lot and your University tag will allow you to park there free of charge. However, Robertshaw is about a mile away from the Campus. You must time your arrival with the shuttle. Shuttle schedules are available from University Police and the HUB Desk. In addition, this is the lot that all resident students are required to park in and many commuters use.

The Newman Center (Thomas More Parish). The Thomas More Newman Center (Catholic Church) is at 1200 Oakland Ave a short walk from Sprowls, Cogswell, Clark and Stouffer. They have a large parking lot and charge \$275 per year (Sept – May) for a parking permit. You may not park there on weekends due to their services, and there are additional dates during which parking is not available (including during their September booksale). To purchase a permit, visit their website at <http://www.stmup.org/parish-life/Pages/catholicstudentassociation.aspx>. Click on the menu in the top left corner then click on "Newcomers & Visitors" followed by "Donate". Scroll down on that page to the Parking Permit option.

University Square Student Apartments and Parking. Parking is located below the Newman Center lot. Parking is on a first come, first served basis starting the first day of the semester at \$200 per semester. The office is located at 1163 Grant St. 724-349-5711.

University Parking Garage and Construction. In the parking garage, reserved permit parking is \$475 a year (with a waiting list) and there is also pay-per-space parking at 25 cents per 30 minutes.

Section Five:

Moving to Indiana County, PA

Indiana, Pennsylvania

The following is the description of Indiana from *Wikipedia* (3/21/16):

Indiana is a borough in and the county seat of Indiana County in the U.S. Commonwealth of Pennsylvania. The population was 13,975 at the 2010 census, and since 2013 has been part of the Pittsburgh metropolitan area after being a long time part of the Pittsburgh Media Market. Indiana is also the principal city of the *Indiana, PA Micropolitan Statistical Area*.

The borough and the region as a whole promotes itself as the "Christmas Tree Capital of the World" because the national Christmas Tree Grower's Association was founded there. There are still a large number of Christmas tree farms in the area. The largest employer in the borough today is Indiana University of Pennsylvania, the largest of 14 PASSHE schools in the state.

Industry

For decades the major industry of the town was coal mining, but as mines closed throughout the latter half of the twentieth century the area has had ongoing economic difficulty. Natural gas surveying and production have picked up some of the slack, and Indiana serves as the home of the largest privately owned drilling company in the United States, S.W. Jack Drilling Company. It also counts a number of other production and service firms as members of the community, as well as three publicly traded companies: S&T Bancorp, Inc., First Commonwealth Financial Corporation, and Superior Well Services Inc.- unique considering the size of the community. In addition it holds one of the nation's largest independent insurance agencies: The Reschini Group - which was started by the nation's first female insurance agent Rose Reschini in 1938.

A large section of the southern part of the town, and bordering the university is occupied by Kovalchick Salvage Co. The land was recently purchased by the university and it plans to rejuvenate part of what is considered the largest eyesore in the community. Kovalchick holds large amounts of railroad salvage and aluminum.

As of December 2008, roughly fifty percent of the salvage materials held by Kovalchick Corporation have been cleared or otherwise removed from publicly viewable land.

Notable Natives and Residents

Indiana was the birthplace and hometown of actor [Jimmy Stewart](#) (1908–1997), who was born there and lived at 104 North 7th Street. Despite the fact that he left the area upon graduating from high school, the town always followed his career closely, with the local newspaper periodically publishing rumors in his later years that Stewart planned to return there to live. On May 20, 1983, Stewart was given a 75th birthday celebration by the town. Before Stewart's death, a museum to his memory was opened on the third floor of the local public library, and a bronze statue of Stewart was erected in his honor at the county courthouse during his 75th birthday. The town annually holds a Jimmy Stewart film festival as part of the town's "It's a Wonderful Life" holiday celebration. Arguably the most celebrated and notorious environmentalist author of the twentieth century, Edward Abbey (1927–1989), was born at the

Indiana hospital and raised in Indiana and near the Indiana County towns and villages of Saltsburg, Pennsylvania, Tanoma, and Home, Pennsylvania. Abbey's first novel, *Jonathan Troy* (1954), is set entirely in a thinly disguised Indiana, and his novel *The Fool's Progress* (1988), which he called his "fat masterpiece", is an autobiographical account of his growing up in this area and his imagined attempt to return home after a lifetime spent mostly in the desert Southwest. His nonfiction book *Appalachian Wilderness* (1970) lovingly describes Indiana and Home. There is a Pennsylvania state historical marker for Abbey at Home.

Other notable Indiana natives include:

- [James H. Bronson](#), Medal of Honor recipient in the American Civil War
- [Renée Fleming](#), a world-famous Lyric Soprano and a National Medal of Arts recipient who has sung in the world's most prestigious opera houses; voice featured on the *The Lord of the Rings* soundtrack
- [Ernest W. Lewis](#), Arizona territorial jurist
- [Paul McCandless](#), a Grammy-winning jazz woodwind player and composer
- [Jim Nance](#), a football player who was inducted into New England Patriots Hall of Fame in 2009, was born in Indiana and graduated from Indiana High School
- [Michael Ryan](#), a Major League Baseball player
- [Joe Saylor](#), a professional Jazz percussionist for the Stay Human Band
- [Tawni O'Dell](#), a *New York Times* bestselling author
- [Steve Wheatcroft](#), a professional golfer

Geography

Indiana, Pennsylvania is located at 40°37'16"N 79°9'18"W (40.621084, -79.154903). The borough is an independent municipality surrounded by White Township. For some time in the 1990s there was discussion of merging the borough and township, but the matter was never acted upon.

According to the United States Census Bureau, the borough has a total area of 1.8 square miles (4.7 km²), all of it land.

Demographics

As of the census of 2010, there were 13,975 people, and 4,624 households residing in the borough. The population density in 2000 was 8,440.0 people per square mile (3,267.6/km²). There were 5,096 housing units at an average density of 2,887.6 per square mile (1,117.9/km²). The racial makeup of the borough was 91.51% White, 5.19% African American, 0.07% Native American, 1.89% Asian, 0.02% Pacific Islander, 0.44% from other races, and 0.89% from two or more races. Hispanic or Latino of any race were 1.20% of the population.

There were 4,804 households out of which 14.1% had children under the age of 18 living with them, 26.5% were married couples living together, 6.1% had a female householder with no husband present, and 65.3% were non-families. 34.1% of all households were made up of individuals and 10.3% had someone living alone who was 65 years of age or older. The average household size was 2.29 and the average family size was 2.81.

In the borough the population was spread out with 8.2% under the age of 18, 59.4% from 18 to 24, 13.7% from 25 to 44, 10.5% from 45 to 64, and 8.2% who were 65 years of age or

older. The median age was 22 years. For every 100 females there were 83.8 males. For every 100 females age 18 and over, there were 82.3 males.

The median income for a household in the borough was \$21,279, and the median income for a family was \$47,768. Males had a median income of \$32,333 versus \$27,831 for females. The per capita income for the borough was \$12,317. About 11.2% of families and 44.1% of the population were below the poverty line, including 14.3% of those under age 18 and 11.5% of those age 65 or over.

Education

Indiana University of Pennsylvania (or IUP) is a public university founded in 1875. It offers over 100 undergraduate majors and is the only doctoral degree-granting institution in the system.

For public K-12 education, the Indiana Area School District supports four neighborhood elementary schools (Eisenhower Elementary, Horace Mann, East Pike, Ben Franklin), a junior high school (Indiana Area Junior High School) and high school (Indiana Area Senior High School), which are accredited and recognized for quality. A Catholic affiliated Pre-K through grade 6 program is offered at the St. Bernard School, in addition to other various parochial schools for different denominations.

Early care and education programs for pre-k children are available. The non-profit IndiKids or (Indiana County Child Day Care Centers) offers [NAEYC](#)-accredited care for children of students and community members on the campus of IUP and throughout the community.

Recycling

Recycling is offered through the Indiana County Solid Waste Authority. Their phone number is 724-479-0444. For more information, see <http://www.indianapa.com/icswa/>.

The weekly curbside recycling program is for Indiana Borough and White Township residents. Each household is issued two recycling bins for approved recyclable materials 1) glass, cans and newspapers and 2) plastics. You must separate the newspapers in their own bags. If there is no bin at your residence, contact Indiana Borough at 724-465-6691 or White Township at 724-463-8585.

Other recyclable items can be taken at the Recycling Center. For convenience, bins for residential drop-off recycling are accessible 24 hours a day 7 days a week at the recycling center, located at 1715 Route 119 South, Homer City, PA 15748. All bins in the drop-off area are clearly marked for acceptable materials (including glass, cans, newspapers, plastics, yard waste, corrugated cardboard, and magazines).

Local Media

FM Stations				
Call Letters	Frequency	Format	Location	Owner
WFRJ	88.9	Religious	Johnstown	Family Stations, Inc.
WQEJ	89.7	Classical	Johnstown	WQED Multimedia
WIUP	90.1	College	Indiana	Indiana University of Pennsylvania
WQMU	92.5	Hot AC	Indiana	St. Pier Group, LLC
WFGI	95.5	Country	Johnstown	Forever Broadcasting
WKYE	96.5	Adult Contemporary	Johnstown	Forever Broadcasting
WFGY	98.1	Country	Altoona	Forever Broadcasting
WRKW	99.1	Rock	Ebensburg	Forever Broadcasting
WDVE	102.5	Classic Rock	Pittsburgh	Clear Channel
WFSJ	103.7	Christian Contemporary	Indiana	Godstock Ministries, Inc.
WMUG	105.1	Religious	Indiana	The Christian Witness, Inc.
WLCY	106.3	Country	Blairsville	St. Pier Group, LLC
WDSY	107.9	Country	Pittsburgh	CBS Radio

AM Stations				
Call Letters	Frequency	Format	Location	Owner
WKHB	620	Oldies	Irwin	Broadcast Communications, Inc.
KDKA	1020	News/Talk	Pittsburgh	CBS Radio
WCCS	1160	News/Talk	Homer City	St. Pier Group, LLC
WDAD	1450	Oldies	Indiana	Renda Broadcasting Corporation

Indiana, Pennsylvania is also home to the *Indiana Gazette*, formerly the *Indiana Evening Gazette*, a seven-day-a-week publication. Although Indiana County is considered to be part of the Pittsburgh DMA by Nielsen, many area residents also view Johnstown TV stations. The area receives coverage from both media markets.

Information about civic concerns may be found at <<http://www.indianaboro.com/default.htm>> for Indiana Borough or <<http://www.whitetownship.org/>> for White Township.

Housing

We hope the following information will be helpful as you make your transition to Indiana University of Pennsylvania. Please note that our goal is simply to provide information. We do not intend to endorse or recommend but simply offer information. The information provided has been updated in spring 2016, but we cannot guarantee absolute accuracy as changes may occur.

Moving to Indiana County?

The Chamber of Commerce would like to introduce you to our community by sending you a copy of our Indiana County Newcomer Kit, which includes:

- Names of Member Real Estate Agencies
- Area Maps
- Restaurant/Motel Guide
- Profile of Indiana County
- School Information
- Other specific information upon request.

Newcomer Kits are provided free of charge to those planning to move to the Indiana area. For further information, please call the Chamber at 724-465-2511 or check the [website](#).

Buying a House In/Near Indiana, PA

Visit the website of the local newspaper, [The Indiana Gazette](#). Rentals are listed in the Classified section, and they also have a Real Estate section if you're thinking of buying. The local realtors' websites list all of the local homes for sale (including ones that are listed with other realtors). Visit any of them to see what's available: [www.klrealestate.com](#), [www.northwood.com](#), , [www.puttre.com](#) are a few options.

If you are coming from a major metropolitan area on the east or west coast, house prices will look like a bargain. Although prices are generally higher in Indiana than in the surrounding region, the quality of life is very high for faculty in the area.

There are many types of housing available if you are buying. You can live in an old Victorian in town or in a relatively new home in the suburbs. You can even have an old farmhouse only a few miles out of town.

Prices of decent houses range from \$100,000 to \$300,000 ("decent" meaning good size, not needing a lot of work). In town, a 3-bedroom house in decent condition usually costs \$100,000 - \$150,000. Houses in developments popular with faculty usually cost a bit more.

Before you move or buy, investigate the tax situation very carefully. There are big differences in the tax rate from neighborhood to neighborhood and community to community.

Renting a House or Apartment

If you want to rent a house, be prepared to come early (June or July) and spend a good deal of time. Ask anyone you're in contact with (word of mouth is often the key). Most rentals are listed in the local paper, but it's worth contacting real estate agencies, too.

The same information applies for finding a good apartment. There are many small apartment complexes and apartments in old houses. These will be listed in the local newspaper.

There is one very large agency, Westgate Group, that runs three large apartment complexes. The complexes are: Spring Meadow, Hampton Court and Westgate Terrace. There are a number of different apartment options including townhouses, three bedrooms, two bedrooms, apartments with fireplaces, one bedroom and so on. Not all will be available at the time you want them. More students live in Westgate Terrace than in the other two complexes. Apartment rents are reasonable but not inexpensive. The phone number is: 724-463-0480. Many faculty spend a year or two living in one of these complexes and then find other housing.

Other Rental Options for Faculty

[Colonial Manor Apartment Complex](#): 724-463-9290 (many graduate students live in this complex but few undergraduates)

[Whispering Glen Apartments](#): 724-349-2638

Lazor Brothers: 724-349-4914

Heatherbrae Apartments: 724-463-7368 (<http://www.rentheatherbrae.com/apartments-.html>)

And of course, ask colleagues and others. Many apartments and houses are found this way.

Indiana, Pennsylvania Realtors/Brokers

[Previte Realty](#)

Frank Previte, Owner-Broker
40 North 5th Street
Indiana, PA 15701
Phone: 724-465-8320
Fax: 724-465-9318

[Kuzneski & Lockard, Inc.](#)

Douglas Lockard, Broker
101 Heritage Run Road,
Suite 3
Indiana, PA 15701
Phone: 724-349-1924
Phone: 1-800-709-7896

[Northwood Realty Co.](#)

1-800-715-3695

[Joy Realty](#)

1163 Grant Street
Indiana, PA
Phone: 724-349-6900
Phone: 1-888-349-6800
Fax: 724-349-6902

[Norma White Realty](#)

200 S. 7th Street
Indiana, PA 15701
Phone: 724-349-1501
Phone: 1-888-708-9876
Fax: 724-349-1506

[Good News Realty](#)

560 Carter Avenue
Indiana, PA 15701
Phone: 724-463-9000
Phone: 1-800-467-6617

[Putt Real Estate](#)

Wallace Putt, Broker
716 Church Street
Indiana, PA 15701
Phone: 724-465-5606

[Howard Hanna](#)

2015 Oakland Avenue,
Suite 11
Indiana, PA 15701
Phone: 724-465-0185
Phone: 1-800-656-7356
Fax: 724-465-0188

Transportation

Airport

The nearest international commercial airport is the Greater Pittsburgh International Airport (75 miles but 2-2.5 hours drive time depending upon time of day/traffic). A closer (approx. 30 miles from Indiana) and easier to drive to airport is the Westmoreland County Airport (Arnold Palmer Regional Airport), located in Latrobe, PA, which provides flights to twenty domestic locations including Atlanta, GA- Dallas, TX- Orlando, FL- Los Angeles, CA on Spirit Airlines. Parking is free!

Bus

Indiana County Transit Authority (IndiGO) offers local service. Schedules available [online](#), and their number is 724-465-2140

Fullington Trailway, is a non-local service – can connect to Greyhound. Call 800-942-8287 or 724-463-0213

Taxi

[Turbo Taxi](#) operates seven days a week and services Indiana as well as surrounding areas, including Johnstown, Altoona, and Pittsburgh. 724-465-8294

Storage

Business	Address	Phone Number
A Storage Inn	2125 Shelly Dr.	724-349-6611
Airport Road Storage	1327 Byers Rd.	724-465-8701
Cousin's Self Storage	428 Ben Franklin Rd. S	724-463-0866
Lug-It to Larch's Self Storage	4346 Route 286 Hwy E	724-463-3110
McNaughton & Latrobe	140 Old Route 119 Hwy S	724-463-3571
Peightal's Secure Self Storage	878 North 5 th Ave.	724-840-9752
Regency Self Storage	35 North Ave.	888-864-3200
Self Storage	1703 Warren Rd.	724-463-3822

All of these businesses are located in Indiana, PA.

Banks

Bank (Main Offices)	Address	Phone Number
First Commonwealth	600 Philadelphia St.	724-349-3400; 800-711-2265
1 st Summit Bank	1825 Oakland Ave.	724-349-3225; 888-262-4010
Indiana First Bank	935 Philadelphia St.	724-349-2834
Marion Center Bank	162 Route 119 Hwy N	724-465-5561; 888-762-2265
PNC Bank	621 Philadelphia St.	724-465-5561; 1-888-762-2265
S & T Bank	324 North 4 th St.	724-349-1800; 800-325-2265

All of these banks are located in Indiana, PA.

Pennsylvania State Employees' Credit Union

(excerpted from [PSECU website](#))

Chartered in 1933, Pennsylvania State Employees Credit Union provides full-service financial programs to over 230,000 members. Our main office is located in Harrisburg, Pennsylvania. Our members also utilize our services through over 14,000 automated teller machines located across the country at MAC®, PLUS®, and HONOR® System Networks.

PSECU's Field of Membership

- Employees of the Commonwealth of Pennsylvania
- Students and alumni of institutions of the State System of Higher Education
- Family members of the above groups

[Note from the IUP-APSCUF Newer Faculty Committee: As a faculty member you are an employee of the Commonwealth of Pennsylvania and therefore eligible for membership.]

Local Office

2410 Philadelphia St. Indiana, PA
 (800) 237-7328 Nationwide (USA)
 (717) 234-8484 in Harrisburg, PA

PA Driver's License

To get a PA driver's license, you need to go to the Driver License Center in the Indiana Mall (Rt. 286 and Warren Rd, Unit 110) in Indiana. Their hours are subject to change. *(In Spring 2017 new driver's licenses only on Tuesday and Thursday)*What to bring:

- out-of-state driver's license
- social security card
- additional form of identification containing your signature (e.g. driver's license, photo ID card, bank card, passport, citizenship or naturalization document, vehicle registration)
- proof of residence (bills and letters that show address)
- U.S. birth certificate or valid U.S. passport
- if you are not an American citizen, you might be required to bring translations of non-English language documents
- a personal check (they do not accept credit cards or cash)

Be sure to pull a number out of the machine at the entrance of the driver license center. Take a seat and wait until your number is called. They are usually pretty quick, but your waiting time will depend on how busy they are.

You can find more useful information online at: <http://www.dot.state.pa.us/>.

License Plates

Unfortunately, you cannot get license plates at the driver license center. You need to go to one of three places:

- AAA; this is easiest if you are an AAA member
- A car dealership; this is easiest if you are buying a new car
- Many notaries public offer this service; check under "Notaries-Public Services" in the yellow pages

Contact any of these places and ask them what you need to bring. Most likely it will be: your vehicle, driver's license, title and registration, and proof of insurance. Depending on where you go, other documents may be required. Note that, in Pennsylvania, a license plate is required on the back of your vehicle, but not the front.

Schools and Child Care

Child Care & Preschool

IUP and the surrounding community are very much like the rest of the nation in their child care dilemma. The supply is far less than the demand, and it is a parental responsibility to determine quality.

An Information and Referral Service for all county childcare is available from [Child Care Information Services \(CCIS\)](#) at 724-349-8830 or 1-800-327-3070. This office has information on all currently licensed and registered childcare facilities as well as parent information on selecting quality care. This agency is also responsible for determining financial eligibility for subsidy vouchers. Their office is at 155 N. Clymer Ave. in Indiana.

One option is the Indiana County Child Day Care Program ([IndiKids](#)) IndiKids has locations at:

- IUP (the University Early Care and Education Center – infant, toddler & preschool care)
- Ben Franklin School (school age – before & after school care)
- Horace Mann School (school age – before school care)
- Homer Center School (school age – before & after school care)
- Trinity United Methodist Church (school age – after school care)
- East Pike Elementary School (Camp IQ--summer camp—part or all day camp)

The main office is located at 570 S. 11th St., Indiana, PA. Call 724-349-1821 to reach any center.

Some private childcare and/or preschools in the Indiana/White Township area include:

- Ark Kids 724-463-5343 Penn Run
- Almost Home Day Care, 724-349-3970 (Indiana), 724-254-4350 (Clymer)
- Baby Steps Child Care 724-463-8300
- Grand Beginnings, 724-463-1819 or 724-463-1984
- Keys Montessori School, 724-349-5680
- Cottage House Day Care 724-349-1377
- Seeds of Faith Christian Academy, 724-463-7719
- Stay-N-Play Day Care, 724-465-5683
- Zion Lutheran Preschool, 724-465-5770

K-12 Public Schools:

Indiana County has seven school districts. The [Indiana Area School District](#) including Indiana Borough and White Township, surrounds the IUP campus. The entrance age for kindergarten for Indiana Area Schools and surrounding districts is 5 years old prior to September 1.

Other K-12 school options in or near Indiana include:

- St. Bernard School: K-6th; Catholic; 724-465-7139; Indiana
- Seeds of Faith Christian Academy: PreK-9th; non-denominational; 724-463-7719; Indiana
- Calvary Baptist School: PreK-12th; Baptist; 724-254-2140; Clymer
- Indiana Wesleyan School: K-12th; Wesleyan Methodist; 724-254-2000; Dixonville

Health Resources

Indiana Regional Medical Center (IRMC)

Indiana Regional Medical Center is a for-profit hospital owned by a local group. It is a full service hospital. It is well-funded, well-appointed, and well-staffed. The ER is well-equipped, and the staff are friendly. They have LIFEFLIGHT equipment for major emergencies and good relationships with the Pittsburgh Hospitals. The OB/GYN unit is fairly new and pleasant. Rooms in the OB/GYN unit are singles and infants are in cradles with their mothers. The Med-Surg units are clean and fairly quiet. The hospital staff appears to know when to refer and when not to. There is also a regional cancer center associated with the hospital.

Finding a Physician

Indiana has a number of board certified physicians. Some are newcomers to the area; some have been part of the area for years. This is their hometown or home region. The easiest way to find a physician is to call IRMC and request their publication about physicians. All physicians on staff at IRMC are listed, with pictures, specialties and credentials. Sometimes, if you call the Emergency Room the staff have a good idea of who is currently taking new patients and who is not. On the other hand, you have to be sensitive to whether or not they are busy. Once you look through the Physician Booklet, ask your colleagues or one of the Newer Faculty Committee Members whom they use and would recommend. You can also log in to the [Highmark Blue Shield website](#) to look for a physician or a specialist. A lot of the time you will also find reviews for them.

Finding a Pediatrician

Indiana is a great place to raise children, so pediatricians are very busy! In addition to the excellent care provided by Indiana physicians listed in the yellow pages, there are also excellent pediatricians in Armstrong County who can refer patients to physicians at Children's Hospital in Pittsburgh.

Finding a Dentist

Dentists, orthodontists, and periodontists are listed in the yellow pages. Many specialize in children. Most accept the Health and Welfare dental plan provided by APSCUF and will do the paperwork for you. This is important to ask when you request an appointment. Again, ask your colleagues or call one of the Newer Faculty Committee Members and ask for recommendations. We all have them.

Please note: Dental work is usually expensive and the Health and Welfare dental plan is very good.

Other Resources

Pittsburgh is a major health and medical center. The University of Pittsburgh Medical School contributes to this. You will see ads and hear a great deal about UPMC- the University of Pittsburgh Medical Center. UPMC has gobbled up a number of hospitals in the region and is the major medical center/establishment in Western Pennsylvania. If you have serious health

problems or concerns, which cannot be dealt with at our local hospital, Pittsburgh offers first rate, world-class medical treatment due to the medical school and several research hospitals. Physicians in Indiana can offer referrals to Pittsburgh and/or ask your colleagues. Many of the IUP faculty swear by Pittsburgh physicians. Others prefer the intimacy and familiarity of using a local, community hospital.

Eye Care & Dental Coverage

These insurance benefits are provided by APSCUF rather than by your IUP insurance. Information about coverage and forms may be found [here](#).

Full-time temporary faculty members are eligible for health care benefits and in-depth information will be mailed to you. Furthermore, full-time temporary faculty who are also union members qualify for eye care and dental coverage. Information on health care benefits is available at the website above. The following is a link to the PA Faculty Health and Welfare Fund site which includes an electronic version of the benefits handbook as well as links to forms needed to file eye care and dental claims: www.pafac.com. Some medical practitioners will process these forms for you.

If you do not receive in-depth information regarding other health care benefits, please contact the Human Resources department in G-8 Sutton Hall at 724-357-2431. Likewise, if you do not receive in-depth information regarding eye care and dental coverage, please contact the IUP-APSCUF office in 311 Pratt Hall at 724-357-3021.

Bookstores

The Co-Op Store (in the Hadley Union Building or HUB) offers a decent selection of books and other school-related items you may need such as agendas, pens, notebooks. Additionally, they sell IUP clothing items. This is where you will put in your orders for your textbooks. They will contact you via email to request your books orders.

Another independent bookstore is The Book Nook, located at 711 Philadelphia Street (724-463-0831), about two blocks from campus. The Book Nook also carries newspapers from a number of cities, magazines, and gifts and has a specialty in cookbooks. The Book Nook offers excellent book ordering services.

The nearest big chain is Barnes & Noble. There are stores at 5155 Rt. 30 in Greensburg, at the Monroeville Mall, and at the Logan Towne Center in Altoona. Bookstores also abound in the Oakland and Shadyside areas around the University of Pittsburgh.

Recreational Resources

Parks and Recreation Areas Near Campus

Recreation areas in or closest to the borough include Mack Park, with its community swimming pool and picnic area, in the eastern part of town (accessible from South 6th St. and Wayne Avenue), and White's Woods (accessible from North 12th St). White's Woods contains several trails that are favorite spots for dog-walkers; the trail system continues into the adjacent College Lodge, property owned by IUP. There is also the Hoodlebug Trail, which is 10 miles long and nice for walking and biking.

[The College Lodge](#), off College Lodge Road, has a toboggan run, cross-country skiing and picnicking facilities. And, as the name indicates, a nicely appointed, large lodge, which is frequently reserved for campus functions. There is also the [College Farm](#) located off Fulton Run Road. There is a small pond, a softball field and extensive fields and walking trails.

Indiana County has an extensive [county park system](#). In order of proximity to Indiana, the parks are Memorial Park (a tiny park in town), Blue Spruce Park, the Ghost Town Trail, Pine Ridge Park, Tunnelview Historic Site, and Hemlock Lake. The parks are open year round and as a whole provide hiking, biking, boating, skiing, fishing, and horseback riding opportunities; picnic pavilions and lodge facilities; and other amenities.

[Yellow Creek State Park](#) is seven miles east of Indiana on Route 422. This 2,981 acre park features a 720 acre lake with swimming along an 800-foot guarded beach. Fishing includes largemouth bass, walleye, muskellunge, northern pike, bluegill and catfish. Boats up to 10 hp are permitted. Environmental education programs are presented at this state facility which is perfect for recreational use year-round. Everything from picnicking, swimming, boating, fishing, hunting, hiking, ice fishing, cross-country skiing, sledding, tobogganing, snowmobiling, and ice skating is available. For further information, call (724) 357-7918. For general state park information call 1-888-PA-PARKS.

The following information is excerpted from the Indiana County Tourist Bureau Information. Additional information can be obtained by calling the [Tourist Bureau](#) at 724-463-8636.

Indiana County Parks

"The mission of Indiana County Parks is to protect and enhance county park lands to improve the health of our people and the environmental health of our county. We invite and encourage others to become partners in our efforts to invigorate and sustain the County's natural resources for the future generations."

Blacklick Valley Natural Area (675 acres) - is located adjacent to the Ghost Town Trail 1/2 mile east of Dilltown. As a natural area the property will be left in its natural state so that visitors may enjoy the wide variety of natural habitats, wildlife, and songbirds that inhabit the site.

Blue Spruce Park (420 acres, including a 12 acre lake) - located 6 miles north of Indiana, near the borough of Ernest. The park is a multi-purpose park that is the most frequently visited County Park. (Annual attendance 200,000+)

Buttermilk Falls Natural Area (48 acres) - this site features an impressive waterfall, scenic woodland, and a hiking trail. The site was donated to Indiana County by the Keystone-Conemaugh Group, operators of the nearby Conemaugh Power Station.

Eliza Furnace Historic Site (4 acres) - a hot blast iron furnace located at the Cambria/Indiana County line near Vintondale. The Eliza Furnace is leased from the Cambria County Historical Society and is regarded as one of Pennsylvania's best preserved iron furnaces. The site is a major focal point and interpretive feature at the mid-point of the Ghost Town Trail.

Ghost Town Trail (15.5 total miles in Indiana & Cambria Counties) - this recreational trail follows an abandoned railroad corridor and provides non-motorized trail use along the Blacklick Creek Valley. Attendance at the trail is estimated at 75,000 visitors per year. Seven new businesses have been directly established because of the trail.

Hemlock Lake (205 acres, including a 60 acre lake) - located in Banks Township in northeast Indiana County, near the community of Johnsonburg. The park is leased to Indiana County by the Pennsylvania Fish and Boat Commission.

Pine Ridge Park (630 acres) - located 3 miles east of Blairsville, adjacent to the Chestnut Ridge Inn. Contains Pine Lodge, one of the regions most scenic lodges.

Tunnelview Historic Site (16 acres) - a recently developed historic site next to Conemaugh Dam. This site contains nationally significant remnants of transportation history including a 900' section of the Pennsylvania Mainline Canal.

Whites Woods Nature Center - Northwest of Indiana Borough, this area features 250 acres of woodlands with access off of N. 12th Street and has trails for cross-country skiing and hiking.

Memorial Park - Located in downtown Indiana, this smallest of the county parks is also the oldest and most historic, first surveyed in 1774. Originally a cemetery, the park now serves as a memorial to the county's veterans and features a bandstand as well as a life sized statue of a World War I Doughboy erected in 1923 by Alex Stewart, father of film star Jimmy Stewart. Steeped in history, the park is located near the Silas M. Clark House, on the corner of South Sixth Street, home of the Historical & Genealogical Society of Indiana County.

Mack Park - Located south of the borough between Carter Avenue and Hospital Road, Mack Park is also known as the "fairgrounds." Home of the J.S. Mack Community center, the park features an outdoor swimming pool with diving area, 90-foot figure-8 water slide, and pre-school wading area, 5 ball parks, 3 tennis courts and an enclosed picnic pavilion. For more information call 724-463-3473.

Indiana County Golf Courses

Cherrywood Golf Course; Penn Run, 724-349-6909
Chestnut Ridge Golf Course; Blairsville, 724-459-7188
Chetremon Golf Course; Cherry Tree, 814-743-6205
Indiana VFW Country Club; Indiana, 724-465-5131
Meadow Lane Golf Course; Indiana, 724-465-5604
Pleasant Valley Golf Course; Vintondale, 814-446-6244

Sites and Attractions in Indiana County

Indiana County -- The Energy Heartland of Pennsylvania

Do you know where the electricity to light up the million-plus Christmas trees grown in Indiana County is produced? It's produced at the Chestnut Ridge Energy Center, right here in Indiana County. Indiana County's generating plants have a combined capacity of 5 million kilowatts. That's enough power to light 50 million lamps.

Accomplishing this feat takes some powerfully big thinking, and some amazingly immense equipment.

Driving near Homer City along Route 119 or Route 556, you'll come on the world's tallest chimney at the Homer City Generating Station. You'd have to go a long way - to Chicago's Sears Tower - to find a taller structure in the continental United States. The stack towers 1,216 feet above the splendid, rural landscape.

Also, be sure to visit the Conemaugh Electric Generating Station, Conemaugh Dam and the Tunnelview Historic Site situated along or near the Conemaugh River. See [here](#) for more details.

Christmas Tree Farming -- The Christmas Tree Capital of the World

Indiana County isn't just the Christmas Tree Capital of the World. It's the birthplace of the Christmas tree as we know it. Growing Christmas trees as a farm crop seems to have started in Indiana County in the years following 1918 by Murray Stewart, Sam Dible, Walter Schroth, Silas Streams, Fred Musser, and others who planted various pines and spruces.

Today, Indiana County growers market more than one million trees annually. Trees from the green, rolling Indiana County hills grace the hearthsides and parlors of homes across the nation. With the natural advantages of climate, topography, and soil, the members of the Indiana County Christmas Tree Growers Association continually improve culture programs to produce seedlings and trees for markets around the world. Truly, Indiana County helps the world celebrate Christmas.

Hometown Hero—Jimmy Stewart

The glitter of one of America's most beloved screen stars shines brightly on Indiana, for it was here that the town's most famous son, Jimmy Stewart, was born. Indiana may have inspired many of the all-American boy roles that earned him international acclaim as an actor, and as a symbol of the best of American heroes.

His boyhood was, by all accounts, a typical small-town American idyll, which you can retrace along the same streets, viewing many of the same sights that Mr. Stewart saw before he left Indiana for college and Hollywood, where he became one of the immortals of the silver screen.

Today, the most visible sign of his origins in the town is The Jimmy Stewart Museum. The museum highlights its namesake's accomplishments in film, radio, and TV. His roles as military hero, civic leader, family man and world citizen are also woven into displays, film presentations, and gallery talks.

There's even a special room dedicated to his family's long and colorful history in Western Pennsylvania. Everything from a daguerreo-type of his great grand-dad in Civil War uniform to baby photos of Jimmy to his dad's old desk from the family hardware store are all on display.

You can view Stewart's film clips and career retrospectives in an intimate, 1930s vintage movie theatre. Plush with navy velvet drapes and wine colored seats, the theatre features the best of the old and new. The state of the art sound and projection system was donated by Universal City Studios of Hollywood. For more information call 1-800-83-JIMMY, 724-349-6112, or check out the Jimmy Stewart Museum [online](#).

The Jimmy Stewart Statue stands on the lawn of the new courthouse, at the corner of 8th and Philadelphia Streets. Jimmy Stewart himself unveiled the statue in 1983 during a festive 75th birthday celebration which included a fly-over of Air Force jets and a telephone call from President Ronald Reagan.

Directly across Philadelphia Street from the statue, a sundial marks the former location of J.M. Stewart & Sons Hardware, where young Jimmy worked and proud father Alex later displayed Jimmy's Academy Award statue.

One block west on Philadelphia Street, a bronze plaque marks the doorstep which led to the house where Mr. Stewart was born.

Travel east on Philadelphia Street, turn left onto Jimmy Stewart Boulevard, and proceed one block to the base of a long set of concrete steps that lead up Vinegar Hill. Jimmy's boyhood home stands at the top of the steps, on the left, and remains a private residence today.

As you return down the steps to Jimmy Stewart Boulevard, you are treated to a panoramic view of the town, and the Victorian-era courthouse that was featured, along with a portrait of Mr. Stewart, on the cover of a 1945 Life Magazine commemorating his return to civilian life and acting at the end of World War II.

Proceed east on Philadelphia Street, turn right onto South 6th Street and travel two blocks to Wayne Avenue, where the Historical & Genealogical Society of Indiana county maintains a museum collection and library that includes a selection of items pertaining to Mr. Stewart. You may also wish to visit Memorial Park, just beyond the Historical Society. Along with its stately trees and inviting benches, the park includes a Doughboy statue, erected by Alex Stewart to honor the veterans of World War I.

[Smicksburg](#) -- An Amish Settlement

Step back into time as you travel to Northern Indiana County, home of a large Amish population which has grown to over 800 settlers since 1961. The Amish pursue a simpler lifestyle, operating farms and other businesses in ways that have changed little in the past century.

Take notice of the fields being farmed with horses, and the small school houses where young children play in simple clothing as you drive through the beautiful countryside with rolling hills and gentle curves.

The people are hospitable and wave as you go by, but please be careful to respect their lifestyle and take no pictures of the Amish folk. Drive slowly through the area being courteous to Amish traveling in horse-drawn buggies, and enjoy over 20 specialty shops along the way, offering Amish wares of handcrafts, quilts, furniture, and foods.

Before leaving the Smicksburg area, be sure to stop by [Windgate Winery](#), the only winery in Indiana County, located on Hemlock Acres Road, just off Rt. 954. and the McCormick Mansion nearby on SR4018.

[Historic Saltsburg](#)—Canal Town

Revisit the days of the booming salt industry (thus the name), and enjoy the view of numerous canal-era houses, buildings, and churches in this historic district.

From 1829 through 1865, Saltsburg was an important stop along the Western division of the Pennsylvania Main Line Canal.

In conjunction with the Allegheny Portage Railroad, the canal connected the cities of Philadelphia and Pittsburgh, serving as a major route for transporting both goods and passengers.

Hike the towpath of the old canal from Saltsburg to Conemaugh Dam and experience the route our forefathers traveled across the state. The Saltsburg Canal Park, a major project to preserve and interpret America's industrial heritage, is aggressively underway. Relive the times by viewing artifacts and exhibits from the canal days, and the salt drilling, glass making, and boat building industries at the Rebecca Hadden Stone House Museum. For seasonal hours call 724-463-7505.

Routes to and from Indiana

The Airport Situation

Pittsburgh International Airport is about 77 miles southwest of Indiana. It is fairly new, large, comfortable and easy to navigate. Parking at the airport is generally easy. Rates are fair. There are a number of independent companies near the airport that also provide safe, cheap parking. Many of the hotels near the airport will include free parking for 14-21 days and transportation to and from the airport if you stay overnight before your flight. Since you must allow 2.5 hours to get to the airport prior to your flight, staying overnight is often a good option. If you Google "park and fly Pittsburgh," you will get some websites with a variety of hotel/motels with such parking arrangements. Many give AAA discounts or run specials. You must ask when you make reservations.

There are two smaller, regional airports within 45-50 minutes of Indiana. If you don't mind paying a bit more per flight, these are a good deal since you don't have to drive through Pittsburgh to get to them or stay overnight. Be aware that traffic through and around Pittsburgh is generally bad. There is *always* construction somewhere on the way to the airport. Check <http://www.511pa.com/Traffic.aspx> to find out where the construction is, although that may not show construction on the smaller routes.

Johnstown Airport is off Route 219 South. It is the same exit as the Galleria Mall, only you turn right instead of left. Parking is free.

Westmoreland County Airport is in Latrobe on Route 30 East of Greensburg. Although Johnstown is slightly easier to get to (almost all highway), parking is free at Westmoreland.

Another alternative is to take Barker's AIRE- RIDE NORTH to the airport. This is a "limo"/taxi service to the airport. They will pick you up or drop you off at your house in a fairly new and comfortable van or car. You will usually have to share your ride with 2-4 other people depending upon the time of day. The drivers are professional and friendly. Aire- Ride takes credit cards, personal checks and cash. You can give your credit card number when you call or can pay the driver directly. Aire-Ride Pittsburgh North - 1-800-647-4331.

For flights to the West Coast, it may be cheaper to drive to Cleveland (approximately 3 hours north). Flight prices can be \$200-\$300 cheaper.

Best Routes to the Pittsburgh Airport

Route #1:

1. Route 286 West to Route 380 (this is a four lane for a short while) through to Route 286 West again.
2. Route 286 to Route 22 West
3. Route 22 West to Route 376 West. Route 376 is commonly called "The Parkway West or East" depending upon your direction.
4. Follow the Parkway West (Route 376W) to Pittsburgh and the Fort Pitt Bridge.

5. Start following the signs to the airport. Go over the Fort Pitt Bridge and through the tunnel.
6. The airport is about 20 miles from the tunnel.

Route #2

1. Route 119 South to Route 22 West
2. Same directions as above

Route #1 is shorter; however, the roads are curvier and less predictable. It is good in the early morning hours and late at night (BUT WATCH OUT FOR OUR LARGE DEER POPULATION!).

Route #2 is slightly longer but more predictable. Much of Route 22 has recently been redone and much of the way is four lane and instead of two lane highway.

Both routes go through business and residential areas.

Possible Short Cut to Route #1

Some people swear by the route; others do not. You be the judge.

1. Follow Route 286W to Route 380.
2. At the Sardis Road exit Route 286 and Route 380 come back together. Instead of following 286W again, take the Sardis Road exit (This is now Route 380W).
3. Continue on this road until there is a curve in the road.
4. Shortly after this the road ends in a "T". Turn left.
5. Follow this road until the junction with Route 48. Make a left turn onto Route 48.
6. After the light bear right onto 376 W (Parkway West).

Although this route goes through residential neighborhoods it bypasses the commercial area known as "The Golden Mile" in Plum and may be shorter during heavy traffic periods.

Route #3

If you are traveling to the airport during rush hour and do not want to be stuck in one of Pittsburgh's tunnels you might try this route. It is slightly longer but you can bypass traffic, if and only if, there is no construction in the area. Aire-Ride often goes this way.

1. Route 422W to Route 28S at Kittanning. (The intersection can be a bit tricky. Watch for and follow the signs to Pittsburgh after turning left onto the four-lane highway)
2. Follow Route 28S as far as possible. Eventually it turns into Ohio Street and becomes a two-lane road in Pittsburgh.
3. Look for and follow the signs for Route 279 and the Airport. You will make a left hand turn at a light (at this point you are in Pittsburgh).
4. This will take you over the Fort Pitt Bridge and through the tunnel.
5. Follow the directions above.

Taking the Train

Believe it or not, the trains still come through this area. You can take AMTRAK east to Harrisburg, Philadelphia and New York and from there can connect to almost anywhere. You

can also take AMTRAK west to Pittsburgh and Chicago. Although you can get the train in Pittsburgh, Johnstown is the easiest place to pick up the train. There is overnight parking at the Johnstown station. It is free. The area is relatively safe, if a little deserted (like most of Johnstown). The train from Johnstown to NYC takes about 8 hours; from Johnstown to Philadelphia is about 6 hours. Johnstown to Chicago is about 12 hours. The station is located at 47 Walnut Street in Johnstown. It is about 35-45 minutes from Indiana on Route 56. Air-Ride will also drive you to the train station. Amtrak rates are generally inexpensive.

Driving

Easiest/Fastest way to Route 80

Do not believe the map. Taking 119N will take you through Punxsutawney and Dubois. It is the long way.

Route 80 EAST

1. Take 286E towards Clymer.
2. Follow 286E until it turns into 219N.
3. Follow 219N to Grampian.
4. At Grampian take 879N.
5. Follow 879N to intersection with Route 80.

This may seem like a lot of route numbers but actually you stay on the same road while the route numbers change. It is not hard to follow. It is about 1 hour and 15 minutes from Indiana to Route 80.

Route 80 WEST (Upper State New York/Erie PA area)

1. Take 119N toward Punxsutawney.
2. About 22 miles outside of Indiana turn left onto to Route 436.
3. Follow 436 to 36N.
4. Follow 36N to Intersection with Route 80.

Route 80 WEST (Northern Ohio and points west)

1. Take 422W through Kittanning and Butler to intersection with Route 79.
2. Take Route 79N to intersection with Route 80.

Easiest/Fastest way to Route 76-The Pennsylvania Turnpike

Turnpike East

1. Take 422E to 219S.
2. Stay on 219S for about 5 miles.
3. Take 22E.
4. Stay on 22E until outside Altoona.
5. Follow signs for 220S to Bedford.
6. Follow 220S to Bedford and follow signs for Turnpike.

Turnpike West

1. 119S to 22E.
2. 22E to 66S. (This is a new toll road, bring quarters!)
3. Route 66 ends. Follow 119S.
4. Look for signs for Turnpike.

Cities/Driving Distances

Note that, more often than not, distances are given in terms of *time* rather than *miles* among Pennsylvanians.

Pennsylvania

State College (Penn State)

About 1.75 hours. Direct Route. 422W to 220N to 322E.

Pittsburgh

About 1.5 hours. No Direct route. See above.

Philadelphia

About 5.5 hours. Direct route. 76 Turnpike East is the best route.

Erie

About 2.75 hours. Direct route. 422W to 79N.

Other Destinations Outside Pennsylvania

New York City

About 6.5 hours. Route 80E is the easiest, shortest route.

Washington, D.C.

About 4.5 hours. Direct route. 76 Turnpike East is the best route.

Baltimore, MD

About 4.5 hours. Direct route. 76 Turnpike East is the best route.

Cleveland, OH

About 3 hours. Route 422W to 79N to 80W is the best route.

Chincoteague, VA (the ocean)

About 7.5 hours. Direct to Baltimore area then it becomes scenic.

Hartford, CT

About 7 hours. Route 80E to 81N to 84E. All highway.

Boston, MA

About 9.5 hours. Same as Hartford.

Shopping

Downtown

In recent years, the downtown area has moved from shops to offices and services. There are several gift stores, Gatti Pharmacy, two or three clothing stores, a few shoe stores, several restaurants, two or three optometrists, a state liquor store, several financial services/ banks, florists, jewelry shops and other small specialty stores and shops.

Regency Mall (Oakland Ave)

The major stores are: Martin's Grocery Store, T. J. Maxx, Ollie's, The Dollar Tree, UPS Store, and The Goodwill Outlet Store (used merchandise).

Indiana Mall

The major stores are: Sears, JC Penney's and The Bon Ton. The Bon Ton is a small, good quality department store. Other stores include card shops, shoe stores, women's clothing shops, jewelry shops, Spencer Gifts, Auntie Anne's pretzels, the ubiquitous teen clothing stores, and hair/beauty services. The Photo Driver's License place is also here. There is a four screen movie theatre located at the mall.

SouthTowne Plaza

The major stores are a SUPER Wal-Mart (open 24 hours per day, supermarket, video rental, McDonalds, Wal-Mart, bank, hair salon, pharmacy-- all under one roof although only the Wal-Mart/Supermarket is open 24 hours). Other shops in the plaza include Petco, GameStop, Staples, Verizon, AT&T, and others.

Lowes Plaza

Lowes Home Improvement store, Giant Eagle, and Michael's are located here. The plaza also includes Verizon, PetSmart, Wine & Spirits store and Fortune Buffet.

Indiana West

Located in this plaza as well as BIG LOTS, Super Shoe Store, H & R Block, and Salvation Army.

Other Places to Shop

Monroeville Mall

Huge mall about 20 miles east of Pittsburgh. 50-60 Minutes from Indiana (Rt. 286W to Rt. 22 to Business Route 22). Also in and around the Monroeville area are a number of strip malls with Pier One Imports, Marshall's, TJ Maxx, Old Navy, Office Depot, Burlington Coat Outlet, several furniture stores, Sam's Club, Sears and so on. You have to explore. It's definitely an all day trip. Many faculty shop here.

Westmoreland Mall

Good sized mall east of Greensburg. 45-50 minutes from Indiana (Rt. 119S to Blairsville. Rt. 217S to Latrobe. Rt. 30 W to Greensburg) Kaufmann's, JCPenney, Bon Ton and so on. Several stores in strip malls around the Mall. Just east of the entrance to the mall (on route 30) is Gabriels, a discount store/outlet with many good buys.

Galleria Mall (Johnstown)

Good sized, relatively new mall outside Johnstown. About 40-45 minutes from Indiana (Rt. 422 east to Rt. 219 South). The roads are good and the mall is easy to get to. Boscov's, Sears, JCPenney, BonTon, Eddie Bauer. Many stores. Boscov's is an interesting department store. They sell everything. Very large. On the outskirts of the mall there is Pier One, Wal-Mart, Staples, and an electronics store and so on.

Galleria at Pittsburgh Mills

Good sized mall north of Pittsburgh in Tarentum. Approximately 60 minutes from Indiana (Rt. 422 west to Kittanning and then Rt. 28 south toward Pittsburgh). Stores include JC Penney, Sears Grand, Sam's Club, Macy's, Lowe's, Dick's Sporting Goods, Linens-N-Things, Michael's, Office Max, PetSmart, Wal-Mart, etc.

Grove City Outlet Center

This is one of the largest outlet centers in the country. At last count there were approximately 147 stores. About 90 minutes from Indiana. Rt. 422 West toward Butler then Rt. 79N. The Outlet has over 140 brand-named outlets including Banana Republic, Gap, Nine West, Nike, a BOSE store and (our favorite) Harry and David.

Waterworks Mall

This is an "outdoor" mall in the upscale Pittsburgh suburb of Fox Chapel. About 50-60 minutes from Indiana. (Rt. 422 West to Kittanning. Then, Rt. 28 S to Fox Chapel exit.) Barnes and Noble, Panera Bread, Marshall's, TJ Maxx and other stores are here and around the area. There is also a very large theater complex. Driving to Waterworks is an easier drive than Monroeville where the traffic can be heavy.

Places to Eat and Meet on/around Campus

There are plenty of places to eat here on IUP's campus. You have a choice of many different cuisines and many different atmospheres (<http://www.iup.edu/dining/>). Some of your choices include:

Folger Residential Restaurant

Enjoy breakfast, lunch, or dinner at our NEW, comfortable, all-you-care-to-eat residential dining restaurant. We are open seven days a week serving breakfast, lunch and dinner Monday through Friday and brunch and dinner on Saturday and Sunday. With a five-foot Mongolian Grille as the centerpiece, fresh homemade pasta, and new and innovative stations, this will be the go-to place to dine and socialize on campus. You can experience Folger Residential Restaurant using your meal plan, Flex dollars, credit and debit card, Crimson Cash, or by paying cash.

Crimson Café

One of our newest dining experience at IUP is the Crimson Café. You can find Starbucks, Crimson Bistro, Burger Studio, Fireplace here along with a couple of your students. They have a great selection of grab and go items, including soup, salads, wraps, and hot meals.

The HUB Rock II Food Court

The eating and meeting place for IUP students, faculty and staff, the choices here include typical take-out fare such as burgers, pizza, chicken patty sandwiches, and baked potatoes, as well as a Healthy Choice sandwich line, and a bakery with all sorts of sweet treats. Einstein Brothers Bagels, Chick-fil-A, Pastabilities, Grille Works, etc. can be found here. Open Monday to Friday at 7:00am

Local Restaurants

BAR AND GRILL

Al Patti's Bar and Grill	552 Philadelphia St.	Indiana	(724) 463-9964
Boomerang's Bar & Grill	547 Philadelphia St.	Indiana	(724) 349-9150
Brunzies	470 Philadelphia St.	Indiana	(724) 349-2770
The Coney	642 Philadelphia St.	Indiana	(724) 465-8082
H.B. Culpeppers	653 Philadelphia St.	Indiana	(724) 349-5486
Harrigan's	1395 Wayne Ave.	Indiana	(724) 463-3561
Murphy's II	674 Philadelphia St.	Indiana	(724) 349-6070
Steel City Samiches	15 North 7 th St.	Indiana	(724) 801-8402
Twisted Jimmy's	29 N. 7 th St.	Indiana	(724) 801-8402

CAFES, CASUAL DINING & MISCELLANEOUS

Levity Brewing Company	1380 Wayne Ave.	Indiana	(724) 840-7611
Luigi's Ristorante	625 Franklin St.	Clymer	(724) 254-4777
Ninth Street Deli	901 Philadelphia St.	Indiana	(724) 465-5221

Pennsylvania BBQ	2045 South 6 th St.	Indiana	(724) 349-7191
Romeo's Pizza & Mediterranean Food	1112 Oakland Ave.	Indiana	(724) 349-7663
Roseann's	2263 Oakland Ave.	Indiana	(724) 349-7727
Rustic Lodge	2199 Oakland Ave.	Indiana	(724) 465-4583
Spaghetti Benders	563 Philadelphia	Indiana	(724) 357-8822

COFFEE HOUSES

Artists Hand Gallery and Espresso Bar	732 Philadelphia	Indiana	(724) 463-8710
Caffe Amadeus	628 Philadelphia	Indiana	(724) 349-0540
Commonplace Coffee	1176 Grant Street	Indiana	(724) 465-6529
Starbucks	2125 Oakland Ave.	Indiana	(724) 349-3981

INTERNATIONAL

China King	731 Philadelphia St.	Indiana	(724) 349-0803
Fortune Buffet	475 Ben Franklin Rd.	Indiana	(724) 463-0688
India Grill	1047 Philadelphia St.	Indiana	(724) 464-5300
Kim Moon	718 Philadelphia St.	Indiana	(727) 349-6336
King Buffet	2401 Oakland Ave.	Indiana	(724) 349-8535
Tres Amigos	1540 Oakland Ave.	Indiana	(724) 349-1040
Thai@Indiana	14 S. 7 th St.	Indiana	(724) 471-2779
Teerak Thai	1830 Oakland Ave.	Indiana	(724) 471-2176

FAMILY DINING

Crouse's Café (breakfast and lunch only)	660 Philadelphia St.	Indiana	(724) 471-2983
Donut Connection	895 Wayne Ave.	Indiana	(724) 471-2985
Eat'n Park	2301 Route 286 S	Indiana	(724) 465-2301
Funky Brunch	701 Philadelphia St.	Indiana	(724) 717-6341
Hoss's Steakhouse	1198 Wayne Ave.	Indiana	(724) 349-5750
Perkins	1775 Route 286 S.	Indiana	(724) 463-0400
Ruby Tuesday	1414 Indian Springs Rd.	Indiana	(724) 465-7853
Valley Dairy	1584 Oakland Ave.	Indiana	(724) 349-6052

FAST FOOD

Arby's	1259 Oakland Ave.	Indiana	(724) 349-8555
Burger King	1740 Route 286 S	Indiana	(724) 463-0610
Chipotle Mexican Grill	1781 Oakland Ave.	Indiana	(724) 349-6760
Jimmy John's	795 Philadelphia St.	Indiana	(724) 349-1524
Long John Silver's/A&W	1655 Route 286 S	Indiana	(724) 463-3100
Mc Donald's	3100 Oakland Ave. # A	Indiana	(724) 465-7848
Mc Donald's	940 Wayne Ave.	Indiana	(724) 349-4020
Mc Donald's	1510 Oakland Ave.	Indiana	(724) 465-8570
Pita Pit	740 Philadelphia	Indiana	(724) 463-7482
Quizno's Subs	1830 Oakland Ave.	Indiana	(724) 463-7827
Subs- N-Suds	470 Philadelphia St.	Indiana	(724) 349-2770
Subway	3100 Route 286 S.	Indiana	(724) 357-9394
Subway	1205 Maple St.	Indiana	(724) 465-7827

Taco Bell	1105 Oakland Ave.	Indiana	(724) 349-8226
Wendy's	1794 Route 286 S.	Indiana	(724) 463-0024

FINER DINING

Benjamin's	458 Philadelphia St.	Indiana	(724) 465-4446
Bruno's Restaurant	1108 Philadelphia St.	Indiana	(724) 465-8493
Donatello's	791 Philadelphia	Indiana	(724) 349-5865
The Grapevine	1155 Wayne Ave.	Indiana	(724) 349-8170
Josephine's Pizzeria And Enoteca	1037 Philadelphia	Indiana	(724) 471-2988
Nap's Cucina Mia	1033 Philadelphia St.	Indiana	(724) 465-6396
Pie Cucina	181 East Brown St.	Blairsville	(724) 459-7145
PJ Brown's	306 Point St.	Saltsburg	(724) 639-3408

PIZZA

Bob's Pizza	459 N 4 th St	Indiana	(724) 465-4339
Capri Pizza	Indiana Mall	Indiana	(724) 349-9000
Domino's Pizza	1176 Grant St.	Indiana	(724) 349-7310
Fox's Pizza Den	586 Philadelphia St.	Indiana	(724) 463-8369
Josephine's	1037 Philadelphia St.	Indiana	(724) 471-2999
Italian Village Pizza	633 Philadelphia St.	Indiana	(724) 349-6873
Papa John's Pizza	1530 Oakland Ave.	Indiana	(724) 349-0909
Pizza House	990 Oakland Ave	Indiana	(724) 463-2274
Pizza Hut	Wayne & Locust	Indiana	(724) 349-7001
Romeo's Pizza	1112 Oakland Ave.	Indiana	(724) 349-7663
Tom's Pizza	11 S. 7 th St.	Indiana	(724) 463-7494
Venice Café	504 S 13 th St.	Indiana	(724) 349-0100
Vocelli Pizza	504 S 13 th St.	Indiana	(724) 465-9070

SWEETS

Insomnia Cookies	10 S. 7 th St.	Indiana	(724) 632-6554
Dairy Queen	403 N 4 th St.	Indiana	(724) 465-5700
Meadows Frozen Custard	1994 Oakland Ave	Indiana	(724) 463-1117
Six Hand Bakery	29 N 8 th St.	Indiana	(724) 349-1030

(sells excellent breads as well, specialized hours)

Miscellaneous Things to Know About Indiana, PA

1. There are two areas in which most people live: "The Borough" and White Township. A real estate agent once described the area as a large doughnut--- The Borough is the hole and White Township is the doughnut.
2. The Library. Indiana Free Library is on Philadelphia Street. It is a small but pleasant community library. It has a good children's section and, unless they are cut, excellent children's programs. There has been a recent remodeling. Indiana Free Library is "free" to residents of The Borough and White Township. If you live in another township, it will cost approximately \$25 to \$40 per year for an individual and/or family membership.
3. There is a good-sized YMCA with indoor swimming pool, aerobics, training room, exercise machines, weights, a new basketball and volleyball court, and softball and soccer fields. It is conveniently located across from Ben Franklin Elementary School. Call for membership fees and further information.
4. Some roads have two names. This can be confusing.
 - Portions of Seventh Street = Jimmy Stewart Blvd
 - North 4th Street = Old Route 119N
 - Wayne Avenue = Old Route 119S
 - Philadelphia Street (main street) = Route 422
 - Indian Springs becomes Ben Franklin when it crosses Warren Road (at the Sheetz gas station).
5. Supermarkets:
 - Giant Eagle- Well-stocked chain out of Pittsburgh. Store near Lowe's.
 - Wal-Mart Superstore- Everything in one place. Huge supermarket and department store.
 - Martin's at Regency Mall - Many hard to get items, including fresh lobster, variety of international condiments and brands from other regions.
 - ALDI – smaller store with some discount prices
 - Bi-Low—smaller store on opposite side of town as the rest. (North 4th Street)

Section Six:

Performance Review & Evaluation of Faculty

Article 12 (Performance Review & Evaluation of Faculty) of the 2015-2018 Collective Bargaining Agreement (CBA) is reproduced below for your convenience. However, you should also read articles 13-16 on Personnel Files, Renewals and Non-Renewals, Tenure, and Promotions. The complete and current version of the CBA can be found online at <http://www.apscuf.org/members/contract>

Performance Evaluations

Being evaluated can be a nerve-wracking process, especially after only one semester on the job. Keep in mind that IUP already is invested in your success. Try to think of this process as an opportunity to get useful feedback from your more experienced colleagues, and to grow as a teacher/scholar. Additionally, all of the effort you put into these evaluation materials every year makes your eventual application for tenure and/or promotion a little easier (so save your evaluation materials once they are returned to you).

You must go up for tenure during your fifth year of teaching (though in some cases, if you have prior part-time teaching experience at IUP, you might be eligible to go up early). Up until you earn tenure, you will be evaluated every year, and then every fifth year after receiving tenure. You will hear more about the tenure and promotion processes over the next several years. At this point, here's what you need to know: You will be evaluated on three aspects – teaching, scholarship, and service. Each year, you will need to put together a file (usually housed in your department office) containing a statement that you write addressing your success in these three areas and supporting documentation (to show that you really did all of the amazing things you claim to have done in your statement). Supporting documentation is very important to these evaluations, so make sure you save everything (e.g., conference programs from conferences where you present your research, spontaneous emails from students gushing over your teaching skills). Make sure you keep copies of all AWA/AWE forms and document the work you do for release time. Organization early on is key; eventually a lot of this documentation will be needed for promotion.

Student and peer observations will be included in your file. Your teaching will be observed each semester by two different colleagues and once yearly by your department chair; those observations will all go in your file. Once you compile all of your necessary materials in the file and submit it to the department, a colleague on your Department Evaluations Committee (DEC) will write an evaluation that will either recommend renewal or non-renewal of your hire. You will have a chance to write a response to that evaluation, if you wish. All of these materials will then go to the department chair, who writes a separate evaluation, again recommending renewal or non-renewal of your hire. Again, you will have a chance to respond to that evaluation, if you wish. The file then goes to your college dean who also writes a brief evaluation and recommends whether your contract gets renewed. You may also write a response to this evaluation. Your dean's office then sends the file to the Provost's office, where a final decision is made on whether to renew your hire. Lastly, the file is sent to Human Resources where the materials become part of your permanent file. Please make sure that this file is accurate and up-to-date. It is a good idea to go to HR every now and then to take a look at what's in your file, and also maintain your own copies of everything to serve as a back-up. Eventually, your HR file is used for your tenure application.

If your DEC, department chair, or dean writes an evaluation recommending non-renewal, it's a good idea to write a response to keep in your permanent file. Keep in mind that one non-renewal of the three does not mean that your job won't be renewed. Usually, at least two of the three need to recommend non-renewal. The Provost makes the final decision based on all three of the letters and any responses you have written.

Evaluations for “first-year probationary” faculty are due January 30 for fall hires. New faculty members should therefore expect to be evaluated on their first semester of work. Subsequent evaluations are due November 1 each year through your tenure year. Contact your department chair or the chair of your Department Evaluations Committee to make sure that you are aware of all deadlines.

Finally, we encourage you to talk to your colleagues about the evaluation process and about how they organize their evaluation materials. The process can be a bit different in each department. Your colleagues have all successfully navigated the course and are your greatest resource.

The rest of this section contains Article 12 of the 2015-2018 Collective Bargaining Agreement (please see <http://www.apscuf.org/members/contract> for the current CBA). This is not necessarily fun or exciting reading, but it’s worth your attention, as this section of the CBA will govern your continued employment at IUP. Note that this contract expired in spring 2014. Until a new contract is negotiated, technically we are without a contract. It is unlikely that details of these particular articles will change in a new contract, however, it is possible that changes will occur.

Article 12

PERFORMANCE REVIEW AND EVALUATION OF FACULTY

- A) The process of FACULTY evaluation is perceived broadly as a means for extending opportunities for continuous professional development. The processes are intended to be supportive of a FACULTY MEMBER'S desire for continuing professional growth and academic excellence. With this orientation, FACULTY evaluation will be a contributor to the ongoing improvements of the academic programs of the UNIVERSITIES.
- B) Categories for Performance Review and Evaluation
The following categories shall serve as the uniform system-wide basis for the evaluation of FACULTY MEMBERS at each University. The categories listed below shall be applied in the performance review and evaluation of temporary faculty, regular part-time faculty, probationary non-tenured faculty, tenured faculty and all applicants for promotion. Under each category are listed some examples of data upon which judgments can be made of the FACULTY MEMBER'S performance relative to a given category. When evaluating the data, the appropriate evaluator(s) shall give greater weight to the quality of the performance reflected in the data, than to the quantity of the data.
- 1) Effective teaching and fulfillment of professional responsibilities.
 - a) This will be indicated, when applicable, by such items as: student evaluations, peer evaluations, classroom visitations, quality of syllabi, quality of student advisement, willingness to accept departmental work assignments, timely execution of work assignments, and any other data deemed appropriate and agreed to by the FACULTY and Administration at local meet and discuss.
 - b) Evaluation of teaching effectiveness and fulfillment of professional responsibilities will not be based on a single datum. A combination of all appropriate data will be used to give sufficient evidence for an overall judgment of teaching effectiveness and fulfillment of professional responsibilities.

- c) For all FACULTY MEMBERS whose basic responsibilities lie outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching.
- d) For FACULTY MEMBERS with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this Article.

2) Continuing scholarly growth.

This will be indicated, when applicable, by such items as:

development of experimental programs (including distance education), papers delivered at national and regional meetings of professional societies; regional and national awards; offices held in professional organizations; invitational lectures given; participation in panels at regional and national meetings of professional organizations; grant acquisitions; editorships of professional journals; participation in juried shows; program-related projects; quality of musical or theatrical performances; participation in one-person or invitational shows; consultantships; research projects and publication record; additional graduate work; contribution to the scholarly growth of one's peers; and any other data agreed to by the FACULTY and Administration at local meet and discuss.

3) Service: contribution to the University and/or community.

This will be indicated, when applicable, by such items as:

quality of participation in program, department, college, and University committees; APSCUF activity contributing to the governance of the University; development of new course(s) or program(s); training or assisting other FACULTY MEMBERS in the use of distance education technology; participation in University-wide colloquia; voluntary membership in professionally oriented, community based organizations reasonably related to the FACULTY MEMBER'S discipline; lectures and consultations; consulting with local and area agencies and organizations; and any other data agreed to by the FACULTY and Administration at local meet and discuss.

C) General Evaluation Procedures for Regular FACULTY MEMBERS

The following evaluation procedure shall apply to all regular FACULTY MEMBERS at each University.

- 1) a. Each department shall select a committee to assist in the evaluation function. The department evaluation committee shall consist of at least three (3) members, and shall exclude the department chairperson. The manner of selection shall be determined by the FACULTY MEMBERS in each department. If necessary, or desirable, as determined by the department or President, individuals from the same or within related disciplines, mutually acceptable to the FACULTY MEMBER, department and University, who are from outside the department or the UNIVERSITIES may be used in any or all parts of the evaluation process. When a FACULTY MEMBER being evaluated requests a change in the composition of the department evaluation committee, the FACULTY MEMBER must provide a written justification for the requested change. The request and justification shall be submitted to the department and the PRESIDENT and may be approved by either. Where a mutually acceptable individual cannot be agreed upon, the President shall provide the FACULTY MEMBER and the department with a list containing the names of at least three (3) individuals who have the qualifications for the position held by the FACULTY MEMBER being evaluated. The FACULTY MEMBER shall have three (3) working days in which to select one individual from this list. If the FACULTY MEMBER fails to make a selection

within the three (3) day period, the President, in consultation with the department chairperson and the department, shall designate one individual from this list to serve on the department evaluation committee. No FACULTY MEMBER shall serve on his/her own evaluation committee or as a member of the department evaluation committee for a member of his/her immediate family (spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law) or a person residing in the same household as the FACULTY MEMBER. Each department shall determine the rules and procedures under which the department evaluation committee will operate. Such rules and procedures shall be announced by the department prior to the commencement of the performance review and evaluation process.

b. The department evaluation committee shall utilize the following materials in preparation of its written evaluation and recommendation:

- (1) Student evaluations in all classes during the fall of the year of evaluation for tenured FACULTY, and twice each academic year in all classes for probationary non-tenured FACULTY. An instrument for student evaluation of FACULTY shall be developed by local APSCUF, the University management, and the appropriate student government body as designated by the President, and approved by local APSCUF and the University management at local meet and discuss. If, in any year, no approved procedure and/or instrument exists, the department chairperson shall administer a student evaluation. Reproduction and tabulation of the University-wide student evaluation instrument will be the responsibility of the University management.
- (2) Peer evaluations by the department evaluation committee and the department chairperson, including evaluations of classroom visitation. There shall be at least two (2) such classroom visitations each semester by the department evaluation committee, and one (1) such classroom visitation each year by the department chairperson for all non-tenured FACULTY. For all tenured FACULTY in the year of evaluation, there shall be one (1) such classroom visitation each semester by the department evaluation committee and one (1) such classroom visitation during the year by the department chairperson. Prior to putting a classroom visitation evaluation in writing, there shall be a discussion of the observations with the FACULTY MEMBER. These evaluations shall not displace nor diminish the importance of other evidence of the degree to which the FACULTY MEMBER'S responsibilities have been met during the evaluation period. The department evaluation committee shall designate the manner in which peer evaluations will take place.
- (3) An updated copy of the FACULTY MEMBER'S vita.
- (4) Any other pertinent data the FACULTY MEMBER wishes to submit (copies of articles published, letters from references, copies of grant applications, etc.).
- (5) The evaluation process for FACULTY MEMBERS with work assignments outside of their department shall be conducted by the FACULTY in the unit where the work is performed and forwarded to the FACULTY MEMBER'S department for inclusion in his/her total evaluation.
- (6) Other data which the department evaluation committee may deem pertinent, provided that the committee discloses such data to the FACULTY MEMBER, and provides the FACULTY MEMBER an opportunity to respond to the data.

c. (1) The department evaluation committee shall provide the FACULTY MEMBER with a reasonable opportunity to discuss its evaluation after which the committee shall submit its detailed written evaluation and recommendation along with the

above mentioned supportive materials to the appropriate Academic Dean with a copy to the FACULTY MEMBER and the department chairperson. The FACULTY MEMBER may, if he/she disagrees with the committee's evaluation, send to the Dean a written response to the department evaluation committee's evaluation.

(2) The department chairperson shall provide the FACULTY MEMBER with a reasonable opportunity to discuss his/her evaluation after which the chairperson shall independently send a written evaluation with recommendations to the appropriate Academic Dean. The chairperson's evaluation shall be based on his/her knowledge and personal observation of the FACULTY MEMBER'S performance, the results of the department evaluation committee's evaluation and recommendations and the materials submitted by the FACULTY MEMBER. The chairperson shall provide copies of his/her evaluation and recommendations to the FACULTY MEMBER and the department evaluation committee. No department chairperson shall provide a chairperson evaluation of himself/herself, or an evaluation of a member of his/her immediate family or a person residing in his/her household. Immediate family shall be defined as spouse/DOMESTIC PARTNER, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law. The department (excluding the CHAIR) shall select another FACULTY MEMBER acceptable to the department, the FACULTY MEMBER being evaluated, and management to substitute for the department chairperson. Where a mutually acceptable individual cannot be agreed upon, the President shall provide the FACULTY MEMBER and the department with a list containing the names of at least three (3) regular FACULTY MEMBERS who did not participate in the department evaluation committee. The FACULTY MEMBER shall have three (3) working days in which to select one individual from this list. If the FACULTY MEMBER fails to make a selection within the three (3) day period, the President, in consultation with the department, shall designate one individual from this list to serve in the department chair's stead.

(3) The Dean shall provide a written performance review in accordance with this Article. The FACULTY MEMBER shall be provided with an opportunity by the Dean to discuss the performance review and such discussion shall be specific and detailed and clearly set forth those areas of performance, if any, which require improvement. A copy of the draft performance review by the Dean shall be provided to the FACULTY MEMBER prior to discussion with the Dean. This review shall be based on the data supplied by the department evaluation committee, department chairperson and any other relevant and substantiated data gathered by the Dean, provided that such other data is disclosed to the FACULTY MEMBER, and the FACULTY MEMBER is afforded an opportunity to respond to the data. The Dean shall provide a copy of his/her performance review to the FACULTY MEMBER, the department chairperson, and the department evaluation committee. For FACULTY MEMBERS whose basic responsibilities lie outside the classroom, the appropriate management supervisor shall fulfill all responsibilities of the Dean listed in this Article. No Dean/management supervisor shall evaluate a member of his/her immediate family (spouse/DOMESTIC PARTNER, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law), or a person residing in his/her household. The President or his/her designee shall select another Dean/management supervisor as a substitute to provide the performance review.

- 2) The failure of a department, the department chairperson, or the department evaluation committee to carry out their duties and responsibilities shall not bar the President, the appropriate Academic Dean or other University management personnel from conducting, in good faith, the performance evaluation reviews nor from taking action to renew or non-renew a probationary non-tenured FACULTY MEMBER.
 - 3) All evaluation reviews conducted by the President, appropriate Academic Dean, or other University management personnel shall be subject to the provisions of Article 5, GRIEVANCE PROCEDURE AND ARBITRATION, but only to the extent that the evaluation review was conducted in an arbitrary or capricious fashion. Action or inaction by the department, department chairperson or department evaluation committee with regard to the provisions of this Article shall not be subject to the provisions of Article 5, GRIEVANCE PROCEDURE AND ARBITRATION.
- D) Evaluation of FACULTY MEMBERS Whose Basic Areas of Responsibility Lie Outside the Classroom
- 1) The evaluation procedures for such FACULTY MEMBERS will be the same as that outlined in Section C. of this Article. The written performance review will be provided to such FACULTY MEMBERS by the appropriate management supervisor.
 - 2) Categories for the evaluation of such FACULTY MEMBERS shall be the same as for teaching FACULTY as set forth in Section B. of this Article, except that performance of duties as described in the official position description will be used in lieu of effective teaching. If such FACULTY MEMBERS also teach courses, the category for effective teaching shall also be evaluated.
- E) Evaluation of FACULTY MEMBERS with Mixed Workloads
- The evaluation of such FACULTY MEMBERS shall include evaluations of both teaching duties and those responsibilities, which lie outside of the classroom, pursuant to the categories and procedures identified in this Article.
- F) Evaluation of Probationary Non-Tenured FACULTY MEMBERS
- 1) A newly appointed tenure track FACULTY MEMBER will have probationary status for a period of five (5) years. Probationary FACULTY shall be made aware, by management in writing, at the time of their employment of the rules, regulations, procedures and objectives they are required to meet as FACULTY MEMBERS of the University. A copy of each letter of appointment shall be sent to the local APSCUF President.
 - 2) Performance review evaluations for probationers in the first, second, third, and fourth year of employment shall contain a recommendation concerning renewal or non-renewal and shall specify any improvements which may be necessary.
 - 3) Fall Hires:
 - a) The department evaluation committee shall forward its report and written recommendations as described in Section C.1.c.(1) of this Article by the following dates:
 - (1) first year probationary non-tenured FACULTY by January 30.
 - (2) second, third, fourth, and fifth year probationary non-tenured FACULTY by November 1.
 - b) The department chairperson shall forward his/her report and written recommendations as described in Section C.1.c.(2) of this Article by the following dates:
 - (1) first year probationary non-tenured FACULTY by February 7.
 - (2) second, third, fourth, and fifth year probationary non-tenured FACULTY by November 8.

- c) The Dean or appropriate manager will provide the FACULTY MEMBER with his/her report and written recommendations by the following dates:
 - (1) first year probationary non-tenured FACULTY by February 28.
 - (2) second, third, fourth, and fifth year probationary non-tenured FACULTY by December 15.
- 4) Spring Hires:
 - a) The department evaluation committee shall forward its report and written recommendations as described in Section C.1.c.(1) of this Article by the following dates:
 - (1) first year probationary non-tenured FACULTY by September 23.
 - (2) second, third, and fourth year probationary non-tenured FACULTY by November 1.
 - (3) fifth year probationary non-tenured FACULTY by April 1.
 - b) The department chairperson shall forward his/her report and written recommendations as described in Section C.1.c.(2) of this Article by the following dates:
 - (1) first year probationary non-tenured FACULTY by September 30.
 - (2) second, third, and fourth year probationary non-tenured FACULTY by November 8.
 - (3) fifth year probationary non-tenured FACULTY by April 8.
 - c) The Dean or appropriate manager will provide the FACULTY MEMBER with his/her report and written recommendations by the following dates:
 - (1) first year probationary non-tenured FACULTY by October 30.
 - (2) second, third, and fourth year probationary non-tenured FACULTY by November 30.
 - (3) fifth year probationary non-tenured FACULTY by April 15.
- 5) No evaluations will be required after a probationer is sent a notice of non-renewal by the President.
- 6) Procedures relating to retention of a probationary non-tenured FACULTY MEMBER will be in accordance with the provisions of Article 14, RENEWALS AND NON-RENEWALS.
- G) Evaluation of Tenured FACULTY MEMBERS
 - 1) Each tenured FACULTY MEMBER shall receive a performance review evaluation from his/her Dean or appropriate manager as provided in Section C. of this Article no later than May 15 of his/her fifth year of appointment as a tenured FACULTY MEMBER and again no later than May 15 of every fifth year thereafter. Department evaluation committee reports shall be forwarded as described in Section C.1.c.(1) of this Article by April 1. Department chairperson's reports shall be forwarded as described in Section C.1.c.(2) of this Article by April 8.
 - 2) In the event that a tenured FACULTY MEMBER is on leave during any part of his/her evaluation year, he/she will be evaluated the first year following the leave.
 - 3) Interim evaluations may be conducted, if judged necessary by the department or if required by the appropriate Academic Dean due to identified deficiencies relating to the relevant categories set forth in Section B. above. The FACULTY MEMBER shall receive advance written notice of such deficiencies in the academic term preceding the interim evaluation. Such interim evaluations shall be limited to the category(ies) in which deficiencies and will be conducted in accordance with the timelines defined in Sections G.1.(for interim evaluations beginning in the fall semester) or F.3. following the schedule for fifth (5) year probationary faculty (for interim evaluations beginning in

the spring semester). These performance reviews must be provided in writing to the tenured FACULTY MEMBER.

H) Evaluation Procedures for Temporary FACULTY MEMBERS

- 1) Evaluations for temporary FACULTY MEMBERS appointed for a full academic year and temporary FACULTY MEMBERS appointed for spring semester only shall be conducted using the procedures for regular FACULTY MEMBERS described in Section C. of this Article and the schedule for evaluation of tenured FACULTY MEMBERS described in Section G.1. of this Article.
- 2) The evaluations for temporary FACULTY MEMBERS appointed for fall semester only shall be conducted in the fall using the procedures for regular FACULTY MEMBERS described in Section C. of this Article and according to the following schedule:
 - a) department evaluation committee reports by November 1.
 - b) department chairperson reports by November 8.
 - c) performance review by Dean or appropriate manager by November 30.
- 3) Only one (1) classroom observation from either the department chairperson or a member of the department evaluation committee shall be required for all part-time temporary faculty and full-time temporary faculty appointed for one (1) academic semester.

I) Evaluation of Faculty who Teach Distance Education

- 1) Evaluation of FACULTY MEMBER(S) teaching distance education courses shall follow the same procedures and practices that apply to regular classroom courses identified in Article 12, PERFORMANCE REVIEW AND EVALUATION.
- 2) For distance education courses, an appropriate student evaluation instrument shall be developed by local APSCUF, the University management and the appropriate student government body designated by the President, and approved by local APSCUF and the University management at local meet and discuss. This student evaluation instrument shall be reviewed every four years by local APSCUF, the University management and the appropriate student government body as designated by the President, to ensure its continued effectiveness. The University shall insure that student evaluation instruments are made available to, and completed by students at all remote sites.

Section Seven:

Understanding Pay

Understanding Your Pay

When do I get my first paycheck?

We get paid bi-weekly, however you will not receive your first paycheck for four weeks (payroll takes one cycle to get you into the system).

Choosing between 20 and 26 pay options

When you fill out your employment paperwork with HR you will be given the option of receiving your bi-weekly pay in 20 installments over the course of the 9 month academic year, or in 26 installments, which evenly distributes your 9 month salary across the entire calendar year (meaning you will continue receiving paychecks over the summer). With the 26 pay option there is no gap between receiving the last paycheck from the previous academic year, and receiving the first pay check of the following academic year. If you choose the 20 pay option you will not receive your first paycheck for the academic year until four weeks after your contract begins (similar to the lag in your first paycheck). The 26 pay option is nice if you feel more comfortable receiving a paycheck over the summer, however keep in mind that you are essentially letting PASSHE earn interest on your money. Many faculty choose the 20 pay option and set some aside each paycheck to offset the lack of income in the summer.

You are given the opportunity to change your pay option once a year during the annual pay option change window. We receive email notices about this window from HR.

Academic year salary (per CBA) vs. calendar year salary from W-2s

The academic year runs from the first day of the Fall semester faculty contracts through the last day of the Spring semester faculty contracts. It does not include winter break or summer. Taxes are based on the fiscal year (January through December) so amounts listed on your W-2s may not correspond with the amounts listed on your pay stubs.

Supplemental Pay

Faculty may receive supplemental pay on top of their base salary for their 9 month teaching contract. Supplemental pay occurs for teaching courses outside of the academic year such as on overload (meaning you are teaching more than 15 undergraduate credits a semester or more than 24 credits in an academic year), during intercession/over the summer, or continuing education courses (Article 27 of the CBA). Faculty may also receive supplemental pay for supervising students in Independent Study or Individualized Instruction. Payment for these supplemental activities is separate from the base salary associated with the 9 month contract and typically occurs in a lump sum. When you receive this lump sum depends on the timing of the course/activity. See the Human Resources website (<http://www.iup.edu/humanresources/>) or the CBA (<http://www.apscuf.org/members/contracts/>) for payment dates and for information about what is taken out of these lump sum payments.