

Grambling State University
Faculty Handbook



August 2002

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Disclaimer

The *Faculty Handbook* is not intended to form a contract, but it is an attempt to express understanding, concepts, and objectives shared between the faculty, university, and the administration. In the event of any conflict between any provisions expressed in this handbook with state law, rules, regulations, or policies of the Board of Supervisors of the University of Louisiana System, the law or rule shall prevail.

SACS Accreditation

Grambling State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award associate, baccalaureate, master's and doctoral degrees.

Grambling State University

Faculty Handbook

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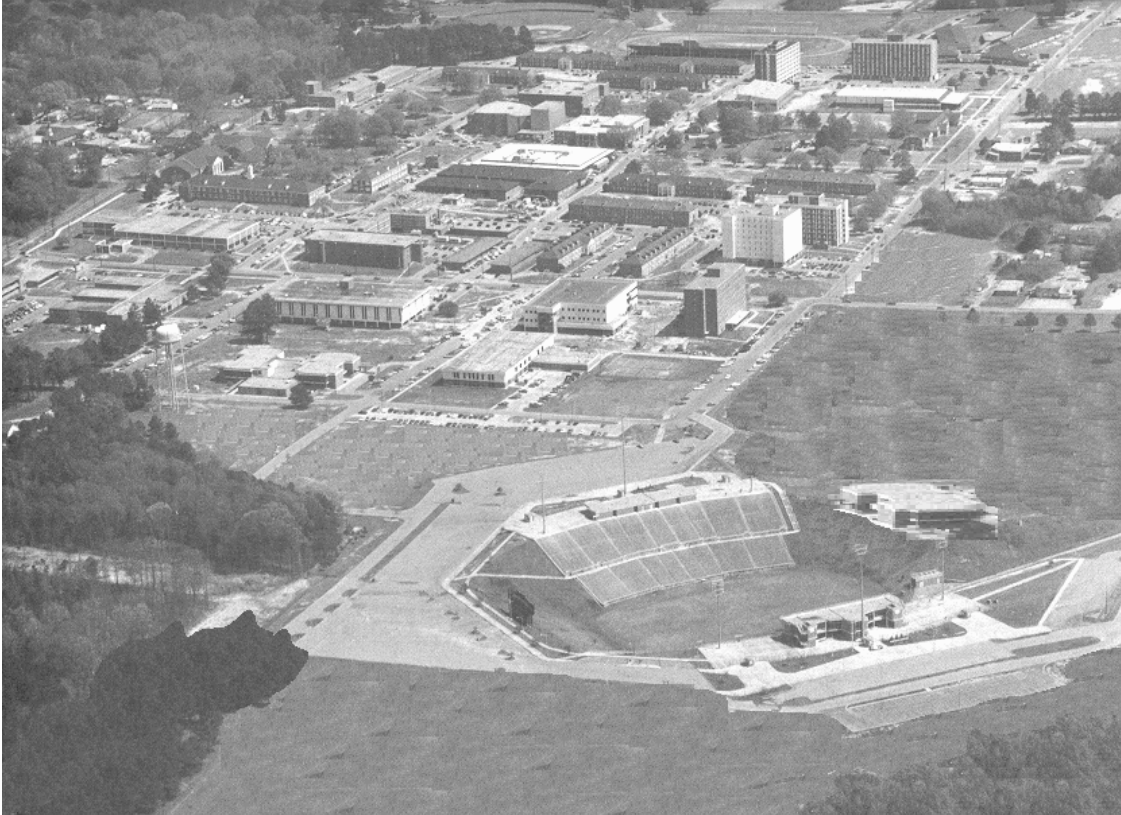
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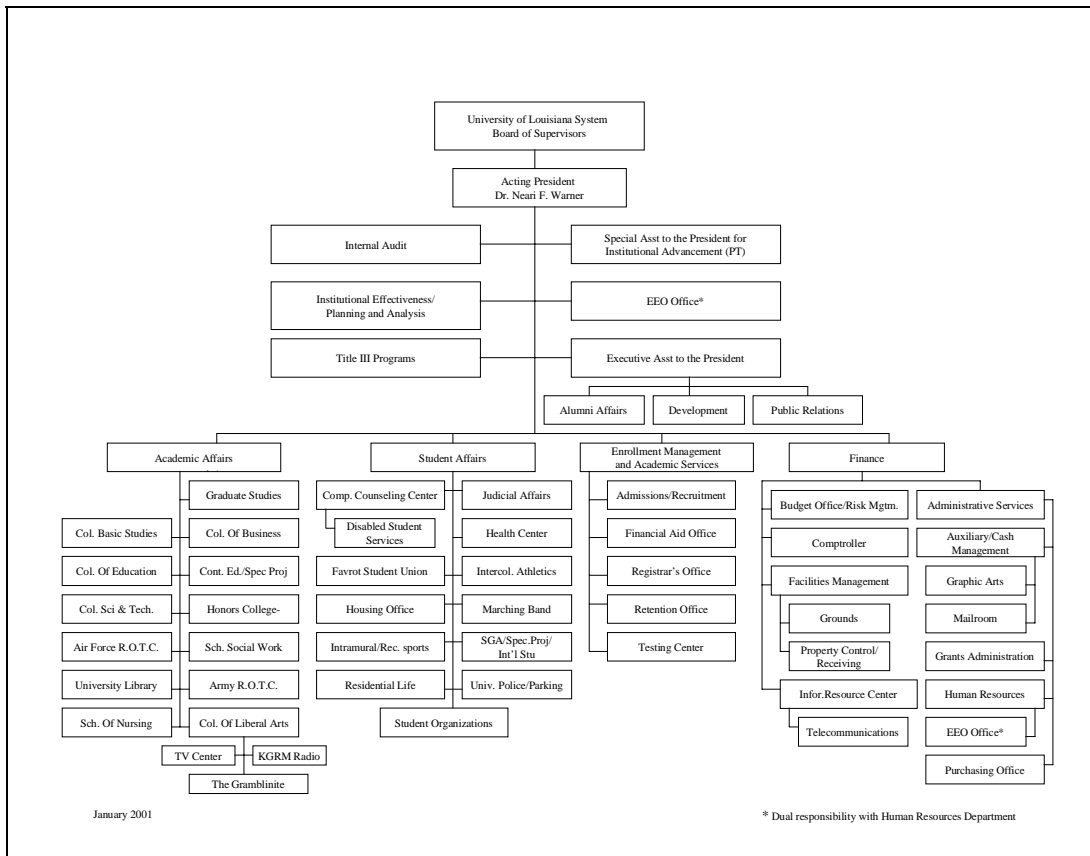
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Campus of Grambling State University



Grambling State University

Organizational Chart



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CHAPTER I

INTRODUCTION

Grambling State University emerged from the desire of African-American farmers in rural north Louisiana who wanted to educate black children in the northern and western parts of the state. In 1896, the North Louisiana Colored Agriculture Relief Association was formed to organize and operate a school.

After opening a small school west of what is now the town of Grambling, the Association requested assistance from Booker T. Washington of Tuskegee Institute who responded by sending Charles P. Adams to aid the group in organizing an industrial school. Under Adam's leadership, the Colored Industrial and Agricultural School opened on November 1, 1901. Four years later, the School moved to its present location and was renamed the North Louisiana Agricultural and Industrial School. By 1928, the School had become a state junior college, offering two-year professional certificates and diplomas. It was renamed the Louisiana Negro Normal and Industrial Institute.

In 1936, Ralph W.E. Jones became the second President and the Institute was reorganized to emphasize rural teacher education. The Institute became internationally known as the "Louisiana Plan" or "Venture in Rural Teacher Education." Professional teaching certificates were awarded when a third year was added in 1936, and the first Bachelor of Science degree was awarded in 1944 in elementary education.

The institution's name was changed to Grambling College in 1946. Thereafter, the College focused on preparing secondary teachers. Later, curricula in the sciences, liberal arts, and business were also added and the College was transformed from an institution of teacher education into a comprehensive college. The addition of graduate programs in early childhood and elementary education gave the College university status (granted in 1974) and a new name--Grambling State University.

Dr. Joseph B. Johnson became the University's third President in 1977. During his tenure an event, significant to the future of the University, occurred with the signing of a court-ordered Consent Decree. The Decree provided the University with special appropriations for assistance in capital outlay projects and for implementing new curricula programs to remedy past inequities in state-appropriated funding and support. Among the new programs established were a doctoral program in developmental education and two professional schools, nursing and social work.

In 1991, Dr. Harold W. Lundy was selected President. Enrollment continued to increase, and the University received national and international acclaim for its academic programs, marching band, and athletic prowess.

Dr. Raymond A. Hicks succeeded Dr. Harold Lundy in July, 1994, as interim President. The following year, the Board of Trustees for the University of Louisiana System named Dr. Hicks as the fifth President of Grambling State University, effective July 1, 1995.

Presently, the University is implementing a desegregation Settlement Agreement that provides funding for expansion of facilities. The Settlement Agreement also provides for the development of new curricula including a second doctoral program in education offered through the Louisiana Education Consortium, which includes Grambling State University and two other institutions in the University of Louisiana System. Through this program, doctoral specialties in educational leadership and curriculum and instruction are granted.

Grambling is home of the legendary football coach, Eddie Robinson, who began his career in 1941 and completed it in 1997. On October 5, 1985, Robinson became the most winning coach in collegiate football, with 324 victories. On October 7, 1995, he won his 400th game.

As the University moved into the twenty-first century and toward its centennial year, Dr. Leonard L. Haynes, III, served as Interim President from October 24, 1997 until May 22, 1998. Dr. Steve A. Favors was appointed Acting President on May 25, 1998, until July 1, 1998, when he became the sixth President of Grambling State University. Serving in that capacity until January 5, 01, he was committed to ensuring that the institution would remain a major provider of access to meaningful and constructive higher educational opportunities for citizens of Louisiana, the nation, and the world.

On January 5, 2001, Dr. Neari F. Warner accepted the appointment of Acting President, along with an understanding from the Louisiana Board of Regents that the University should focus on stability and accountability of the University's fiscal affairs division. She has made accountability, productivity, and the reaffirmation of accreditation by the Southern Association of Colleges and Schools, Commission on Colleges, the main concerns of the University.

Statement of Institutional Mission and Philosophy

Founded in 1901 as a private industrial school to educate African American citizens of north central Louisiana, Grambling State University, a constituent institution in the University of Louisiana System, is now a comprehensive university offering undergraduate, graduate, professional and continuing education programs. All programs are designed to meet the educational needs of a clientele that is primarily statewide and secondarily national and international.

Grambling State University assumes, in a unique way, the role of a public university. It strives to:

- provide equal access to higher education for all applicants regardless of race, color, sex, national origin, age, religion, disability, and veteran status;
- provide opportunities for students to develop intellectually, to acquire appropriate job skills, and to achieve self-actualization through instruction, research, public service, and special programs which seek to meet the needs of all students, including those who have been adversely affected by educational, social, and economic deprivation;

- generate new knowledge through pure and applied research related to curricular emphases in business, science and technology, nursing, social work, liberal arts, and education;
- render service to the community and to the citizenry of Louisiana, dedicated to raising the standard of living and enhancing the quality of life through economic development, entrepreneurial activities, and life-long learning;
- expose students to opportunities that enhance their potential for appreciation of diverse cultures;
- provide opportunities for students to utilize information technologies in preparation for participation in a global society; and
- serve as a repository for preserving the heritage of people of African-American descent.

Grambling State University endeavors to achieve excellence in higher education through teaching, research, and service governed by the principles of academic freedom. The University believes that education is the cornerstone of an enlightened, creative, and productive society. It strives to be true to its motto: "Grambling State University is the place where everybody is somebody."

(revised 9/7/2001)

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CHAPTER II

JOB DESCRIPTIONS

President

As chief executive officer, the President is responsible for overall supervision of the University. The President is vested with the power to operate and direct the University toward achievement of its mission, in accordance with applicable state laws and policies of the Board of Supervisors of the University of Louisiana System. The President reports to the University of Louisiana System Board of Supervisors.

Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs, as chief academic officer of the University, has administrative jurisdiction over academic matters and academic personnel. Major functions of the Provost and Vice President for Academic Affairs include, but are not limited to (1) planning and development of academic goals and curricula; (2) directing, coordinating and assessing the instructional program; (3) recruiting and developing strong faculty; and (4) facilitating collaborative working relationships among all campus units. The Provost and Vice President for Academic Affairs directs operations of the University in the absence of the President. The Provost and Vice President for Academic Affairs reports to the President of the University.

Vice President for Finance

The Vice President for Finance, as chief fiscal officer of the University, is responsible for the executive management of the financial support and business-related service department of the University. Major functions include, but are not limited to (1) directing all fiscal matters; (2) establishing policies and procedures; (3) preparing reports, audits and budgets; (4) increasing resources; and (5) providing cost-effective services. The Vice President for Finance reports to the President of the University.

Vice President for Enrollment Management and Academic Services

The Vice President for Enrollment Management and Academic Services directs the areas of Admissions, Recruitment, Testing, Financial Aid, Scholarships, Registrar and Retention. Major functions include, but are not limited to (1) implementing a university-wide recruitment plan; (2) directing a university-wide retention plan; (3) serving in an advisory capacity to the Academic Division; (4) directing academic-related services; and (5) directing the Scholarship Committee and Appeals Committee (formerly named the "Satisfactory Academic Progress (SAP) Committee"). The Vice President for Enrollment Management and Academic Services reports to the President of the University.

Vice President for Student Affairs

The Vice President for Student Affairs provides leadership and recommends and implements goals, policies, regulations, and programs affecting students. Major functions include, but are not limited to (1) advising the President on student attitudes, general student morale, and student discipline; (2) serving as an advocate for the total development of students; (3) promoting involvement of students in all phases of the institutional organizational structure; (4) promoting the intellectual, cultural, personal, and social development of students while enhancing their physical and psychological well-being; and (5) providing programs and services that support clarification of personal values, identity, and intellectual growth.

Academic Deans

An academic dean is the chief academic officer of a college, school, or division or of library services and reports to the Vice President for Academic Affairs. The primary functions of an academic dean include, but are not limited to, providing leadership, planning, coordination, and management in all matters relative to the programs, services, and personnel of his/her academic unit. A dean is expected to (1) foster a positive environment for teaching, research or creative activity, and service; (2) support the continuous improvement and enhancement of degree programs and their accreditation; (3) assess and allocate fiscal and personnel needs and resources; (4) promote grantsmanship and external funding opportunities; and (5) establish collaborative working relationships among units throughout the University.

Academic Department Heads

An academic department head provides leadership and supervision of the department and reports to the academic dean or, in the case of the military departments, to the Vice President for Academic Affairs. The major functions of a department head include, but are not limited to (1) formulating internal administrative policies; (2) evaluating curricula offerings; (3) recommending and evaluating personnel; (4) preparing reports for internal and external use; (5) preparing budgets and allocating fiscal resources; (6) coordinating departmental projects and programs; (7) serving as University ambassador; and (8) establishing positive relationships among units throughout the campus.

Faculty Members

Definition of Faculty

A full-time faculty member is one whose major employment is with the University, whose primary work assignments include teaching and/or research, and whose employment is based upon a contract for a full-time employee. A part-time faculty member is one whose assignment with the University is less than full-time and therefore, whose responsibilities are somewhat less comprehensive. (See below for the definition of Library Faculty, who do not generate Semester Credit Hours.)

Job Description for Faculty

It is the job of the faculty member to *guide* and *inspire* students to learn by planning, conducting, and evaluating instructional activities geared to student learning characteristics and designed to achieve collegiate standards. This job requires that each faculty member have for each course a course outline, well-stated behavioral objectives, enabling activities, and performance measures. It also requires the availability of the faculty member to students for counseling (in conference). (See below for job description for Library Faculty.)

It is also the job of the faculty member, appropriately supported by the University, to engage in other scholarly activities and service appropriate to the University's mission, as follows:

1. For each course a faculty member accepts as part of his/her load, it is his/her responsibility to apply the highest standards possible (based on the faculty member's training and experience) when planning, conducting, and evaluating instructional activities that are achievable for the students involved
2. It is the faculty member's responsibility to share with students the description and expectations of each course, including course objectives, enabling activities, and performance measures.
3. It is the responsibility of each faculty member to be available for personal conferences with students, at a time known by students of each class, for a period of one hour per week for each credit hour taught, but no fewer than ten (10) hours per week, distributed throughout the week.

4. Part of a faculty member's responsibility is *committee work* related to institutional operation.
5. The effective administrative operation of each departmental unit requires frequent meetings for deliberation, communications and decision making. It is a faculty member's responsibility to attend each meeting and to participate fully.
6. It is the responsibility of the faculty member to be productively involved in such activities as scholarly research, publication, or other scholarly or creative endeavor.
7. In addition to the foregoing responsibilities, the faculty member is expected to participate actively in the following, when invited to do so or given the opportunity: (a) Involvement with local school systems; (b) Recruitment of students and faculty; (c) Sponsoring and otherwise supporting student organizations and activities relevant to his/her department; (d) Participating in internal/external evaluation activities of the college/school/department for accreditation purposes, etc.; (e) Giving prompt attention to completion of all forms, departmental requests for data, etc.; and (f) Contributing demonstrably to the attainment of departmental and college goals and objectives.

Definition of Library Faculty

A full-time library faculty member is one whose major employment is with the University, whose primary work assignments include delivery of educational resources and library services and/or research and whose employment is based upon a contract for a full-time employee. A part-time library faculty member is one whose assignment with the University is less than full-time and, therefore, whose responsibilities are somewhat less comprehensive.

Job Description for Library Faculty

It is the job of the library faculty member to *support* the instructional, research, and public service mission and goals of the University (1) by collecting, organizing, and providing access to and instruction in educational resources for all levels of academic study and faculty research and (2) by planning, conducting, and evaluating activities that are appropriate to the curriculum needs of students and other faculty and that achieve collegiate standards. Each library faculty member shall have for each Library Research Methods class or group instruction, an outline, well-stated behavioral objectives, enabling activities, and performance measures. Each library faculty member is required to be available to students and other faculty for one-on-one contact.

In addition to assignments related to the academic or administrative function of a specific area of the library program (Reference, Circulation, Microtext and Media, African-American Center, Cataloging, Acquisitions, or Serials), it is the job of the library faculty member, appropriately supported by the University, to engage in other scholarly activities and service that support the University's mission, as follows:

1. For each Library Research Methods class or group instruction a library faculty member accepts as part of his/her assignment, it is his/her responsibility to apply

the highest standards possible (based on the library faculty member's training and experience) when planning, conducting, and evaluating instructional activities that are achievable for the students or faculty involved.

2. It is the library faculty member's responsibility to share with students and faculty the description and expectations of each class or group instruction, including instructional objectives, enabling activities, and performance measures.
3. It is the responsibility of each library faculty member to be available throughout the semester to students and other faculty, at times to be made known publicly. Each library faculty member shall distribute his/her contact information (email address and/or telephone number) during each class or group instruction session.
4. Part of a library faculty member's responsibility is *committee work* related to institutional operation.
5. The effective administrative operation of the library requires frequent meetings for deliberation, communications, and decision-making. It is a library faculty member's responsibility to attend each meeting and to participate fully.
6. It is the responsibility of the library faculty member to be productively involved in such activities as scholarly research, publication, or other scholarly endeavor.
7. In addition to the foregoing responsibilities, the library faculty member is expected to participate actively in the following, when invited to do so or given the opportunity: (a) Activities involving local school systems or the general public, (b) Recruitment of students or faculty, (c) Sponsoring and otherwise supporting student organizations and activities relevant to the library, (d) Participating in internal or external evaluation activities of the University, colleges, schools, departments, and library for accreditation purposes, etc., (e) Giving prompt attention to completion of all forms, requests for data, etc.; and (f) Contributing demonstrably to the attainment of library goals and objectives.

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CHAPTER III
GRAMBLING STATE UNIVERSITY
FACULTY SENATE

The Faculty Senate, whose bylaws are stated below, serves as an advisory body to the Administration.

Constitution of Faculty Senate

[note: formatting of the headings in the following document have been changed to coincide with formatting of bylaws of the University of Louisiana System Board of Supervisors and to conform with html limitations for publication on the University's web site (www.gram.edu); grammatical changes are presented in brackets]

Article I

Name

The name of the body constituted in this document shall be the Grambling State University Faculty Senate.

Article II

Purpose and Responsibilities

Section 1: Purpose

The purpose of the Grambling State University Faculty Senate shall be to serve as an advisory body to the administration; to act as a liaison between the faculty and administration; to develop and foster a close cooperative relationship among the faculty, students, and administration; and to make recommendations on all matters of general University concern.

Section 2: Responsibilities

The Faculty Senate shall serve as a body to make studies and offer recommendations and advisory opinions on all problems and matters, which shall include, but not be limited to, the following:

- A. Minimum standards for admission, selection, retention, and graduation of students.
- B. Curricular requirements and general policies concerning academic curricula.
- C. Standards in regard to faculty appointments, promotions, dismissals, tenure, leaves of absence, and the assurance of academic freedom and freedom of expression.
- D. Faculty benefits, including salaries, insurance, retirement, and leaves.
- E. Standards in regard to administrative staff appointments, promotions and dismissals, and the creation or abolition of such positions or offices.
- F. The planning and utilization of the University budget.
- G. Review of new academic policies or changes in current academic policies of general University concern.
- H. Student morale, conduct, and discipline.
- I. Campus development and physical facilities.
- J. The planning of and adherence to the University calendar.
- K. Any additional matters of general concern to the University as a whole, or to any of its segments, such as amusements, convocations, research, and lectures.

In the proper performance of this advisory function, it is necessary that the Faculty Senate be apprised in advance of significant prospective actions by the administration and the State Board of Supervisors, that the Faculty Senate be actively involved by the administration, staff, and student body in all major decisions that affect the whole University or any segment thereof, and that the Faculty Senate President or the designee be invited on all major and important committees of the University for deliberation, including, but not restricted to, the Interdepartmental Council, University Budget Committee, and other policy-making bodies or committees.

Section 3: Acceptance and Non-Acceptance of Senate Recommendations

- A. If any recommendations of the Faculty Senate are acceptable to the administration, the Senate shall be notified in writing within three weeks (following the submission of the recommendations) of the acceptance of the plans for implementation of the recommendations.

- B. If any recommendation of the Faculty Senate is not acceptable to the administration, the Senate shall be notified in writing within three weeks (following the submission of the recommendation) of the reason for non-acceptance.

Article III

Membership

Section 1: Members

The Faculty Senate shall consist of the elected faculty senators, who shall have the right to vote, and the non-voting ex-officio senators.

Section 2: Elected Faculty Senators

- A. Eligibility. Any full-time faculty member of a department which has been in effect less than two semesters shall be eligible for election as a faculty senator, without reference to his/her rank, title, post, or number of semesters at the University.
- B. Procedures for Election. Each instructional department of the University shall elect one senator for each twelve faculty members in the department or a fractional part thereof, provided, however, that no department shall have more than three elected senators; the University library, laboratory elementary school, laboratory high school (including junior high school), and ROTC (military departments) shall be, in this document, instructional departments. Faculty in each department shall elect, by majority vote, its senator(s) during the month of April. The department chairperson (or head of the academic unit) shall submit the name(s) to the Senate within the month of April.
- C. Term of Office. The term of office for each senator shall be two years. However, senators may serve for as many 2-year terms [to which] . . . they are elected.
- D. Disqualification. Any elected senator who is absent for two consecutive meetings of the Faculty Senate and not represented by proxy, and offering no reasonable excuse to the satisfaction of the Senate, shall be disqualified by the Senate; the Secretary will notify the department [or academic unit] concerned to elect a new senator to fill the vacancy.

Section 3: Non-Voting Ex-Officio Senators

- A. Administrative Personnel. The following administrative personnel by virtue of their offices shall be the non-voting ex-officio senators: The President of the University, the vice presidents of the University, the deans of the University, and the department heads of the University.
- B. The Student Body Representatives. Five students selected or elected by the Student Government Association (SGA) in the beginning of the academic year shall represent the student body as non-voting ex-officio members of the Senate for that year.

Section 4: Vacancies

- A. Elections. Any unexpired term of a faculty member or student senator shall be filled by elections as presented in sections 2 and 3 of Article III, as the case may be.
- B. Timeliness for Elections. Any vacancy of whatever nature in the membership shall, if possible, be filled prior to the next meeting of the Senate following the date of vacancy or as soon as possible.
- C. Re-election. Faculty senators filling an unexpired term shall be eligible for re-election.

Section 5: Proxy

Any senator who is unable to attend a meeting of the Senate may appoint a proxy to attend that meeting by notifying the Secretary of the fact before the beginning of that meeting.

Article IV

Officers

Section 1: Officers

The officers of the Senate shall be a President, a Vice-President, a Secretary, an Assistant Secretary, and a Parliamentarian.

Section 2: Term of Office, Powers, and Duties

- A. President. The President of the Senate shall preside over all sessions of the Senate and the executive committee. He/she shall serve as ex-officio member on all occasions where representation is required. He/she shall be responsible for submitting (before the end of April) the budget and administering the budget for the Senate. He/she shall make an annual report in writing to the Senate before the academic year ends. The annual report shall include but not be limited to the following: (1) Overview of activities and accomplishments; (2) Incomplete business and the completion of recommendations; (3) Recommendations for future activities; (4) Recommendations to the administration; (5) Budget report; and (6) Inventory of supplies. He/she shall be elected for a term of one year.
- B. Vice-President. The Vice-President of the Senate shall assume the office of President when the President is absent. He/she shall serve as ex-officio member of all committees and shall coordinate the activities of all committees of the Senate. He/she shall be elected for a term of one year.
- C. Secretary. The Secretary of the Senate shall assume the office of Vice-President when the Vice-President is absent. He/she shall serve as the official recorder for all sessions of the Senate. He/she shall keep proper records in order and shall make available to any faculty member copies of the proceedings of the Senate. He/she shall distribute copies of the minutes of the Senate meetings. He/she shall be elected for a term of one year. He/she shall make an annual report in writing to the Senate before the academic year ends. The Secretary shall assist

the President in preparing the budget to be approved by the Faculty Senate for submission to the appropriate administrative official. The Secretary shall request that all files in the possession of outgoing officers be submitted to incoming officers no later than two weeks after election of new officers.

- D. Assistant Secretary. The Assistant Secretary of the Senate shall assume the office of Secretary when the Secretary is absent. He/she shall serve as the roll clerk and shall keep an accurate record of attendance. He/she shall notify the department when its Senator is absent. He/she shall be at all times available to the Secretary for assistance in carrying out the duties of the Secretary. He/she shall be elected for a term of one year.
- E. Parliamentarian. The Parliamentarian shall have the power and the duty to interpret the constitution and bylaws of the Faculty Senate, and he/she shall see that the Senate meetings are carried on in an orderly manner and in keeping with proper parliamentary procedures. He/she shall be the election officer to conduct the election in the Senate meeting, including selection of the officers of the Senate. He/she shall be elected for a term of one year.
- F. Re-election of Officers. Each officer may be re-elected for one year if his/her term as a senator has not expired, except as provided for the President and Secretary in Article III, Section 2-C.

Section 3: Disqualification and Removal from Office

- A. Removal of Officers. Any officer of the Senate may be disqualified and removed from office for failure to carry out his/her duties as described in Article IV, Section 2.
- B. Calling for Cause. The Senate, by a majority vote, may call any officer(s), in a regularly convened meeting, to show cause why said officer(s) should not be disqualified and removed from office. The said officer shall then show cause at the next regularly convened meeting at which two-thirds of the voting senators are present. The Senate, if not satisfied, may disqualify and remove the officer from office by a two-thirds majority vote. The Senate shall then elect a new officer in his/her place, from the voting senators present at that meeting, by a majority vote.

Article V

Meetings

Section 1: Regular Meetings

The Faculty Senate shall meet on the first Tuesday of each calendar month, September through May, at a regularly scheduled place and time. The Faculty Senate may meet also during the months of June and July, if necessary, with the highest-ranking new officer presiding.

Section 2: Special Meetings

Special meetings of the Faculty Senate may be called (1) at the direction of the President [of the Senate], (2) at the direction of the Senate, (3) at the direction of the Judicial Affairs Committee for reporting its decision, or (4) on written requisition made to the President [of the Senate] by at least ten senators to call a special Senate meeting for the purpose specifically mentioned in their requisition.

Section 3: Notice

- A. Regular Senate Meetings. The Secretary shall send a written notice of a regular Senate meeting to each senator one week in advance of the date of such regular meetings, but delay or absence of such notice shall not invalidate any action of the Senate taken at the regular scheduled meeting.
- B. Special Senate Meetings. The Secretary shall send a written notice of a special Senate meeting to each senator at least forty-eight (48) hours before the day of such special meeting, stating therein the day, place, and time of such special meeting.
- C. Agendas. All notices shall accompany or contain an agenda of the meeting for which the notices are given.

Article VI

Senate Committees

The senate shall have three kinds of committees: Executive, Standing, and Special.

Section 1: Executive Committee

- A. Members. The Executive Committee shall consist of the five officers of the Senate, namely the President, the Vice-President, the Secretary, the Assistant Secretary, and the Parliamentarian.
- B. Duties. It shall be the duty and responsibility of the Executive Committee to carry on, and have general supervision of, the affairs and/or business of the Senate between its regular meetings and to deal with the business of the Senate in general, including preparation of an agenda for every meeting of the Senate.
- C. Authority. The Executive Committee shall have power to deal with matters which are of general concern, make recommendations, and give advisory opinions to the Senate on all problems and matters of general University concern which do not fall under the jurisdiction of any standing or special committee. The Executive Committee shall serve as a committee on committees and shall have power to consult and to require the cooperation and coordination of any other committee(s) of the Senate.
- D. Meetings. The Executive Committee shall meet at least once every month before the Senate holds its regular meetings.

Section 2: Standing Committees

The following shall be the standing committees of the Senate:

- A. Faculty Appointment, Promotion, and Tenure Committee. This committee shall have the power and duty to make studies concerning the appointment, promotion, and/or tenure of faculty members and to make recommendations and give advisory opinions in that connection to the Senate.
- B. Administration Affairs Committee. This committee shall have the power and the duty to apprise the Faculty Senate of administrative policies and actions that affect the entire University in general and the student and faculty bodies in particular and to make recommendations and give advisory opinions in that connection to the Senate.
- C. Curriculum and Academic Affairs Committee. This committee shall have the power and the duty to make studies of the curriculum and academic affairs, including, but not restricted to, the requirements for graduation, curricula and other programs of study, courses of instruction, workshops, work-study programs, other matters closely related to academic affairs and ceremonies, and to make recommendations and give advisory opinions in those regards to the Senate.
- D. Student Affairs Committee. This committee shall have the power and the duty to make studies on student affairs, including, but not restricted to, student complaints, admission, discipline, advisement, financial aid, housing and food services, health and welfare, organizations, publications, scholarships, honors and awards, and to make recommendations and give opinions in those regards to the Senate.
- E. Faculty Affairs Committee. This committee shall have the power and the duty to deal with matters of general concern to the faculty member, including, but not restricted to, facilitation of teaching and research, teaching load, leaves of absence, freedom of expression and academic freedom, faculty conduct and discipline, professional ethics, professional growth, salary, health and insurance, and retirement and to make recommendations and give opinions to the Faculty Senate in those regards.
- F. Judicial Affairs Committee. This committee shall have the power and the duty to meet only when called upon by the Senate President, the Senate Executive Committee, or the Senate body, to conduct an inquiry into a faculty member's grievances and/or dismissal and to report its decision and/or recommendations to the Senate.

Section 3: Special Committees

Special committees may be appointed by the Faculty Senate from time to time in order to deal with any matter not falling within the jurisdiction of any of the standing committees. Committees shall have the power and the duty to make studies and to investigate the matter assigned to them by the Senate, and to make recommendations and give opinions to the Senate in that regard.

Section 4: Powers and Authority

All Senate committees shall have the power and authority to make inquiries and investigations concerning any matters within their respective jurisdictions and, for that purpose, to approach or call any member or members of the administration, faculty, staff, and/or student body for any record, data, information, suggestion, or any other item the committee deems fit and proper.

Section 5: Appointment

All committees of the Senate, except the Judicial Affairs Committee, which shall consist of at least five voting senators, shall consist of no less than three voting senators. The President [of the Senate] shall appoint an SGA representative to each standing or special committee. Each voting senator shall serve on at least two committees. No SGA representatives shall be appointed to the Judicial Affairs Committee.

Section 6: Reports

[Reporting by standing committees and special committees shall be as follows:]

- A. Interim Reports of Standing Committees. Standing committees shall present interim reports if requested by the Senate and may also present such reports at their own instance.
- B. Written Reports of Standing Committees. Each standing committee chairperson shall submit a written report in the April meeting.
- C. Special Committee Written Reports. A special committee shall make a written report to the Senate upon the completion of its assignment.

Article VII

Amendment of the Constitution

The constitution may be amended by the following procedure:

- A. Initial Presentation of Proposed Amendment. Any faculty member or ex-officio senator shall present the proposed amendment in writing to the senator from her/his department and/or to the President of the Senate, who shall forward the same to the Secretary. The voting senator may present a proposed amendment in writing to the Senate at a regularly convened meeting before the agenda for that meeting is adopted.
- B. Consideration of Proposed Amendment by the Senate. The proposed amendment shall be read to the Senate in its regular meeting for its consideration and adoption. The amendment must be passed by at least a two-thirds majority vote and thereafter circulated to each member of the faculty.
- C. Approval of Proposed Amendment. The proposed amendment must then be passed by a majority vote of the entire faculty on campus.

Article VIII

Effective Date

The earlier Constitution of the Faculty Senate shall cease to operate as soon as the votes are verified by the Senate and shall be repealed by this document. The provisions of this document shall become effective as of the Spring 2001.

Bylaws of the Faculty Senate

Article I

Meetings

Section 1: Hour and Place

The meeting of the Faculty Senate shall be held at the hour and place designated by the President of the Senate.

Section 2: Change of Date

The President of the Senate shall have the power and authority to change the regular meeting date, as provided by the Constitution, when such meeting date falls on a holiday, or during a vacation period, or when a meeting involving the entire faculty is called by the administration.

Section 3: Quorum

Fifty percent of the voting members of the Senate shall constitute a quorum.

Section 4: Regular Meetings

The regular meetings of the Faculty Senate shall be open to all faculty members.

Article II

Rules of Order

The latest edition of Robert's *Rules of Order* shall be the official reference for all matters pertaining to procedure, and the same shall prevail in the conduct of meetings and the business of the Senate except as otherwise provided by the Constitution or by these bylaws.

Article III

Order of Business

The order of business to be followed at the meetings of the Faculty Senate shall be as follows:

1. Roll Call
2. Reading and Adoption of Agenda
3. Reading and Adoption of Minutes
4. FAC Report
5. Unfinished Business
6. Reports of Committees
7. New Business
8. Announcements
9. Adjournment

Article IV

Voting

[Voting shall be in accordance with the latest edition of] . . . Robert's *Rules of Order*.

Article V

Election of the Officers

Section 1: Time of Election

The officers of the Senate shall be elected in a regular meeting of the Senate held in the month of May and shall assume office immediately.

Section 2: Re-election

All of the officers are eligible for re-election for any post, provided, however, that the President and the Secretary shall not be eligible for re-election if they have failed to present their respective annual reports in writing to the Senate, as required under the Constitution.

Section 3: Nominees

The Executive Committee shall select five senators for the post of officers and recommend their names, as candidates for the respective officers, to the Senate at its regularly convened meeting in the month of May. Any voting senator also may present himself/herself or any other senator present in said meeting, from the floor, as a candidate for any of the five posts. The Parliamentarian shall then conduct an election of all of the nominees for all five posts, by secret ballot, and declare the results.

Article VI

Amendments of Bylaws

These bylaws, or any one of them, may be altered, amended, or repealed in the following manner:

- A. Presentation of Proposed Amendments to Senate. The proposal to alter, amend, or repeal the bylaws must be made in writing at the regular meeting of the Senate for its consideration and adoption.
- B. Approval of Proposed Amendments by Senate. A two-thirds majority vote of the senators present and voting in the regular meeting in which the proposal for amendment is made shall be necessary to alter, amend, or repeal these bylaws or any one.

Article VII

Faculty Advisory Council

The Faculty Senate shall select, before the first of all meetings of the Faculty Advisory Council, a representative and an alternate to attend Faculty Advisory Council meetings. The Faculty Advisory Council representatives may or may not be members of the Faculty Senate. The Faculty Advisory Council representative and/or alternate shall attend the regularly scheduled Faculty Advisory Council meetings and present a verbal or written report of the proceedings at the next Faculty Senate meeting.

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CHAPTER IV

UNIVERSITY STANDING COMMITTEES

The purpose of University standing committees, councils, the President's Cabinet, the Judicial Affairs Hearing Board, and the Faculty Senate shall be to provide an opportunity for faculty to influence the development of the University and its programs. Attendance at meetings and participation in activities by each member are important.

Existing Committees

Existing committees shall continue their operation with existing members until the implementation of this revised *Faculty Handbook*.

Operating Procedures

Any modification to the following procedures shall be mutually agreed upon by a majority of the Faculty Senate and the President of the University. "Committee(s)" shall be herein interpreted to include not only committees, but councils, boards, and senates. Unless noted otherwise in this chapter, committee appointments shall be for a three-year period on a revolving basis, so as to have no more than one-third of the committee serving for the first time. Committee members can, however, if they so choose, serve for two consecutive periods.

By the first of April, deans and heads of departments shall submit to the Vice President for Academic Affairs the names of faculty in their departments to serve on standing committees. Faculty members shall be allowed and encouraged to submit their own names for consideration. The selection process shall reflect a distribution between the number of 9- and 12-month faculty. Each year, the Vice President for Academic Affairs shall distribute a complete list of committee assignments, including student assignments, to all faculty and staff by the first of September.

Persons serving as committee heads shall distribute--prior to the meeting--announcements of committee meetings, including the agenda, to each committee member and to the University President as well as to any administrative staff person who, by position, may be affected by or concerned with an item on the agenda or who may be in a position to contribute pertinent information related to the agenda. Unless specified otherwise under the committees below, persons serving as

committee heads shall send copies of the minutes of each meeting to the following persons:

- University President
- Vice President for Academic Affairs
- Vice President for Finance
- Vice President for Enrollment Management/Academic Services
- Vice President for Student Affairs
- All committee members
- All academic deans (see the list below of "Administrative Officers")
- All department heads (see the list below of "Administrative Officers")
- All administrative staff whose job responsibilities are concerned with items on the agenda (see the list below of "Administrative Officers")

Administrative Officers

President and Vice Presidents

- President
- Vice President for Academic Affairs
- Vice President for Finance
- Vice President for Enrollment Management/Academic Services
- Vice President for Student Affairs

Directors

Executive Director, Institutional Effectiveness	Director, Human Resources
Director, Admissions/Recruitment	Director, Information Resource Center
Director, Administrative Services	Director, Internal Audit
Director, Alumni Affairs	Director, Office of Development
Director, Athletics Department	Director, Parents-As-Partners
Director, Career Planning and Placement Center	Director, Planning and Analysis
Director, Clubs and Organizations	Director, Project Upward Bound
Director, Comprehensive Counseling Center	Director, Property Control/Receiving
Director, Facilities Planning Management and Operations	Director, Purchasing Office
Director, Favrot Student Union	Director, Recreation and Intramural Sports
Director, Foster-Johnson Health Center	Director, Residential Life
Director, Grants Administration	Director, Student Financial Aid Assistance and Scholarships
Director, Graphic Arts	Director, Title III Programs
Director, GSU TV Center	Director, United Campus Ministry
Director, Housing	

Managers

Manager, Business Services, Athletics Manager, Grounds and Landscape Office Manager, Postal Service Operations Manager, KGRM Radio Station Senior Business Manager Chief, University Police

Other Officers

Budget Officer, Registrar, Senior Advisor to President, Institutional Advancement Advisor, Student Government Association, and International Students

Coordinators

Grant Development Coordinator, News Services Coordinator

Academic Deans

Dean, College of Basic and Special Studies; Dean, College of Business; Dean, College of Education; Dean, College of Liberal Arts; Dean, College of Science and Technology; Dean, School of Graduate Studies; Dean, School of Nursing; Dean, School of Social Work; Dean, Library Services; Dean, Division of Continuing Education and Special Programs; Dean, Honors College

Department Heads

College of Business

Head, Department of Accounting
Head, Department of Computer Information Systems
Head, Department of Economics
Head, Department of Management
Head, Department of Marketing

College of Education

Head, Department of Teacher Education
Head, Department of Health, Physical Education, and Recreation

College of Liberal Arts

Head, Department of Art
Head, Department of Criminal Justice
Head, Department of English
Head, Department of Foreign Languages and Linguistics
Head, Department of History and Geography
Head, Department of Mass Communication
Head, Department of Music
Head, Department of Political Science and Public Administration
Head, Department of Psychology and Sociology
Head, Department of Speech and Theatre

College of Science and Technology

Head, Department of Biological Sciences
Head, Department of Chemistry
Head, Department of Home Economics
Head, Department of Industrial and Engineering Technology
Head, Department of Mathematics and Computer Science
Head, Department of Physics

Departments Reporting Directly to Vice President for Academic Affairs

Head, Department of Aerospace Studies (Air Force ROTC)
Head, Department of Military Science (Army ROTC)

Academic Affairs Administrative Council

(appointed by the Vice President for Academic Affairs)

The purpose of the Academic Affairs Administrative Council shall be to advise the Vice President for Academic Affairs on all matters relating to the academic functions of the University. In conjunction with the Vice President for Academic Affairs, the Council shall be responsible for the following tasks:

- administering the academic budget;
- participating in institutional planning;
- developing and implementing academic policies;
- recommending and reviewing degree programs;
- assessing all components of the academic program; and
- providing leadership and supervision for faculty, staff, and student activities.

The Academic Affairs Administrative Council shall consist of the following members:

- all academic deans (see preceding list of "Administrative Officers")
- all academic department heads (see preceding list of "Administrative Officers")
- departments reporting directly to Vice President for Academic Affairs (see preceding list of "Administrative Officers")

Academic Research and Development Committee

(reports to the Vice President for Academic Affairs)

The purpose of the Academic Research and Development Committee shall be (1) to gather and disseminate information to faculty concerning grants and funds and (2) to call for faculty proposals for research grant monies. The Committee shall meet at least once a semester (more often if need be) and shall report to the Vice President for Academic Affairs through the Faculty Senate.

The Vice President for Academic Affairs shall appoint a chairperson from among the Committee's members: (1) Executive Director, Institutional Effectiveness; (2) Chairperson, Academic Technology Committee; (3) one faculty representative from each college, school, division, and the library, to be appointed by the dean of the academic unit: College of Basic and Special Studies, College of Business, College of Education, College of Liberal Arts, College of Science and Technology, School of Nursing, School of Social Work, School of Graduate Studies, Library, Honors College, and Division of Continuing Education and Special Programs.

The Committee shall be responsible for the following tasks: (1) reviewing and recommending policies and procedures pertaining to the conduct of research carried out with University resources; (2) submitting recommendations related to research to the Vice President for Academic Affairs; (3) disseminating information to faculty, via memos or otherwise, announcing grants and funds; (4) developing a mentoring structure whereby faculty experienced in conducting and directing funded research may guide interested but inexperienced faculty; (5) serving as a liaison between the Vice President for Academic Affairs and research project directors to ensure that required data is submitted to funding agencies on time; (6) recommending to the Vice President for Academic Affairs research

opportunities for faculty; and (7) recommending to the Provost/Vice President for Academic Affairs monies needed for grant writing activities

Research Proposals Involving Human Subjects

Special requirements must be met for research proposals involving human subjects. Prior to the submission of a research proposal, every proposal involving human subjects must be reviewed by an Institutional Review Board, which shall issue a "Letter of Approval" that must be kept on file by the Program Director/Principal Investigator of the proposal.

Faculty who are considering writing a research proposal that involves human subjects should keep in mind that the review process by the Institutional Review Board is time-consuming and can lead to significant changes in the proposal. Faculty members are advised to consult with the Institutional Review Board member in their respective unit/college/school *at least two months before the deadline for the proposal.*

The Office of Human Research Protection, under the Department of Health and Human Services, issues and enforces guidelines for the protection of human subjects in biomedical and behavioral research. The office mandates that *before funds are awarded, investigators must provide a description of education completed in the protection of human subjects* for each individual identified as "Key Personnel" in the proposed research. Key personnel include all individuals responsible for the design and conduct of the study. Guidelines issued by the Office of Human Research Protection, and information on tutorials for the protection of human subjects, shall be available from the Chairperson of the University's Human Subjects Committee and the Office of the Provost/Vice President for Academic Affairs.

Academic Technology Committee

(appointed by the Provost/Vice President for Academic Affairs)

The purpose of the Academic Technology Committee shall be to devise and implement policies and procedures for enhancing faculty instruction and students' information-seeking skills via technology. The Committee and chairperson, who shall be appointed by the Provost/Vice President for Academic Affairs, shall be responsible for reviewing the needs of faculty and students pertaining to the following: (1) campus wiring (network and electrical); (2) University computer systems (mainframes, e.g., VAX. ALPHA); (3) student computer labs; (4) campus telecommunications and e-mail; (5) campus Internet connections; (6) computer workstations for faculty; (7) classroom media (e.g., films, video, computer software, sound recordings, television); (8) distance learning; and (9) video and telephone conferencing

Following its review and appraisal of the needs, the Committee shall be responsible for reporting its recommendations to the Provost/Vice President for Academic Affairs.

Appeals Committee

(formerly the "Satisfactory Academic Progress Committee")

(appointed by the Vice President for Enrollment
Management/Academic Services)

The purpose of the Appeals Committee shall be to ensure University compliance with the regulatory requirements of the U.S. Department of Education as well as the National Collegiate Athletic Association (NCAA). The Committee, appointed by the Vice President for Enrollment Management/Academic Services, shall be responsible for enforcing the federal regulations requiring students to have satisfactory academic progress in order to remain eligible for federal Title IV financial aid programs, including the Pell Grant, SEOG, College Work Study, Perkins Loan, Stafford Loan, and Parent Plus Loan. The Committee shall serve as the appeal entity mandated by federal regulations for students declared to be ineligible, who have the right to appeal for eligibility reinstatement if they have extenuating circumstances. The Committee shall also serve as the appeal entity mandated by NCAA rules for students whose athletic scholarships are not renewed or are canceled. The Committee shall hear students with athletic appeals as well as their parents and/or counselor providing advice or support. The Committee shall be comprised of the following seven members, appointed annually by the Provost/Vice President for Academic Affairs:

- Four members from the Office of Student Financial Aid Assistance and Scholarships
- Three members of the faculty or staff outside the Office of Student Financial Aid Assistance and Scholarships
- Director, Student Financial Aid Assistance and Scholarships (who shall serve as an alternate, only if needed to make the required quorum of five committee members)

The Committee shall be responsible for the following tasks: (1) reviewing the appeal letters from students pertaining to their Satisfactory Academic Progress (SAP), along with their supporting documentation, in order to decide whether or not to grant an approval or disapproval or to request additional documentation, if necessary; (2) setting the time and place for athletic appeals; (3) documenting clearly the basis for the approval or disapproval decision; and (4) studying the SAP Policy and the NCAA by-laws in order to render fair decisions, based on the regulations.

Budget Committee

(appointed by the Vice President for Finance)

The purpose of the Budget Committee shall be to plan and review the University budget. The Committee shall report to the Vice President for Finance and shall be responsible for setting forth plans for the development and preparation of the budget. The Committee shall be comprised of the following members:

- University President
- Provost/Vice President for Academic Affairs
- Vice President for Finance
- Vice President for Enrollment Management/Academic Services
- Vice President for Student Affairs
- Budget Officer
- Two faculty members, to be appointed by the Vice President for Finance
- One staff member, to be appointed by the Vice President for Finance

Catalog Committee

(see "University Catalog Committee")

Committee on Promotion in Rank and Tenure

(see "Promotion and Tenure Committee")

Computer Planning Committee

(see "Academic Technology Committee")

Council of Academic Deans

(reports to the Provost/Vice President for Academic Affairs)

The purpose of the Council of Academic Deans (often referred to as the "Deans' Council") is to govern the academic program by advising the Provost/Vice President for Academic Affairs. The Council shall be comprised of all academic deans (see preceding list of "Administrative Officers").

The Council shall be responsible for the following tasks: (1) monitoring and maintaining the integrity of the academic program; (2) assessing all aspects of the instructional program; and (3) recommending and implementing programs and projects that enhance and strengthen academic offerings.

Curriculum Committee

(reports to the Provost/Vice President for Academic Affairs)

The purpose of the Curriculum Committee shall be to recommend policies and procedures regarding the undergraduate curriculum, academic programs, and academic calendar. The Committee shall submit its recommendations to the Faculty Senate for its endorsement prior to submitting its final report to the Provost/Vice President for Academic Affairs. The Committee, to be appointed by the Provost/Vice President for Academic Affairs or elected as specified below, shall be responsible for the following tasks: (1) serving as a review board for proposed courses or curricula changes; (2) submitting recommendations to the Provost/Vice President for Academic Affairs pertaining to course or curricula changes; (3) preparing revisions related to course work to be published in the University Catalog; (4) contacting the heads of departments, schools, and colleges for their suggested course or curricula changes or for other revisions to the University Catalog; (5) reviewing and recommending revisions to the academic calendar published in the University Catalog; and (6) coordinating--with the University staff person designated to prepare the revisions for the University Catalog--the proofreading of all revisions recommended by the Curriculum Committee.

The elections for each academic college and school shall be the responsibility of the dean. No later than April, at least two months prior to the academic year in which the faculty member is to serve on the Committee, elections shall be held. For schools, and colleges that have no departments, the dean shall call for nominees from the faculty, to be elected by majority vote. For colleges with more than one department, the Committee membership shall rotate in succession. It shall be the dean's responsibility for notifying the appropriate department chair, no later than January, of the rotation schedule so that the department chair may call for nominees from his/her faculty by April, at least two months prior to the academic year in which the faculty member is to serve on the Committee. The department chair shall call for nominees from his/her faculty, to be elected by majority vote. It shall be the responsibility of the elected faculty member to serve as liaison with all department chairs in his/her college and to present all curriculum changes from his/her college to the Committee.

For colleges that have more than one department, the deans shall establish a schedule of rotation so that departments are equally involved with the Committee.

The Committee shall be convened by the Chairperson, to be appointed by the Provost/Vice President for Academic Affairs, at least once a semester but more often if need be. Membership of the Committee shall be comprised as follows:

1. one faculty member to be elected by each academic college and school: College of Basic and Special Studies, College of Business, College of Education, College of Liberal Arts, College of Science and Technology, School of Nursing, School of Social Work, School of Graduate Studies, and Honors College
2. one faculty member from each academic college and school (to include at least one member of the Faculty Senate) to be appointed by the Provost/Vice President for Academic Affairs from nominations submitted by the respective deans

3. one library faculty member (non-voting) to be appointed by the Dean of Library Services
4. one representative (ex-officio, non-voting) from the Office of the Vice President for Enrollment Management/Academic Services, to be appointed by the Vice President for Enrollment Management/Academic Services
5. the Dean of the Division of Continuing Education and Special Programs (ex-officio, non-voting)
6. one representative from the Council of Academic Deans, to be appointed by the Provost/Vice President for Academic Affairs (ex-officio, non-voting)
7. one representative of the Office of Student Affairs, to be appointed by the Vice President for Student Affairs (ex-officio, non-voting)
8. two student representatives, to be appointed by the Student Government Association President

Deans' Council

(see "Council of Academic Deans")

Distance Learning Committee

(appointed by the Provost/Vice President for Academic Affairs)

The purpose of the Distance Learning Committee shall be to establish policies and procedures regarding the organizational structure, faculty workloads, training and support for distance education offered by the University so as to ensure quality course delivery. The Committee shall be responsible for the following tasks: (1) determining whether or not technical staff and equipment needed by distance education faculty are being provided and (2) preparing and submitting a written report to the Provost/Vice President for Academic Affairs describing needs of the distance education program.

The Committee, to be appointed by the Provost/Vice President for Academic Affairs, shall be comprised of the following:

- Dean of Continuing Education and Special Programs (or his/her designee)
- One faculty member from each college, school, or department teaching distance education or continuing education courses, to be recommended by the Dean of Continuing Education and Special Programs
- One faculty member from the Library, to be recommended by the Dean of Library Services

- One staff member from the Information Resource Center, to be recommended by the Director of the Information Resource Center
- Any other persons the Provost/Vice President for Academic Affairs may select

Emeritus Criteria Committee

(reports to the University President)

The purpose of the Emeritus Criteria Committee shall be to review documentation and recommendations of faculty members who are being considered for the "emeritus" title and to forward their approval or disapproval of candidates to the University President. The Committee shall be comprised as follows:

1. one faculty member from each college, school, and the library, to be appointed by the faculty member's dean: (a) College of Basic and Special Studies, (b) College of Business, (c) College of Education, (d) College of Liberal Arts, (e) College of Science and Technology, (f) School of Nursing, (g) School of Social Work, (h) School of Graduate Studies, (i) Library, and (j) Honors College;
2. one person holding the "emeritus" title; and
3. any other persons appointed by the University President.

The Committee shall be responsible for ensuring that nominees meet the following criteria: (1) hold the rank of professor, or in exceptional cases, the rank of associate professor with an outstanding record of achievement and contribution to the University; or hold a role with comparable responsibilities; (2) have been employed full-time at the University for a minimum of ten years immediately prior to retirement; (3) have a scholarly record of effective teaching, creative activity, or administrative service; (4) have a superior record showing evidence of achievement in their professional domain, beyond the University; (5) have demonstrated meritorious service to the University; and (6) have been recommended by the faculty of an academic unit (department, college, school, or the library), along with the concurrence of the head of the nominee's academic unit (department head or dean), and which has been approved by the department head or dean.

Endowed Chairs/Professors Committee

(appointed by the Provost/Vice President for Academic Affairs)

The purpose of the Endowed Chairs/Professors Committee shall be to establish administrative guidelines and procedures for recognizing excellence in teaching or librarianship. The Committee shall honor the most talented and accomplished faculty members by either attracting outstanding individuals to join the University faculty or by bestowing recognition on faculty who emerge from within the University.

The Committee, to be appointed by the Provost/Vice President for Academic Affairs, shall be comprised of one representative from the following: (a) College of Basic and

Special Studies, (b) College of Business, (c) College of Education, (d) College of Liberal Arts, (e) College of Science and Technology, (f) School of Nursing, (g) School of Social Work, (h) School of Graduate Studies, (i) Library, (j) Honors College, and (k) Division of Continuing Education and Special Programs.

Faculty Grievance Committee

(appointed by the Provost/Vice President for Academic Affairs)

The purpose of the Faculty Grievance Committee shall be to fully review grievances that have been forwarded to the Committee by the Provost/Vice President for Academic Affairs. The review process shall include conducting hearings and mediating differences.

The Faculty Grievance Committee shall consist of ten members, one of whom shall serve as the chairperson or presiding officer. The colleges, schools, and the Library shall each appoint one faculty representative to serve on the committee, along with one alternate. In addition, the Provost/Vice President for Academic Affairs shall appoint two members at large from the faculty. At least 51% of the faculty representatives shall hold tenure (tenure to be certified by the Provost/Vice President for Academic Affairs).

The term of appointment shall be for three years beginning on September 1 and ending on August 30. If a member of the Faculty Grievance Committee is unable to finish a term, the Provost/Vice President for Academic Affairs shall appoint a replacement for the remainder of the term. No person on the Faculty Grievance Committee shall serve more than two consecutive (three-year) terms as either a member or as chairperson/presiding officer.

It shall be the function of the chairperson/presiding officer to (a) receive and forward communications as needed; (b) preside at meetings; (c) maintain a file of all cases that are brought to the committee; (d) question each committee member, for each case being heard, to determine if any prior relationship with the grievant might make it difficult for the member to remain impartial; and (e) receive from each member an oath of confidentiality. Should the chairperson/presiding officer determine that a committee member cannot maintain his/her impartiality, the chairperson/presiding officer shall inform the Provost/Vice President for Academic Affairs of the name of the committee member who will not be allowed to participate in a particular hearing.

If the removal of a committee member will result in there not being 51% tenured faculty among the faculty representatives appointed by the colleges, schools, and Library, then the alternate (who must be tenured) from the affected college/school/Library shall serve instead during the particular hearing. If the alternate is not tenured, then the Provost/Vice President for Academic Affairs shall appoint a tenured faculty member from the affected college/school/Library to serve during the particular hearing.

If the removal of a committee member will not cause less than 51% tenured faculty among the faculty representatives appointed by the colleges/schools/Library, no alternate shall be required to serve.

In all formal proceedings, the grievant may be represented by legal counsel. The legal counsel shall not address the committee members except when a grievant's tenured appointment is in jeopardy.

The chairperson/presiding officer, on behalf of the Faculty Grievance Committee, shall formally present the committee findings and recommendations to the Provost/Vice President for Academic Affairs. After reviewing the committee findings and recommendations, the Provost/Vice President for Academic Affairs shall render a decision and so notify the grievant as to whether or not the committee findings and recommendations are upheld or overturned. The nature of the business of the Faculty Grievance Committee is such that records and recommendations shall be submitted only to the Provost/Vice President for Academic Affairs.

Faculty Handbook Committee

(appointed by the Provost/Vice President for Academic Affairs)

The Faculty Handbook Committee shall be responsible for revising the *Faculty Handbook* and keeping it up-to-date in preparation for printing and/or distribution (including the University's web site) to all faculty members. The chairperson and members of the Committee shall be appointed by the Provost/Vice President for Academic Affairs. The Committee shall be responsible, through the *Faculty Handbook*, for the following tasks: (1) defining and describing the conditions of faculty employment; (2) defining and describing the organizational structure and processes through which faculty participate in University decision-making and governance; (3) defining and describing the academic policies of the University as established by the University of Louisiana System Board of Supervisors; and (4) acquainting the faculty with University programs, policies and procedures, and pertinent aspects of campus life.

Faculty Senate

(operates under the Provost/Vice President for Academic Affairs)

The bylaws for the Faculty Senate appear elsewhere in the *Faculty Handbook*. The purpose of the Faculty Senate shall be as follows: (1) to serve as an advisory body to the University President, vice presidents, and other administrators; (2) to act as a liaison between the faculty and administrators (University President, vice presidents, and other administrators); (3) to develop and foster a close cooperative relationship among the faculty, students, and administrators; and (4) to conduct studies and offer recommendations and advisory opinions to the University President, vice presidents, and other administrators on all matters of general University concern.

The Faculty Senate shall address such matters as: (1) minimum standards for admission, selection, retention, and graduation of students; (2) requirements and general policies pertaining to academic curricula; (3) standards regarding faculty appointments, promotions, dismissals, tenure, leaves of absence, and the assurance of academic freedom and freedom of expression; (4) faculty benefits, including salaries, insurance, retirement, and leaves; (5) standards pertaining to administrative staff appointments, promotions, dismissals, and the creation or abolition of such positions or offices; (6) planning and utilization of University budget; (7) reviewing of new academic policies or changes in existing academic policies of general University concern; (8) student morale, conduct, and discipline; (9) campus development and physical facilities; (10) planning of and adherence to the University calendar; and (11) any other matters of general concern to the University as a whole, or to any of its segments, such as entertainment, convocations, lectures, or research.

The Faculty Senate shall be comprised of the elected faculty senators, who shall have the right to vote, and the ex-officio senators, who shall not have the right to vote. Any full-time faculty member shall be eligible for election as a faculty senator, without regard to faculty rank, title, tenure, or length of service at the University.

Founder's Day Committee

(appointed by the University President)

The purpose of the Founder's Day Committee is to plan and execute activities that commemorate the founding of the University. Observance of activities shall involve faculty, staff, students, alumni, and the Grambling community at large. The Committee, appointed by the President, shall be comprised of the following members:

- Two or more administrators
- Two or more faculty members
- Two or more students
- Two or more citizens of the Grambling community

Fund-Raising Committee

(appointed by the Provost/Vice President for Academic Affairs)

The Fund-Raising Committee shall provide leadership for all efforts regarding the solicitation of funds for the University via the Office of Development. The Committee, to be appointed by the Provost/Vice President for Academic Affairs, shall be responsible, under the supervision of and with the approval of the Provost/Vice President for Academic Affairs, for the following tasks: (1) depositing, disbursing, and processing funds received from donors; (2) ensuring the efficient and effective operation of all fund-raising activities; (3) working in conjunction with all appropriate University units; and (4) ensuring the uniformity of all processes and procedures related to fund-raising activities.

General Concert and Lecture Series (Lyceum) Committee

(appointed by the Vice President for Student Affairs)

The purpose of the General Concert and Lecture Series (Lyceum) Committee shall be to provide the best possible cultural activities that will enhance the educational atmosphere at the University. The Committee shall charge no fees for general concerts or lectures. The Committee shall report to the Vice President for Student Affairs. The Committee shall be responsible for planning, organizing, and presenting all cultural and educational concerts and lectures. The Committee shall work closely in conjunction with the Student Activities Committee so as to avoid scheduling conflicts. The Committee shall be comprised of at least one person from each of the following:

- Vice President for Student Affairs (or his/her designee)
- Office of the Vice President for Student Affairs
- Favrot Student Union Board

Graduate Council

(reports to the Provost/Vice President for Academic Affairs)

The purpose of the Graduate Council shall be as follows: (1) to study and review curricula, programs, and policies related to the graduate program, (2) to respond to graduate student appeals related to academic standards, and (3) to review and recommend faculty applicants for graduate faculty status. The Council shall report to the Provost/Vice President for Academic Affairs. The Council shall be comprised of the following members:

1. two faculty members from the graduate faculty of each school and college with graduate programs: (a) College of Education, (b) College of Liberal Arts, (c) College of Science and Technology, (d) School of Nursing, and (e) School of Social Work. The faculty members shall be elected by their respective school or college.

2. Dean, School of Graduate Studies (or his/her designee) (ex-officio, non-voting)
3. Dean, Library Services (ex-officio, non-voting)

Hall of Fame Committee

(appointed by the University President)

The purpose of the Hall of Fame Committee is to establish criteria for induction into the University Hall of Fame. The Committee shall report to and recommend persons to the President and shall organize as well as conduct the enshrinement ceremony. The Committee shall be comprised of the following members:

- Two or more administrators
- Two or more faculty members
- Two or more citizens of the community

Honors Day Committee

(appointed by the Provost/Vice President for Academic Affairs)

The purpose of the Honors Day Committee shall be to initiate and oversee the activities for the University's annual Honors Day, the day on which students are recognized and paid tribute for their scholastic and other achievements. The Committee shall be comprised of eight members, appointed by the Provost/Vice President for Academic Affairs. The chairperson shall be selected by the Provost/Vice President for Academic Affairs or the University President. The Committee shall be responsible for the following tasks: (1) rendering special recognition annually to scholastic achievement of students, on one official day, as designated by the Provost/Vice President for Academic Affairs; (2) screening applications of students to determine their eligibility; (3) identifying the students to be honored; (4) preparing printed booklets; (5) planning and implementing programs, such as the Honors Day Convocation and Honors Day Banquet; (6) assembling program honorees; and (7) submitting the names of honorees to the National Office of Who's Who.

Human Subjects Committee

(see "Academic Research and Development Committee")

Institutional Review Board

(see "Academic Research and Development Committee")

Intellectual Property Committee

(appointed by the Provost/Vice President for Academic Affairs)

The purpose of the Intellectual Property Committee shall be to define intellectual property as it relates to the rights and obligations of the University and to the developer of the property. The Committee and chairperson, to be appointed by the Provost/Vice President for Academic Affairs, shall be responsible for developing policies and procedures pertaining to the use of copyrighted intellectual property by students, faculty, and staff.

The Committee shall review and assess, for example, the utilization of computer software by faculty, staff, and students in networked environments, to determine whether or not procedures are in place to ensure that copyrights, licenses, and agreements with software companies are adhered to by University personnel. The Committee shall also review and assess the utilization of other kinds of copyrighted intellectual property to determine whether or not procedures are in place to discourage the misuse of copyrighted material.

The Committee shall report to the Provost/Vice President for Academic Affairs the names of computer software programs, along with their version numbers, that are being utilized in networked environments by University personnel. The Committee shall recommend upgrades of software that is used campus-wide and recommend the purchase of new software or other copyrighted material that is well-suited to campus-wide use. The Committee shall report to the Provost/Vice President for Academic Affairs the discovery of "intellectual property" or "copyright" problems common to more than one area on campus and recommend appropriate solutions.

For definitions of "intellectual property," see Chapter V, under "Faculty Rights and Privileges."

Interdepartmental Council

(reports to the University President)

The purpose of the Interdepartmental Council shall be to address internal as well as external matters affecting the University. The Council shall report to the President and shall be comprised of the following members: (1) heads of departments (College of Business, College of Education, College of Liberal Arts, College of Science and Technology, Departments reporting directly to Provost/Vice President for Academic Affairs) (see preceding list of "Administrative Officers"); and (2) directors and managers from all areas of the campus (see preceding list of "Administrative Officers").

Judicial Affairs Hearing Board

(appointed by the Vice President for Student Affairs
or his/her designee)

The purpose of the Judicial Affairs Hearing Board shall be to determine whether or not a student has violated the Code of Student Conduct and to recommend the imposition of sanction(s) as set forth in the Code of Student Conduct. The Board, appointed by the Vice President for Student Affairs or his/her designee, shall report to and be authorized by the Vice President for Student Affairs, who shall appoint the Chairperson. The Chairperson shall be responsible for forming—from the membership of the Judicial Affairs Hearing Board—a maximum of four hearing panels to determine whether or not a student has violated the Code of Student Conduct and, if so, to recommend the imposition of a sanction or sanctions. A judicial officer (e.g., the University Police Chief) shall be responsible for referring students (who have been reported to be in violation of the Code of Student Conduct) to appear for review before a Judicial Affairs Hearing Board Panel. Panels shall convene as needed when cases have been referred by a judicial officer to the Judicial Affairs Hearing Board.

Students who have received sanctions imposed by a judicial officer or who have been determined by a Judicial Affairs Hearing Board Panel to have violated the Code of Student Conduct may appeal the sanctions or determinations with the Vice President for Student Affairs.

Library Committee

(reports to the Provost/Vice President for Academic Affairs)

The purpose of the Library Committee shall be to advise the Provost/Vice President for Academic Affairs and the Dean of Library Services on the following matters: (1) general library policy and collection development policy; (2) development of library resources; (3) library personnel and budget needs; (4) library physical facilities; and (5) incorporation and optimization of library resources and services into the support of the academic undergraduate and graduate programs.

The Library Committee, which shall meet at least twice a semester and which shall make annual recommendations to the Provost/Vice President for Academic Affairs, shall be responsible for the following tasks: (1) helping to develop and review the library's mission and goals on an annual basis; (2) advising the Dean of Library Services as to new and expanded areas of curriculum and research needed to support undergraduate and graduate programs and accreditation; (3) serving as a liaison between the teaching faculty, the library faculty, and the library support staff in order to foster effective communication and collaboration; (4) evaluating library services; (5) advising the Dean of Library Services as to the need for new or

expanded library services; (6) reviewing and recommending the need for additional library staff to meet the curriculum needs of the university; (7) coordinating "targeted" bibliographic instruction (in the use of library resources and services, including electronic resources) that supports specific courses or class assignments; and (8) disseminating library news and developments to students and faculty.

In addition to a Chairperson, to be appointed by the Provost/Vice President of Academic Affairs, and the Dean of Library Services (who shall serve *ex officio*), the Library Committee shall be comprised of at least one faculty representative, to be appointed by the Chairperson, from each of the following areas: (1) College of Basic and Special Studies; (2) College of Business; (3) College of Education; (4) College of Liberal Arts; (5) College of Science and Technology; (6) Department of Aerospace Studies (Air Force ROTC); (7) Department of Military Science (Army ROTC); (8) Library; (9) Division of Continuing Education and Special Programs; and (10) Honors College. Otherwise, this committee shall operate under the procedures set forth at the beginning of this chapter.

President's Cabinet

(appointed by the University President)

The purpose of the President's Cabinet shall be to discuss and resolve issues related to the campus, to the Southern Association of Colleges and Schools, to the University of Louisiana System Board of Supervisors, to the Louisiana Board of Regents, to requirements of other reporting agencies, and to other matters affecting the University. The Cabinet, which shall meet weekly or as determined by the President, shall report to the University President and shall be comprised of the following members: University President; all vice presidents (Provost/Vice President for Academic Affairs, Vice President for Finance, Vice President for Enrollment Management/Academic Services, Vice President for Student Affairs); and other campus persons the President may ask to serve.

Promotion and Tenure Committee

(appointed by the Provost/Vice President for Academic Affairs)

The purpose of the Promotion and Tenure Committee is to provide a process for recommending faculty for meritorious achievement and outstanding service. The Committee is charged with objectively evaluating a faculty applicant's dossier based on criteria set forth in the chapter on "Tenure and Promotion" located elsewhere in the *Faculty Handbook*. The Committee as well as the Chairperson shall be appointed by the Provost/Vice President for Academic Affairs.

Recruitment Committee

(reports to the Provost/Vice President for Academic Affairs)

The Recruitment Committee shall be responsible for the following tasks: (1) serving as liaison between the Provost/Vice President for Academic Affairs, the Vice President for Enrollment Management/Academic Services, and the Faculty Senate; (2) reviewing University recruitment procedures periodically with the Vice President for Enrollment Management/Academic Services and the Faculty Senate to determine compliance with the guidelines of the University of Louisiana System and the National Collegiate Athletic Association (NCAA); (3) assisting the Office of the Vice President for Enrollment Management/Academic Services in development of strategies for increasing in-state enrollment, other-race (ethnic) enrollment, and high ability students (students with outstanding academic credentials); (4) serving, in conjunction with the Office of the Vice President for Enrollment Management/Academic Services and the Office of the Director of Planning and Analysis, as the clearinghouse for all recruitment information disseminated; (5) gathering statistics over a three-year period pertaining to recruiting efforts, in conjunction with the Office of the Vice President for Enrollment Management/Academic Services and the Office of the Director of Planning and Analysis, to determine what percentage of students enroll in the University without being recruited as compared to students who are recruited; (6) determining and identifying academic and athletic areas that are "under recruited"; and (7) establishing a "To Do" and a "Not To Do" list for the University recruitment package to be used by University representatives when recruiting.

The Committee, whose chairperson and members shall be appointed by the Provost/Vice President for Academic Affairs, shall be comprised of at least one member from each of the following areas:

- Office of Provost/Vice President for Academic Affairs
- Office of Vice President for Enrollment Management/Academic Services
- Faculty Senate
- Office of the Director of Planning and Analysis

Satisfactory Academic Progress Committee

(see "Appeals Committee")

Space Utilization Committee

(appointed by the Provost/Vice President for Academic Affairs)

The Space Utilization Committee shall be responsible for monitoring the University environment for safety, efficiency, comfort, and security and for recommending changes in the learning and work environment of students and employees of the University.

Members of the Committee shall be as follows: Director of Facilities Planning Management and Operations (or his/her designee); Vice President for Finance (or his/her designee); and other members to be appointed by the Provost/Vice President for Academic Affairs.

The Committee shall be responsible for the following tasks: (1) serving as liaison between the Director of Facilities Planning Management and Operations, the Vice President for Finance, and all heads of academic units (see preceding list of "Administrative Officers"); (2) receiving and reviewing the bi-annual report from the Director of Facilities Planning Management and Operations which describes the unallocated, unused, or underused space on campus; (3) determining the condition, through on-site inspection, of all available non-residential space as reported by the Director of Facilities Planning Management and Operations; (4) conducting an annual survey of academic administrative space needs by query to:

- Dean, College of Basic and Special Studies
- Dean, College of Business
- Dean, College of Education
- Dean, College of Liberal Arts
- Dean, College of Science and Technology
- Dean, School of Nursing
- Dean, School of Social Work
- Dean, School of Graduate Studies
- Dean, Library Services
- Dean, Division of Continuing Education and Special Programs
- Dean, Honors College
- Head, Department of Accounting
- Head, Department of Computer Information Systems
- Head, Department of Economics
- Head, Department of Management
- Head, Department of Marketing
- Head, Department of Teacher Education
- Head, Department of Health, Physical Education, and Recreation
- Head, Department of Art
- Head, Department of Criminal Justice
- Head, Department of English
- Head, Department of Foreign Languages and Linguistics
- Head, Department of History and Geography
- Head, Department of Mass Communication
- Head, Department of Music
- Head, Department of Political Science and Public Administration
- Head, Department of Psychology and Sociology

- Head, Department of Speech and Theatre
- Head, Department of Biological Sciences
- Head, Department of Chemistry
- Head, Department of Home Economics
- Head, Department of Industrial and Engineering Technology
- Head, Department of Mathematics and Computer Science
- Head, Department of Physics
- Head, Department of Aerospace Studies (Air Force ROTC)
- Head, Department of Military Science (Army ROTC)

(5) determining priorities, in collaboration with the Director of Facilities Planning Management and Operations, for the relocation of displaced faculty, administrators, staff, employees, and students because of construction or renovation; (6) preparing and submitting written proposals, with time lines, to the Provost/Vice President for Academic Affairs, recommending the allocation of space to meet the most immediate needs for faculty, administrators, staff, employees, and students who must be relocated because of construction or renovation; and (7) preparing and submitting a long-range plan, with time lines, to the Provost/Vice President for Academic Affairs, describing future "space" needs of faculty, administrators, staff, employees, and students.

Student Activities Committee

(reports to the Vice President for Student Affairs)

The purpose of the Student Activities Committee shall be to provide activities and entertainment that will promote the best possible social aspects of entertainment. The Committee shall charge minimal fees for its activities. The Committee shall report to the Vice President for Student Affairs. The Committee shall be responsible for planning, organizing, and presenting all student activities that are sponsored under the auspices of the Office of the Vice President for Student Affairs. The Committee shall work closely in conjunction with the General Concert and Lecture Series (Lyceum) Committee so as to avoid scheduling conflicts.

The Committee shall be comprised of at least one member from each of the following:

- Office of the Vice President for Student Affairs
- Favrot Student Union Board

University Book Store Committee

(appointed by the Vice President for Finance)

The purpose of the University Book Store Committee shall be to ensure that the private vendor operating the University Book Store meets the needs of the University and complies with the contractual agreement. The Committee shall report to the Vice President for Finance and shall be responsible for reviewing the operation and

policies of the vendor to determine its effectiveness and to make recommendations for improvement. The Committee, to be appointed by the Vice President for Finance, shall be comprised of the following members:

- Three faculty members
- Three staff members
- Three students

University Catalog Committee

(appointed by the Provost/Vice President for Academic Affairs)

The purpose of the University Catalog Committee, to be appointed by the Provost/Vice President for Academic Affairs, shall be as follows: (1) to compile and edit for publication (in the University Catalog) the academic changes and course proposals approved by the departmental curriculum committees; (2) to review all courses in order to omit duplication of existing courses; (3) to determine and monitor compliance of the content of the University Catalog with accreditation requirements of the Southern Association of Colleges and Schools and with academic requirements as stated by the Board of Supervisors of the University of Louisiana System; and (4) to submit the final draft to the University's Curriculum Committee for its review and approval prior to the University Catalog Committee's final report to the Provost/Vice President for Academic Affairs.

University Food Service Committee

(appointed by the Vice President for Finance)

The purpose of the University Food Service Committee shall be to ensure that the private vendor providing food service on campus meets the needs of the University and complies with the contractual agreement. The Committee shall report to the Vice President for Finance and shall be responsible for reviewing the operation and policies of the vendor in order to determine their effectiveness and to make recommendations for improvement. The Committee shall be comprised of the following members, to be appointed by the Vice President for Finance:

- Three faculty members
- Three staff members
- Three students

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CHAPTER V

FACULTY PERSONNEL POLICIES

Scope and Significance

The University hereby recognizes this chapter as the official statement of policies, obligations, responsibilities, rights and privileges pertaining to faculty.

This *Faculty Handbook* covers administrative faculty members only insofar as their academic appointments are concerned. (The unclassified personnel handbook covers administrative appointments serving at the will of the University of Louisiana System Board of Supervisors.) Terms defining individual faculty titles are in the appropriate sections of this document.

All faculty are required to be familiar with and abide by the terms and provisions of this chapter as a condition of their employment with the University. University of Louisiana System Board of Supervisors and/or Board of Regents policies take precedence over University policies that are contrary to or competing with the University of Louisiana System Board of Supervisors or Board of Regents policies.

Definitions of Academic Faculty

According to the Louisiana Revised Statutes (17:3304), "Members of the instructional staff of each college and university having rank of instructor or higher and persons engaged in library, artistic, research and investigative positions of equal dignity, shall constitute the faculty of each college and university. The head of each college or university and its academic officers shall be members of the faculty."

"The designation of faculty status by this Section shall not affect or change any provision of law affecting or relating to the retirement of any person, and the retirement of all faculty personnel shall be governed by applicable retirement or the applicable laws."

Ranked Academic Faculty

The assignment of academic rank recognizes progressive levels of achievement and stature within the profession. The four levels of academic rank, which include library faculty rank, are Instructor, Assistant Professor, Associate Professor, and Professor. The qualifications and criteria for the promotion to such rank are discussed elsewhere within the *Faculty Handbook*.

Ranked academic faculty, on regular appointment, with the exception of instructors, shall be employed only on "probationary" or "tenure" contracts. Instructors shall be employed under "term" (e.g., semester term to semester term, or fall term through spring term, etc.) contracts and notified that they are not eligible to receive or earn tenure. Persons holding rank under the terms and conditions of previous faculty handbooks shall retain their rank and the conditions which apply to their rank.

Titled Academic Faculty

Four non-ranked academic titles exist: Lecturer, Adjunct Faculty, Visiting Professor, and Professor Emeritus. Academic titles are honors with no tenure rights. The faculty member holding a title may only be employed on an individual term contract. At times, separate contracts may be issued that designate special arrangements made by the University with titled academic faculty. These contracts shall be term contracts and are subject to the following conditions unless otherwise specifically provided in their individual appointment contract or elsewhere in this chapter:

- a. They shall have only those faculty responsibilities as assigned by the appropriate dean in consultation with the department head or, in the case of the Library, as assigned by the Dean of Library Services.
- b. Adjunct Faculty and Visiting Professors shall be determined on the basis of the individual's rank qualifications, which includes satisfaction of degree or experiential requirements. Degrees and teaching experience must be from regionally accredited post-secondary institutions unless otherwise determined by the President and Provost and Vice President for Academic Affairs.
- c. Adjunct faculty members are not members of the regular faculty and are not entitled to University benefits. The use of adjunct faculty is governed by the academic area in which they are employed, pending the approval of the appropriate Department Head, Dean (or in the case of the Library, the Dean of Library Services), and the Provost/Vice President for Academic Affairs.
- d. The use of academic titles shall not be construed as the conferring of rank.
- e. Appointments of titled "term" academic faculty may be exempted from the faculty search and screen process with the approval of the Equal Employment Opportunity Officer, the Provost and the President.

Lecturer

The title of "Lecturer" may be given to a person who teaches a limited number of courses in a specific area of expertise. Lecturers are term contract employees for a specified period of time and therefore are not listed in university budgets.

Adjunct Faculty

The title of "Adjunct Faculty" may be given to a person who possesses the credentials and/or experience to hold rank but whose primary employment relationship is generally outside the University. All adjunct positions are term contract for a specified period of time.

Visiting Professor

The title of "Visiting Professor" may be given to a person who has a temporary or permanent association at another institution of higher education and is associated with the University while on leave from such other institution or who is otherwise hired to fill a faculty position on a temporary basis. Visiting Professors are term contract employees who generally possess outstanding credentials.

Professor Emeritus

According to University of Louisiana System Board of Supervisors policy, "the emeritus or emeriti title may be granted by the University of Louisiana System Board of Supervisors upon recommendation" of the University President "to honor, in retirement, loyal faculty and administrators who have made distinguished professional contributions and have served significant portions of their careers" at the University; for example, "emeritus professor of chemistry" or "emerita dean of education." The University of Louisiana System Board of Supervisors recommends 10 years of service immediately prior to retirement for the granting of emeritus titles.

Emeritus faculty at the University shall have the right to avail themselves of the following privileges:

- a. use of the University Library with faculty privileges;
- b. use of office space and/or laboratories if recommended by the Department Head and approved by the appropriate Dean;
- c. attendance at University convocations and commencements and participation in processions;
- d. use of identification card and parking permit without charge;
- e. enrollment in classes on a space-available basis without charge, with or without credit;
- f. attendance at University events and use of services under the same conditions and at the same cost as other academic faculty;
- g. listing in the University Catalog.

Administrative Faculty

For contract purposes, "administrative faculty" shall be defined to include administrative employees who carry academic rank. This category includes academic faculty members who accept full-time 12-month administrative appointments, such as the Provost/Vice President for Academic Affairs, deans, or department heads.

Each academic administrator (department head, director, dean or vice president) who is to be appointed with rank and in a tenure-track position shall have an earned degree in a field appropriate to the position. In addition, each administrator shall have the earned doctorate or appropriate terminal degree for his/her discipline. Exceptions must be approved by the System President.

Library faculty members (except for the Dean of Library Services), however, are excluded from the definition of Administrative Faculty. (See LSA-R.S. 17:3304, which states that "members of the instructional staff of each . . . university having the rank of instructor or higher and . . . engaged in library, artistic, research, and investigative positions . . . shall constitute the faculty of each college and university.") Administrative Faculty shall be employed by administrative appointments; terms and conditions of employment of Administrative Faculty are provided for in the unclassified personnel policies. Unclassified administrative appointments are at-will and serve at the pleasure of the University President and the Board of Supervisors.

Faculty shall be included on Search Committees appointed to evaluate and recommend applicants for Administrative Faculty vacant positions (which carry ranks of Instructor, Assistant Professor, Associate Professor, and Professor).

Unclassified Administrative Personnel

For contract purposes, "unclassified administrative personnel" shall be defined to include administrative employees who do not carry academic rank and are therefore not considered to be faculty, such as vice presidents, heads, and directors in non-academic areas such as finance, student affairs, or enrollment management.

Unclassified administrative personnel shall hold their administrative appointments at the pleasure or will of the Board of Supervisors. The annual approvals of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not constitute implied or expressed agreement for continued employment throughout the fiscal year but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters.

As stated in the Board of Supervisors policy approved August 30, 1995, non-academic administrators may, however, include individuals appointed to non-academic administrative positions "after having acquired rank and tenure in an academic discipline within the same institution, or in other exceptional cases specifically approved by the Board."

Academic Rank and Initial Appointment

At the time of initial appointment, the President may approve academic rank within a discipline for academic and administrative faculty based upon recommendation of the Provost/Vice President for Academic Affairs, who must have consulted with deans, department heads, and faculty in degree or program areas of the appointees. The President and Provost/Vice President for Academic Affairs shall determine satisfaction of degree and experiential requirements. Degrees and teaching experience must be from regionally accredited post-secondary institutions unless otherwise determined by the President and Provost/Vice President for Academic Affairs.

"Years," with respect to teaching experience, shall mean full-time teaching for a full academic year. In exceptional cases, professional experience may be substituted for full-time ranked teaching experience in determining rank qualifications.

The President and Provost/Vice President for Academic Affairs shall determine equivalencies or exceptions to any qualifications. Designation of rank shall include identification of the faculty member's program area. For example, Instructor of Library Science, Professor of English, or Assistant Professor of Nursing. Academic faculty appointed to the ranks of Instructor, Assistant Professor, and Associate Professor must display evidence of potential for promotion. Conferring of rank and the awarding of tenure to academic and administrative faculty shall be separate and distinct decisions.

The Board of Supervisors provides for the appointment of individuals to the academic ranks of Assistant Professor, Associate Professor, and Professor in a non-tenure-earning status provided that these limitations to the appointment are stipulated in the letter of appointment on the contract

Qualifications for Academic Faculty

Earned degrees of appointees to the academic faculty must be in the discipline or field of primary contract responsibility or in one of the appropriate cognate areas for interdisciplinary studies. The President and Provost/Vice President for Academic Affairs, in consultation with the appropriate Dean, Department Head, and faculty in the degree of program area, shall have the responsibility for determining the appropriateness of degree field to program area assignment.

Unless otherwise specified below, the term "terminal degree" refers to the earned doctorate, in all program areas except those for which disciplinary or regional accrediting agencies make different provision or those for which doctoral programs are rarely or not at all available. Department heads are responsible for documenting for deans those disciplines for which other degrees may be considered the appropriate terminal degree. For library faculty, the Dean of Library Services is responsible for documenting for the Provost/Vice President of Academic Affairs other disciplines for which other degrees may be considered the appropriate terminal degree. The President and Provost/Vice President for Academic Affairs, in consultation with the deans, shall have the responsibility for determining the appropriateness of terminal degree requirements.

In all cases, the University shall be guided by criteria published by the Southern Association of Colleges and Schools (SACS) and other accrediting bodies as appropriate. Below are listed the definitions provided by the Integrated Post-Secondary Education Data System (IPEDS) and SACS.

The IPEDS and SACS Guidelines

- a. Diploma - a formal document certifying the successful completion of a prescribed program of studies.
- b. Degree - an award conferred by a college, university, or other post-secondary educational association as official recognition for successful completion of a program of studies.
- c. Associate's Degree - an award that normally requires at least two but less than four years of full-time equivalent college work.
- d. Bachelor's Degree - an award that normally requires at least four but not more than five years of full-time equivalent college-level work. This includes all bachelor's degrees in a Cooperative or Work-Study Plan or Program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows the student to combine actual work experience with college studies. (A cooperative plan also includes a bachelor's degree in which the normal four years of work is completed in three years.)
- e. First Professional Degree - an award that requires the completion of a program that meets all of the following criteria: (1) Completion of the academic requirements to begin practice in the profession; (2) At least two years of college work prior to entrance in the program; and (3) A total of six academic years of college work to complete the degree program, including prior college work plus the length of the professional program itself. First professional degrees are awarded, for example, in fields such as Pharmacy (D.Pharm.); Law (L.L.B. or J.D.); and Theology (M.Div., M.H.L., B.D., or Ordination).
- f. Master's Degree - an award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.
- g. Doctor's Degree - an award that requires work at the graduate level and terminates in a doctor's degree. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Judicial Science, Doctor of Public Health, and the Doctor of Philosophy degree in any such field as zoology, food technology, education, engineering, sociology, public administration, or criminal justice. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or sanitary engineering.

Instructor

Although the terminal degree is desired, the minimum degree qualification for appointment to the rank of Instructor is a master's degree, with at least 18 graduate semester hours in a subject matter field appropriate to the faculty member's academic assignment.

In consultation with its faculty members, each head of an academic unit (college, school, division, or library) shall draw up a written description of the minimum qualifications for appointment to each rank, which may be higher (but not lower) than the University-wide minimum qualifications. Such qualifications shall be based on standards and recommendations of accrediting agencies or professional boards in the appropriate disciplines. Qualifications shall be based on the discipline or field within the academic unit in which the faculty member is employed.

Exceptions to the usual minimum qualifications for appointment to the rank of Instructor (but not for tenure) may be granted by the President and Provost/Vice President for Academic Affairs based on individual circumstances and as recommended by the appropriate Department Head and Dean.

Assistant Professor

The earned doctorate or a degree recognized by the University as the appropriate terminal degree in the faculty member's discipline or field is desirable. An individual shall possess the appropriate terminal degree in his/her teaching or research area, or, be in the process of obtaining one. Such qualifications must be acceptable by the standards of the relevant accrediting agency, if such an agency exists. In all cases, the University shall be guided by criteria published by the Southern Association of Colleges and Schools (SACS) and other appropriate accrediting bodies.

Associate Professor

The earned doctorate or a degree recognized by the University as the appropriate terminal degree in the faculty member's discipline or field is required. An individual shall possess the appropriate terminal degree in his/her teaching or research area. Such qualifications must be acceptable by the standards of the relevant accrediting agency, if such an agency exists. In all cases, the University shall be guided by criteria published by the Southern Association of Colleges and Schools (SACS) and other appropriate accrediting bodies.

Professor

The minimum qualifications for appointment to the rank of Professor are an earned doctorate in a subject matter field appropriate to the faculty member's academic assignment or a degree recognized by the University as the appropriate terminal degree in the faculty member's discipline or field.

According to the Board of Supervisors policy, very few persons who do not hold the doctorate shall be appointed or promoted to the rank of full professor.

Graduate Faculty

The Dean of the School of Graduate Studies and the Graduate Council consider an applicant for specialized graduate faculty status once he or she has been recommended by the appropriate college or school. If approved, the applicant is granted graduate faculty status in one of three categories: full faculty graduate status, associate faculty graduate status, or assistant faculty graduate status. The Graduate Council uses the following eligibility criteria to make the decision regarding graduate faculty appointments.

Master's criteria. Graduate faculty who teach in a master's program must: (a) hold the rank of assistant professor or above in a degree-granting department or school, (b) possess a terminal degree, as defined below, in the teaching discipline, (c) demonstrate a capability for obtaining funding for research and other educational activities through grants and proposals, (d) show evidence of continued research-based scholarship, as demonstrated by peer-reviewed publications and/or equivalent creative works, and state, regional, national, or international scholarly presentations, (e) demonstrate the ability to contribute as a member on thesis committees, and (f) show competency in the teaching of advanced undergraduate and graduate courses determined by evaluations submitted by the applicant's department head (or dean), peers, and students.

Doctoral criteria. Graduate faculty who teach in a doctoral program must first provide evidence of an exemplary record of teaching, research, and service. Applicants must then: (a) hold the rank of associate professor or professor in a degree-granting department or school, (b) hold a terminal degree, as defined below, in his or her field of instruction or the highest degree in his or her field, (c) serve as a major professor of doctoral committees, (d) serve as a member on doctoral committees, (e) serve as a chairperson of dissertation committees and oral defenses, (f) demonstrate the capability for obtaining funding for research and other educational activities through grants and proposals, (g) provide evidence of national exposure by annual peer-reviewed publications or equivalent creative works, (h) hold an office or serve as a member in national scholarly organizations, and (i) show support for graduate student intellectual development by collaborating with graduate students in their effort to establish a publications record of scholarly research and writing.

Rank Qualifications for Administrative Faculty

The qualifications for rank for administrative faculty employed initially from outside the University shall meet or exceed those for academic faculty as stated in the section, "Qualifications for Academic Faculty."

Change of Contract Status

Academic Faculty to Administrative Faculty

Academic faculty members who accept full-time administrative appointments move automatically to administrative faculty contracts at the same rank classification held under the academic faculty contract. Tenure contract academic faculty members retain tenure within a specified discipline while holding administrative at-will faculty appointments.

Administrative Faculty to Academic Faculty

Administrative faculty can be of two types, tenured and non-tenured.

Tenure Contract Administrative Faculty

Tenure contract administrative faculty, upon cessation of an administrative appointment, shall retain tenure status within the teaching discipline and receive contract academic faculty appointments at their assigned rank and at a salary determined by the University guidelines on salary administration.

Non-tenured Administrative Faculty

Non-tenured administrative faculty can be of two types: those initially employed without tenure-track status and those initially employed without tenure but who are given a probationary tenure contract.

Administrative Faculty employed initially without tenure-track status.

Individuals employed initially as administrative faculty without tenure or tenure-track status may receive a joint appointment to an academic unit provided that there is a need within the unit and the academic appointment is less than fifty percent (50%) of the individual's appointment. These faculty members shall not receive credit toward tenure or academic rank or promotions based upon this service.

Non-tenured Administrative Faculty with previous probationary contracts.

Individuals employed initially as administrative faculty without tenure may be given a probationary tenure contract and faculty if (1) there is a need within the academic unit; (2) the individual concerned has adequate qualifications to fill the need; or (3) the Department Head recommends the individual's appointment to the Dean (if applicable), the Provost/Vice President for Academic Affairs, and the President.

If the President approves, the individual may be issued a probationary contract at the appropriate academic rank within the department, degree, or program area. These individuals will then follow the prescribed promotion and tenure guidelines stated elsewhere in this chapter.

Exceptions shall be rare and may only occur after consultation with the Department Head, the Dean, and the Provost/Vice President for Academic Affairs.

Faculty Contracts

Types of Contracts

Full-time contracts are those designated as one full-time equivalent (1.0 FTE) faculty in accordance with Board of Supervisors guidelines. Part-time (or adjunct) faculty contracts are those designated less than 1.0 FTE faculty. Faculty contracts are of three types: "term," "probationary," and "tenure." The basic, but not exclusive, distinctions among these contracts are as follows:

A full-time faculty member is one whose major employment is with the University, whose primary work assignments include teaching and/or research, and whose employment is based upon a contract for a full-time employment.

A part-time faculty member is one whose assignment with the University is less than full-time and whose responsibilities, therefore, are somewhat less comprehensive. Although adjunct faculty members are generally part-time, they can be employed full-time under certain unusual conditions and with the approval of the administration. However, adjunct faculty are not eligible for benefits. Part-time faculty members must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same disciplines. The duration of appointment of part-time faculty shall generally be for one semester and limited to one or two courses. Part-time faculty shall be provided appropriate orientation and supervision for work assignments, office space, and shall maintain office hours approved by their department chair or dean. Office hours maintained by part-time faculty shall be posted and be in addition to the instruction and preparation time. Part-time appointments carry no assurance of reappointment. All part-time faculty members shall be evaluated by students, faculty, and the head of their department, school, or the library.

Term or Temporary Contracts

A term or temporary contract (whether full-time or part-time) is for a designated period and automatically expires at the end of that period. The statement "for period specified only" shall be placed on the appointment form. Re-employment of the faculty member after expiration of a term contract is solely within the discretion of the University. Term or temporary contracts may vary in workload from semester to semester.

Probationary or Tenure-Track Contracts

A full-time probationary contract is for a designated period not to exceed one fiscal year and may be issued for a maximum of six academic years, subject to non-reappointment requirements of the Board of Supervisors. Probationary contracts are also known as "tenure-track" contracts.

Full-time probationary contracts shall only be issued to faculty members holding the rank of Assistant Professor or higher. A probationary appointment carries no assurance of reappointment, promotion, or tenure. If a faculty member's probationary appointment is not to be renewed, the faculty member shall be notified in advance of the expiration of the appointment as follows: (a) Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or if a one-year appointment terminates during the academic year, at least three months in advance of its termination; (b) Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year, or at least six months in advance of its termination; or (c) At least 12 months before the expiration of an appointment after two or more years of uninterrupted service at the University.

A scholarly leave of absence, with pay, for one year or less may count as part of the probationary period if the faculty member and the University agree in writing to this provision at the time the leave is granted.

The faculty member shall be advised at the time of initial appointment by the appropriate academic head of the substantive standards and procedures generally employed in decisions affecting renewal and tenure. Any special standards adopted by the faculty member's department, school, or program shall also be brought to the faculty member's attention. The faculty member shall be advised of the time when decisions affecting renewal or tenure are ordinarily made and shall be given the opportunity to submit material which the faculty member believes helpful to an adequate consideration of the faculty member's circumstances. Regardless of the stated term or other provisions of any appointment, written notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment, as specified above and upon approval of the University President and the Board of Supervisors.

Tenure Contracts

A full-time tenure contract is for a designated period not to exceed one fiscal year but gives the faculty member the constitutional right to continuous appointments until the faculty member resigns, retires, becomes permanently disabled, is dismissed for adequate cause, or is terminated pursuant to a reduction in force resulting from a bona fide financial exigency (a state of monetary emergency declared by the Louisiana Board of Supervisors) or from the formal discontinuance of a degree or program area. Tenure does not guarantee a right to rank, salary, or work assignment.

Employment Contract Information

Contracts shall include the following information: (a) type of contract and appointment (tenure status); (b) salary amount; (c) designation of program area(s); (d) designation of academic rank, academic title, or special academic status; (e) duration of contract; and (f) special conditions (if any).

Definitions of Contract Terms

For the purposes of the policies contained in this chapter, "academic year" shall mean that period of time encompassed by fall and spring semesters. "Fiscal year" shall mean July 1 to the following June 30. "Calendar year" shall mean January 1 through December 31. "Working day" shall mean any Monday, Tuesday, Wednesday, Thursday, or Friday during the calendar year that the University is officially open; however, in accordance with University guidelines, "working day" may also include the other days of the week (as, for instance, when referring to a working day at the Library). "Class day" shall mean any day during which classes are scheduled.

Duration of Contracts

Unless otherwise specifically defined in an individual contract of employment, contracts for the academic year shall normally commence not more than five (5) working days prior to the scheduled beginning of classes and end not later than three (3) working days after spring commencement. Unless otherwise specifically defined in an individual contract of employment, contracts for the fiscal year shall commence on July 1 and end on the following June 30.

Pay Schedule

Faculty members on academic-year appointments shall receive their salaries in nine equal installments. Faculty members on 12-month appointments shall receive their payroll checks in 12 equal installments. Faculty members on 9- or 10-month appointments may elect to have their salaries pro-rated over a 12-month period.

Once a faculty member elects to have the salary pro-rated, however, pro-ration shall remain in effect until the faculty member submits a written notice to the Department of Human Resources stating otherwise.

The University's pay schedule for summer appointments shall be consistent with the mission and activities of the University and approved by the Board of Supervisors.

Faculty Appointments

Except for faculty members who have tenure status, all faculty members with full-time teaching or research appointments of any kind will be informed each year in writing of their status of reappointment or non-appointment.

The notification of non-reappointment of regular faculty at the Instructor level shall be the same time-frame specified for faculty holding the rank of Assistant Professor or higher, namely, (a) not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or if a one-year appointment terminates during the academic year, at least three months in advance of its termination; (b) not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year, or at least six months in advance of its termination; or (c) at least 12 months before the expiration of an appointment after two or more years of uninterrupted service at the University.

Equal Opportunity/Affirmative Action Policy

In appointing faculty, the University abides by the following policies, practices, and procedures related to Equal Opportunity/Affirmative Action.

It is the policy of the University to make all decisions regarding recruitment, hiring, promotion, suspension, termination, layoff, and all other terms and conditions of employment without discrimination on the basis of race, color, sex, age, national origin, veteran status, disability, or any other non-merit factor.

The University has traditionally been committed to providing equal employment and educational opportunities for all persons. The commitment also exists to maintain an environment free from discrimination and sexual harassment of any employee or student. The University will accommodate the religious observances and practices of all employees or prospective employees, unless the accommodation would levy an undue hardship on the conduct of the University. Additionally, the University's policy allows for such leave use for maternity reasons and treats such requests in a manner similar to leave requests for any other temporary disability as defined below.

It is the intention of the University to comply with all federal laws, executive orders and state statutes, rules, and regulations to implement an Affirmative Action Plan designed to prevent any possible discrimination against protected class and "other-race" individuals. Each unit of the University that employs personnel, admits students, or enters into contracts is responsible for adhering to Affirmative Action policies and practices for implementing the University's commitment to eliminate discrimination.

Discrimination is defined as follows: "Any action or inaction internal to the University that limits or fails to encourage the equal opportunity for education, employment, or other benefits and services where such nonessential considerations as race, religion, color, sex, national origin, or ancestry are used for criteria for employment. This definition also includes the Vietnam era and all disabled veterans as well as handicapped individuals whose impairment will not prevent their fulfilling the requirements of a position or the educational demands made of a student."

An Affirmative Action Program devoted to the elimination of discrimination and the removal of barriers that create and perpetuate inequity and disparities guides this University.

Contracts of Employment

Employment contracts are subject to approval by the President; all contracts are issued on official University forms and are contingent upon availability of funds. No offer of employment is valid and binding on the University until approved by the University President and Louisiana Board of Supervisors.

Continuing probationary and tenure contract faculty shall be provided contracts of employment for the ensuing academic or fiscal year immediately after Board of Supervisors approval of the fiscal year budget. Probationary and tenure contracts must be signed and returned to the Department of Human Resources on or before fifteen (15) working days from the date of receipt. Failure to return signed contracts in the time provided by this policy may void contracts.

Overview of Faculty Appointments

The in-house procedure for faculty appointments operates in this manner: all administrative appointments directly accountable to the President of the University are nominated by the President to the University of Louisiana System Board of Supervisors for approval. All other administrative officers are recommended to the President for his/her approval and are subsequently submitted to the University of Louisiana System Board of Supervisors for final approval.

When a faculty position becomes vacant, the department head or dean, in the case of the library, seeks the assistance of members of that particular faculty in recruiting and recommending qualified applicants to be subsequently considered. It is expected that the department head and the unit head's faculty will screen the applicants to not more than three persons whose names are later submitted to the academic dean. The applicants are further screened by the dean, the department head, and the Provost /Vice President for Academic Affairs to one person, who is invited to the

campus for an interview. Persons expected to participate in the interview are the department head, representatives of specific faculty, the dean, and the Provost/Vice President for Academic Affairs. The same procedure will be used for other comparable academic units.

Following the interview, if the interviewee is favored, the Provost/Vice President for Academic Affairs recommends to the President that the position offer be extended. If the President approves, a formal offer of appointment is sent by the President to the applicant setting forth terms of employment, to which a response is required in writing in order to finalize the agreement.

The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notices incumbent upon either party to provide which are not included in the *Faculty Handbook* will be stated or confirmed in writing, and a copy will be given to the faculty member.

With the exception of special appointments clearly limited to a brief association with the University, and reappointments of retired faculty members on special conditions, all full-time appointments to the rank of Assistant Professor or higher will be of two kinds: (1) probationary appointments or (2) appointments with continuous tenure.

Except for faculty members who have tenure status or who are on tenure track, every person with a full-time teaching or research appointment of any kind will be informed each year in writing of his status of reappointment or non-reappointment and of his eligibility for the acquisition of tenure if reappointment is indicated.

Probationary appointments may be for one year or for other stated periods, subject to renewal. The total period of full-time service at the institution prior to the acquisition of continuous tenure will not exceed seven years. Previous full-time service in other institutions of higher learning may be considered in determining tenure status. The probationary period may extend to as much as four (4) years even if the total full-time service in the profession thereby exceeds seven (7) years. Scholarly leaves of absence for one year or less may count as part of the probationary period as if it were prior service at another institution, if the individual and the institution agree in writing to this provision at the time the leave is granted.

The faculty member's immediate head will advise the faculty member, at the time of initial appointment, of the substantive standards and procedures generally employed in decisions affecting renewal and tenure. Any special standards adopted by the faculty member's academic unit (department, school, college, division, or library) will also be brought to his/her attention. The faculty member's immediate academic unit head (usually the department head) will advise the faculty member of the time when decisions affecting renewal or tenure are ordinarily made and will give the faculty member the opportunity to submit material which he/she believes will be helpful to an adequate consideration of his/her circumstances. Regardless of the stated term or other provisions of any appointment, written notice that a probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of his/her appointment. (See the chapter on "Separations" elsewhere in the *Faculty Handbook*.)

When a vacancy at the level of the head of an academic department occurs, a search committee will be appointed from among the faculty of that instructional unit by the concerned academic dean, whose duty it will be to identify and interview qualified candidates. The search committee shall include at least one faculty member appointed by the Faculty Senate. At the appropriate point of procedure, it is expected that the dean and Provost/Vice President for Academic Affairs will participate in this process. Candidates will be screened to not more than three persons, after which a final judgment involving the dean, the Provost/Vice President for Academic Affairs, and the President will be made.

Whenever a vacancy occurs in the rank of academic dean, a recommended search committee (to include at least one person appointed by the Faculty Senate) will be named by the Provost/Vice President for Academic Affairs and forwarded to the President of the University for confirmation.

After the committee has been approved, one of its first duties will be to formulate criteria by which an applicant's qualifications will be judged. The next step will be the preparation of an announcement which sets forth the qualifications, duties, and terms of employment. The announcement will be sent to sources already established by the search committee.

Intensive study of applicant credentials and supportive documents, as well as interviewing, will be conducted by the search committee. In the process, the number of applicants will be reduced to two or not more than three persons, whose credentials with recommendations will be passed on to the President of the University by the Provost/Vice President for Academic Affairs with his/her recommendation. The Provost/Vice President for Academic Affairs will transmit the committee report and all recommendations to the President and at the same time make his/her recommendation to the President. The President will make the final selection. The President's selection will then be submitted to the University of Louisiana System Board of Supervisors for final approval.

When the position of Provost/Vice President for Academic Affairs becomes vacant, the President assumes the responsibility of appointing a search committee (to include at least one person appointed by the Faculty Senate) to assist him/her in identifying and recruiting a suitable replacement.

Non-teaching and non-academic administrative vacant positions similar in rank to those described above require the same procedure, with staff participating in the identification and selection procedure.

A person beginning his/her employment at the University is required to report to the Director of the Department of Human Resources and execute certain forms prior to assuming duties at the University.

Procedures for Seeking Faculty Applicants

The procedures utilized to seek faculty applicants are as follows:

- a. The head of the academic unit (department, school, division, or library) must submit an "Unclassified Position Description, Justification and Certification" Form to the Provost/Vice President for Academic Affairs Office for approval.
- b. The Provost/Vice President for Academic Affairs Office either approves or disapproves the form. If the form is approved, he/she submits the form to the President's Office for approval. If the President approves the form, he/she submits the form for approval to the University of Louisiana System Board of Supervisors for approval.
- c. After the Board approves the form and it arrives back on campus, copies of the form shall be forwarded to the academic unit head and the EEO/Wage and Salary Office.
- d. After the Provost/Vice President for Academic Affairs receives a copy of the form approved by the Board, the process for hiring can begin.
- e. If the Provost/Vice President for Academic Affairs or his/her designee (e.g., the head of the academic unit) elect not to promote from within, he/she shall appoint a Search Committee, which shall be comprised of at least the following persons: (1) one faculty member appointed by the Faculty Senate, (2) one faculty member outside the academic unit's discipline, (3) the head of the academic unit, and (4) faculty member(s) from the academic unit.
- f. A Search Committee is not required if the position is to be filled by way of a promotion from within (i.e. an intra-departmental promotion).
- g. The head of the academic unit shall notify the Search Committee that prior approval to fill the vacancy has been approved and received by the Department of Human Resources. The academic unit head shall meet with the Search Committee to establish criteria for the position and develop a plan to recruit qualified applicants.
- h. The EEO/Wage and Salary Office must post all unclassified (i.e., faculty) vacancies on campus. Position Announcements must be posted for at least five working days before the position is filled in order to allow university employees the opportunity to apply. Prior to submitting Position Announcements for posting, the academic unit head shall obtain the required format for the Position Announcement from the EEO/Wage and Salary Office. The academic unit head shall submit the Position Announcement to the EEO/Wage and Salary Office in the appropriate form.
- i. If external applicants are to be sought, the vacancy must be advertised in external newspapers and/or publications according to guidelines established by the EEO/Wage and Salary Office. The academic unit head must submit a proposed Position Announcement to the EEO/Wage and Salary Office for approval prior to placing the announcement in a publication (e.g., newspaper). Once the Position Announcement is published, a copy of the actual announcement as it appears in the publication must be submitted to the EEO/Wage and Salary Office within seven working days of the date of

publication.

- j. The academic unit head shall be responsible for placing Position Announcements in newspapers or publications, whether local or abroad. The EEO/Wage and Salary Office shall post the Position Announcements on the University's employment board and on the University's web site.
- k. The Search Committee must consider and evaluate all internal applications for qualifications and experience in support of the University's commitment to employee advancement. The Search Committee must also evaluate external applications for qualifications and experience.
- l. After the Search Committee has evaluated all applications, it shall identify not more than three applicants to be interviewed. *All applicants who are to be invited for interviews must meet the requirements stated in the Position Announcement and must have applied by the announced required deadline.* The academic unit head shall notify and invite the applicant(s) to campus to interview with the Search Committee, with the academic unit head, and (if selected as the finalist) with the dean.
- m. Following the interviews, the Search Committee shall rank the applications and the Search Committee chairperson shall forward the applications to the appropriate dean, who will interview the finalist. The dean will, in turn, either concur or not concur with the selection of the Search Committee.
- n. If the dean does not concur with the Search Committee's first choice, the dean will consider the remaining candidates in the order of their ranking and continue the process. The dean shall forward his/her recommendation to the Provost/Vice President for Academic Affairs for consideration.
- o. The Provost/Vice President for Academic Affairs will, in turn, either concur or not concur with the recommendation of the dean. If the Provost/Vice President for Academic Affairs does not concur with the choice forwarded by the dean, the dean will present the next highest-ranking finalist for hire and continue the process. Once the Provost/Vice President for Academic Affairs agrees on a candidate, the Provost/Vice President for Academic Affairs will notify the dean to process a Personnel Action Form.
- p. The dean shall complete the Personnel Action Form, which shall include the projected start date as well as contractual data pertaining to salary, rank, and tenure eligibility, and so forth. If the applicant accepts the offer, he/she shall sign the Personnel Action Form, and the academic unit head shall secure all required approval signatures, including the signature of the President.
- q. The applicant shall report to campus on the projected start date and report within three business days to the Department of Human Resources to complete the necessary paperwork.
- r. If the applicant does not accept the offer of employment, the dean or the authorized official will present the next highest-ranking finalist for hire and the process will move in progression in the same order.

Procedures for Seeking Department Head Applicants

The procedures utilized to seek department head applicants are as follows:

- a. The dean of the college or school in which the department is located will appoint a search committee comprised of faculty in that instructional unit (and at least one faculty member appointed by the Faculty Senate) to identify and interview qualified candidates in accordance with University EEO guidelines.
- b. The search committee shall screen the candidates to not more than three persons and submit its recommendation to the dean of the college or school.
- c. The dean of the college or school together in consultation with the Provost/Vice President for Academic Affairs will further screen the candidates and submit their recommendation to the President. Procedures thereafter are the same as for faculty, stated above.

Procedures for Seeking Dean Applicants

The procedures utilized to seek academic dean applicants are as follows:

- a. The Provost/Vice President for Academic Affairs shall recommend to the President a search committee to be confirmed.
- b. The President shall recommend changes, if desired, before approving the composition of the search committee.
- c. The search committee shall formulate criteria by which the qualifications of candidates will be judged.
- d. In consultation with the Provost/Vice President for Academic Affairs, the search committee shall prepare an announcement which sets forth the qualifications, duties, and terms of employment.
- e. The search committee shall send the job announcement to sources established by the search committee in consultation with the Provost/Vice President for Academic Affairs and/or the EEO Officer.
- f. The search committee shall study the credentials and supportive documents of the applicants and begin the interview process in order to reduce the number of candidates to no more than three.
- g. The search committee shall submit its recommendations along with the credentials of the candidates to the Provost/Vice President for Academic Affairs for further screening.
- h. The Provost/Vice President for Academic Affairs shall forward the recommendations of the search committee, along with his or her personal recommendation, to the President.

- i. The President shall make the final selection, which will then be submitted to the Board of Supervisors for final approval. Procedures thereafter are the same as for faculty, stated above.

Transcript and Licensing Requirements for Faculty Appointments

Faculty appointments are contingent upon receipt of the official transcripts or licenses, which establish the credentials of the faculty. Each faculty member shall have an earned advanced degree (at least a master's) in a field appropriate to the position for which he or she is being hired.

Each school, college, or the Library shall define transcript/licensing qualifications for its faculty; these criteria shall be in accordance with professional standards set forth by each field's professional boards, state or national laws, or accrediting agencies; the academic unit head is responsible for certifying that the respective faculty have provided the required transcript/licensing qualifications.

Types of Appointments

For contract purposes, faculty appointments are defined to include the following types: regular appointment, joint appointment, summer appointment, and re-appointment of retired faculty.

Regular Appointment

The term "regular appointment" refers to those full-time or part-time appointments to rank of Instructor (whereby the "term" or "specified period only" is not indicated), probationary, or tenure contracts held by one person and qualifies for University benefits.

Joint Appointment

The term "joint appointment" refers to those full-time or part-time, probationary, or tenure contracts held by one person with specific contractual designation in more than one program area. For the purposes of salary determination, promotion, tenure, performance assessment, and other personnel matters, individuals holding joint appointments shall be assigned by the President, upon recommendation of the Provost/Vice President for Academic Affairs and the appropriate deans and department heads to a program area as determined by the percentage of workload or level of responsibility. Joint appointments shall be approved by the President based upon recommendations from the Provost/Vice President for Academic Affairs and the appropriate deans and department heads.

Such appointments shall be made only when the credentials of a faculty member or the needs of the degree or program area so justify. Available accrediting agency criteria for faculty will be used as guides for determining the appropriateness of the appointment.

Summer Appointment

A faculty member who wishes to teach in the summer session should request consideration for appointment in writing and submit the request to the Department Head. Because it is not possible for all faculty to teach during the summer session, a rotation system is generally followed. Consideration is given to the instructional needs for the summer session, faculty rank, the academic specialty of the faculty member, and the faculty member's total involvement in the University program.

The President of the University, under the jurisdiction of the Board of Supervisors, shall submit to the Board by the April meeting each year a list of employees who are scheduled to participate in the summer school session. Each University shall develop a pay plan for summer employment (faculty input required) consistent with the mission and activities of the University and which shall be submitted for Board approval.

Re-Appointment of Retired Faculty

It is contrary to Board of Supervisors policy to employ on a regular (full-time) basis individuals who have retired from service in the state retirement system. Such individuals may, however, be employed on a temporary, non-continuation basis but it is expected that regular faculty (non-retirees) will be utilized when available.

When there is a documented need for the University to secure the service of a state college or university faculty retiree because the individual possesses particular knowledge and qualifications not possessed by available applicants for regular employment, the President is authorized to approve the appointment(s) of such retired individuals for a period not to exceed six months. Recommendations for appointment(s) of a University faculty retiree for more than six months are to be submitted to the Louisiana System office for review and approval prior to processing of appointment forms.

All actions for retired faculty are subject to applicable personnel and equal employment practices, including the normal review and authorization procedures for academic and unclassified employees required by the Louisiana System office and Board of Supervisors.

Workload Expectations

The responsibilities of a faculty member include teaching, research or creative activities, professional activities, University service, and community service; for library faculty, the responsibilities include instructional support, research, professional activities, University service, and community service. The head of the academic unit (department, school, division, or library), with approval of the dean, is responsible for determining the workload of each faculty member.

Factors to be considered in determining workloads of faculty members include, but are not necessarily limited to the following: (1) nature of the discipline, (2) nature of courses taught (undergraduate, graduate, or combination), (3) number of course preparations per semester, (4) number of contact hours per semester hour, (5) number of students taught per semester, (6) curricular requirements such as

practicums and field experiences, (7) standards promulgated by accrediting agencies, (8) research or creative activities, (9) administrative duties, (10) number of directed theses or dissertations, (11) student advising load, (12) contracted release time for research, (13) professional activities, and (14) special department, college, school, division, or university assignments.

Whereas the regular teaching load at the University is 12 credit hours per semester, a faculty member's particular load may vary depending upon assigned responsibilities in the areas of teaching, research, and service. Variation in responsibilities shall be related to the mission of the faculty member's academic unit (e.g., department, school, college, division, or library). Academic personnel may be compensated for professional duties assigned or performed in addition to their regular assignment (overload/extra services) if funding is available.

Faculty members (including library faculty) asked to assume duties that require intensive and/or long-term additional responsibilities, such as writing detailed and/or specialized reports, or compiling portfolios for accrediting bodies may request release time from academic, regular, and/or other committee work. The faculty member may also request other compensatory measures. All agreements for compensation shall be in writing and signed by all parties before work commences. Teaching additional classes in addition to what is considered to be the "full class load" for the faculty member's department/unit shall be regarded as additional teaching responsibility and eligible for monetary or other form of compensation.

Probationary and Tenure Contract Faculty

A full-time teaching assignment for a probationary or tenure contract faculty member shall, in general, equal 12 semester credit hours per semester. However, a semester credit hour workload of more than 12 may be considered a normal teaching load under certain circumstances approved by the academic head and dean.

Because the number of student contact hours and special requirements of the discipline may vary from academic unit to unit, each academic unit head (department, school, division, or the Library) shall develop and distribute to each faculty member a written description of what constitutes a full workload for the unit (department, school, division, or the Library).

When a full-time probationary or tenure contract faculty member teaches a combination of typical undergraduate and graduate lecture courses, a full workload shall, in general, not total to more than 3 separate courses in any semester, as follows: (a) two undergraduate courses and one graduate course, or (b) one undergraduate courses and two graduate courses. When a full-time probationary or tenure contract faculty member only teaches graduate courses over a Fall and Spring semester (during one academic year), a full workload shall, in general, not total to more than 5 graduate courses (three graduate courses in the Fall and two graduate courses in the Spring, or vice versa).

When a faculty member teaches two separate courses combined as one, generally the arrangement shall be credited as one course for workload purposes. Exceptions to this shall be made on a case-by-case basis.

A full-time library assignment for a probationary or tenure contract library faculty member shall be a minimum of 40 hours per week.

Office/Conference Hours

At least ten (10) conference hours a week shall be scheduled and posted each semester by each full-time faculty member who generates semester credit hours. These 10 hours shall be distributed throughout the workweek.

Term or Temporary Contract Faculty

A full-time teaching assignment for a term or temporary contract faculty member shall, in general, be the equivalent of 12 semester credit hours per semester. Occasionally, there will be a need for faculty to teach one additional course. In this instance, faculty will be compensated for extra services at the appropriate rate. A full-time library assignment for a term or temporary contract library faculty member shall be 40 hours per week.

Because the number of student contact hours and special requirements of the discipline may vary from academic unit to unit, each academic unit head (department, school, or the Library) shall develop and distribute to each faculty member a written description of what constitutes a full workload for the unit (department, school, or the Library).

A part-time teaching assignment for a term or temporary/adjunct faculty contract faculty member shall, in general, not exceed one or two courses in a semester.

A part-time library assignment for a term or temporary contract library faculty member shall be no more than an average of 32 hours per week.

Office/Conference Hours

A part-time faculty member shall schedule weekly conference hours proportionate to the number of semester credit hours taught; in general, this shall equate to at least 1 hour of conference per credit hour taught.

Work Overload/Extra Services

For faculty members, an "overload" is defined as documentable professional or technical services performed for the University in excess of regular workload assignment.

The purpose of the "Extra Services Compensation Policy" is to compensate faculty (and other employees) for performing additional duties or assuming responsibilities funded by external grants or special campus projects.

The University encourages its faculty (and other unclassified employees and administrative staff) to undertake research and other projects to enrich their scholarly competence and the programs offered to graduate or undergraduate students. These projects are further encouraged as a means of providing valuable public services. It is the general policy of the University that sponsored projects be undertaken on a release-time basis. The extra services contract is an option in those instances where it is not possible for an individual to be released from his/her regular University duties.

Extra services shall be defined as duties and responsibilities performed by faculty (and other unclassified employees) outside the stated job description. Extra services compensation shall be a maximum of thirty percent (30%) of the monthly salary over the period of the extra services contract for activities funded from external sources or University special projects. The maximum percentage of a faculty member's monthly salary over the period of the extra services is twenty percent (20%) for conducting a single grant or special project; an additional ten percent (10%) may be realized for administering more than one grant or special project, but the maximum total percentage shall not, in any case, exceed thirty percent (30%) of the monthly salary over the period of the extra services.

Extra services contracts shall be approved and documented by the appropriate University officials. Extra services compensation shall not begin prior to the signature of all individuals listed on the extra services contract. The contracts shall be issued pending the availability of funds.

Release Time

An individual faculty member assigned, or requesting, a reduced instructional load must submit to the head of his/her academic unit (department, school, or division) a "Request for Release Time" form outlining instructional, research, administrative, service, and/or professional expectations. The form shall be submitted prior to course scheduling deadlines for the respective semester. The head of the faculty member's academic unit (department, school, division, or library) must approve the request. The faculty member's annual evaluation shall provide an accountability record by comparing expectations with performance.

A library faculty member assigned, or requesting, reduced responsibilities from his/her job description must submit to his/her immediate supervisor as well as to the Dean of Library Services a "Request for Release Time" form outlining librarianship, research, administrative, service, and/or professional expectations. The form should be submitted prior to night and weekend scheduling deadlines for the respective semester. The library faculty member's immediate supervisor, if any, as well as the Dean of Library Services, must approve the request. The faculty member's annual evaluation shall provide an accountability record by comparing expectations with performance.

When a faculty member undertakes sponsored projects, such as grants, on a release-time basis, the regular teaching load shall be reduced proportionately provided no additional compensation is received from the project.

When a library faculty member undertakes sponsored projects, such as grants, on a release-time basis, his/her regular job responsibilities shall be reduced proportionately provided no additional compensation is received from the project.

Extra Compensation for Work Overload

Extra Compensation Paid by Outside Agencies

In those instances where it is not possible for a faculty member to be released from regular University responsibilities in order to undertake sponsored projects funded by agencies outside the University (e.g., grant agencies, foundations, or corporations), compensation for overload employment shall be permitted up to twenty percent (20%) of annual, or annualized, gross salary for one grant, or, up to thirty percent (30%) for two or more grants. The allowable extra compensation limits shall be based on the fiscal year beginning July 1 and ending June 30.

Overload employment on sponsored projects funded by outside agencies may be undertaken only when the additional responsibilities do not interfere with regular University responsibilities. The rate of pay for overload compensation for one grant or project may not exceed the equivalent of one-and-one-half times the regular hourly rate paid by the University, providing that the extra compensation does not exceed the limit of 20% of annual, or annualized, gross salary. Computation of the hourly rate shall be based on the following table:

Nine-month employees	1,440 hours
Ten-month employees	1,600 hours
Eleven-month employees	1,907 hours
Twelve-month employees	2,080 hours

The policies of a sponsoring agency shall govern overload compensation if they are more restrictive than the University policies.

Extra Compensation Paid by the University for Teaching Overloads

Faculty members teaching credit courses on an overload basis, whether on or off campus, shall receive extra compensation. The overload must be recommended by the head of the faculty member's academic unit (department, school, or division) and approved by the faculty member's dean and the Provost/Vice President for Academic Affairs prior to the start of the teaching assignment.

The compensation for teaching a three-hour credit course on an overload basis shall be as follows:

Professor	\$1800
Associate Professor	\$1600
Assistant Professor	\$1400
Instructor	\$1200

The compensation shall be prorated accordingly for courses other than three credit hours.

Payment for overload employment shall be limited to twenty percent (20%) of annual, or annualized, gross salary. The 20% allowable overload compensation shall be based on the fiscal year beginning July 1 and ending June 30. Overload employment may be undertaken only when the additional responsibilities do not interfere with regular University responsibilities.

The rate of pay for overload compensation shall not exceed the equivalent of one-and-one-half times the regular hourly rate paid by the University, providing that the overload compensation does not exceed the limit of 20% of annual, or annualized, gross salary. Computation of the hourly rate shall be based on the following table:

Nine-month employees	1,440 hours
Ten-month employees	1,660 hours
Eleven-month employees	1,907 hours
Twelve-month employees	2,080 hours

The rate of compensation for non-credit continuing education courses varies from college to college and shall be determined by the dean of each academic unit and approved by the Provost/Vice President for Academic Affairs. However, the total amount received shall be subject to the same 20% overload limit allowed for credit-bearing courses.

Procedures for Release Time and "Extra Compensation"

1. The immediate supervisor of a faculty member undertaking work on a "released-time" basis shall initiate a "Request for Released-Time Form." For example, when a part of a faculty member's regular salary is being charged to a grant during the time period the grant is in force.
2. An "extra services contract" shall be completed and submitted in order for a faculty member to receive "extra compensation." The head of the budget unit for which the work is to be performed shall initiate an "extra services contract" form and ensure the accuracy of data provided. Additionally, this person must secure the approval signature of the head of the faculty member's academic unit (e.g., department, school, division, or library). The budget office shall not honor any other form for any type of work overload salary payment. Only the officials and not their designees shall sign the form. No one shall sign for the officials. After all required persons have signed the form, copies shall be made for distribution to all persons whose signatures appear on the form. When the sponsoring organization is a public agency, a letter or a copy of a policy statement from that agency which specifically authorizes work overload compensation must accompany the "extra services contract" form.
3. Once the "extra services contract" has been approved, the budget unit head/employee for which the work is to be performed shall submit monthly time sheets. "Attendance and Leave Record" remuneration shall be calculated on a time basis for sponsored grant or research programs when required by the sponsoring organization. Additionally, when the sponsoring organization sets a fixed monthly payment or a one-time payment, the Attendance and Leave Record as well as the approval of the "extra services contract" form shall be required.
4. An extra services contract to be paid from outside funding agencies or organizations (such as grants), shall not exceed 20% of the faculty member's time, or, for more than one contract or project, more than 30%, as specified above under "Work Overload/Extra Services."

Official Personnel Files

The definition of the term "Official Personnel File" refers to all faculty files, inclusive of all locations, whether residing in the Department of Human Resources (hereinafter referred to as the "Central Personnel File"), the office of the Department Head or the office of the Dean. In conformance with courts and government agencies such as the Equal Employment Opportunity Commission, the term "Official Personnel File" refers to all files regardless of their location.

Placement and Security of Official Personnel Files

Faculty shall have knowledge of the location of all personnel files. All personnel files shall be maintained in secure locations in locked cabinets. Except for documents listed below in the sections on "Contents of the Central Personnel File" and "Contents of the Site-Based Files," documents must not be placed in a faculty member's file unless the procedures described in the section on "Rebuttal and Response" have been followed.

Contents of the Central Personnel File

The central personnel file for a faculty member may contain the following documents and information: (1) Original, complete application forms; (2) Letters of recommendation; (3) Biographical data sheets that contain such information as address, phone number, date of birth, race, gender, marital status; (4) Employment authorizations and contracts; (5) University correspondence related to contracts of employment; (6) Correspondence from faculty members; (7) Drug-Free Workplace acknowledgment statement; (8) Any memo or letter or document that a faculty member sends to a supervisor or administrator, such as complimentary job-related correspondence, literary reviews, and articles. (Faculty members who want such documents placed in their files should include an accompanying note with the documents stating such.); (9) Copies of SF1s (Personnel Action Forms), or (10) Copies of employment verifications requested by employees. Although marital status is not required in the personnel file, it has served as supporting documentation to faculty members' insurance claims/benefits.

As required by government regulation, leave records, the E-2 Pre-Existing Conditions form, and all medical information of a faculty member are kept under confidential cover in the Department of Human Resources Office. However, this information is also part of the central personnel file. The foregoing documents or copies of these documents may be placed in a faculty member's files without official notification of the faculty member.

Contents of the Site-Based Files

Site-based files, usually in the offices of the faculty member's Department Head or Dean, contain those documents related to the faculty member's employment required by the provisions of Chapter 2 of this *Faculty Handbook* except as otherwise noted. The following may be placed in a faculty member's site-based personnel file without notification of the faculty member: (a) Those types of documents or copies of documents listed in the section entitled "Contents of the Central Personnel File"; (b) All student evaluations, performance assessment, and other evaluation data that has been signed by the faculty; or (c) Other departmental, college, or in the case of the Library, library forms signed by faculty.

Rebuttal and Response

Faculty members shall be given the opportunity to rebut and to respond in writing to documents placed in their personnel files. Written rebuttals and responses must be attached to the appropriate document and therefore become a permanent part of the faculty member's personnel file as long as it remains a part of the personnel file.

No document or copy of it, which has received a response and rebuttal, shall be used for any purpose whatsoever unless the rebuttal and response is attached to it.

A faculty member shall have the right to receive proof of any allegations and statements contained in documents placed in the faculty member's personnel file. If such proof is not presented, the document containing the allegations and statements shall be removed from the faculty member's personnel file and destroyed.

Procedure for Filing of Rebuttal and Response

Any rebuttal and response to a document placed in a faculty member's personnel file shall be filed by the faculty member within fifteen (15) working days from the date on which the faculty member signs the document acknowledging its receipt.

An extension of ten (10) working days may be granted by the Provost/Vice President for Academic Affairs for the filing of a rebuttal and response, provided the faculty member files a written request for the additional time with the Provost/Vice President for Academic Affairs. The written response of the Provost/Vice President for Academic Affairs to the request for additional time shall not be unreasonably withheld.

The rebuttal and response shall be considered filed by the delivery of the original and a copy of it to the appropriate supervisor or administrator, who shall then sign and date both. The supervisor or administrator shall see to it that the signed and dated original is attached to the appropriate document and is placed in the faculty member's personnel file. The signed and dated copy shall be returned to the faculty member.

Public Access to Personnel Files

Applicable provisions of state and national public records laws shall govern public access to the personnel file. In deciding which file contents should remain private, the University shall follow the Louisiana Public Records Act (LA R.S. 44:1-44).

The faculty member whose file is accessed under these provisions shall receive written notice of the access. This written notice shall (1) contain the name of the person or persons requesting access, (2) be postmarked no later than seven days after the access is requested, and (3) be sent to the faculty member's address of record.

Faculty Access to Personnel Files

Faculty shall not be denied access to their personnel files. Faculty shall have access to personnel files during the Department of Human Resources Office business hours. Faculty members may request copies of any material contained therein. Faculty members shall not remove items from the file or the file itself from the Department of Human Resources Office.

Access by Others to Personnel Files

No one other than the following shall be allowed access to the non-public documents of a faculty member's personnel file without the faculty member's express written consent: (a) The Board of Supervisors and the University President; (b) The Provost/Vice President for Academic Affairs, the Vice President for Finance, the Director of Human Resources and the Director of Human Resources' custodian of faculty personnel files; (c) The Dean and Department Head charged with the duty of supervising that particular faculty member's performance; (d) The faculty member's designated legal counsel; (e) Duly appointed representatives of the courts or those agencies such as the Equal Employment Opportunity Commission that have been granted access by statute; or (f) Others specifically designated in writing by the University President, the Provost/Vice President for Academic Affairs, and the faculty member (example: the Chair of the Grievance Committee).

All persons permitted access shall maintain the confidentiality of those documents in the file that are not matters of public record.

Personnel files shall be maintained in hard copy during the entire duration of a faculty member's employment. When a faculty member leaves the University permanently, the faculty member's personnel file shall be considered inactive. These files must be permanently maintained, not necessarily in hard copy, in the Department of Human Resources Office. All guidelines, rules, regulations, and laws pertaining to access of personnel files shall be in force for these inactive files. The University is prevented by statute from destroying personnel files.

Security of Records and Files

Overview of Faculty Responsibility

Academic unit heads (department, school, college, or library) who employ student assistants in any capacity (work study, wages, graduate assistants, or any other student-related employment) shall be responsible and held accountable for ensuring that student employees review and sign the following form, copies of which may be obtained from the Office of the Registrar. Supervisors (including faculty) who oversee student employees are required to review the form with the student employee, sign the form as supervisor, obtain the signature of the student employee, date the form, and indicate the name of their academic unit in the "Department" blank. Supervisors (including faculty) are responsible for keeping the signed copy on file. One form shall suffice for the duration of employment in a

specific academic unit (department, school, college, or library); however, each semester, supervisors shall review the tenets of the agreement with their student employees. Should a student employee be transferred to another academic unit, the student shall complete a new form, which shall be maintained in the new academic unit.

The form, which may be duplicated as needed, shall be completed in addition to any other forms faculty (or supervisors) require student employees to sign regarding work ethics. Additional forms may be obtained from the Office of the Registrar, which is responsible for updating the form as needed.

(effective 2/16/2000)

Grambling State University

Academic and Administrative Units

Student-Employee Code of Responsibility for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all University employees and to all persons who have access to office facilities. The Office of the Registrar is the official repository for student academic records, folders, and other files for the University. University offices do have access to specific academic and administrative information and are able to extend job opportunities and work experience to supplement student-employees' education. In so doing, student employees are placed in a unique position of trust since a major responsibility of either academic or administrative offices is the security and confidentiality of student records and files. The purpose of the following Code is to clarify academic and administrative offices' responsibilities and student-employee responsibilities. Since conduct either on or off the job could affect or threaten the security and confidentiality of this information, each student-employee is expected to adhere to the following:

(1) No one may make or permit unauthorized use of any information in any files maintained, stored, or processed by an academic or administrative office; (2) No one is permitted either to seek personal benefit or to allow others to benefit personally by knowledge of any confidential information to which access is given because of work assignment; (3) No one is either to exhibit or to divulge the contents of any record or report to any person except in the performance of the duties of a work assignment and in accordance with policies and procedures of the Office of the Registrar and University; (4) No one may knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry; no one may knowingly expunge a data entry or cause to be expunged information in any record or report; (5) An official record or report, or copy thereof, may not be removed from the office where it is maintained, except in the performance of a person's duties; (6) No one is to aid, abet, or act in either collusion or conspiracy with another to violate this Code; (7) Any knowledge of a violation of this Code must be immediately reported to the student-employee's supervisor; (8) In general, all student record information must be treated as confidential; even public or "directory" information is subject to a degree of restriction on an individual basis; unless a work assignment involves the release of information and the person has been trained in that function, any request for disclosure of information, especially outside the University, should be referred to the Office of the Registrar.

Violation of this code may lead to reprimand, suspension, or dismissal. I have a received a copy of, have read, do understand, and will comply with this policy.

Signature of Student: _____ Date: _____

Signature of Supervisor: _____ Department: _____

(effective 2/16/2000)

Faculty Rights and Privileges

Academic Freedom

The University of Louisiana System is committed to the principle of academic freedom. This principle acknowledges the right of teachers to explore fully within the field of their subject as they believe to represent the truth. The principle also includes the right of a member of the academic staff of the System to exercise in speaking, writing, and action outside the System the ordinary rights of the American citizen, but it does not decrease the responsibility and accountability which the member of the academic staff bears to the System, the state, and the nation.

Among the many implicit responsibilities which must be assumed by those enjoying the privileges of academic freedom shall be that of refraining from insisting upon the adoption by students or others of any particular point of view as authoritative in controversial issues.

Academic freedom is essential and applicable to both teaching and research. Freedom in teaching is fundamental for the protection of the rights of the teacher in teaching and of the student in learning. Freedom in research is fundamental to the advancement of truth and knowledge. Faculty members have freedom and an obligation, in the classroom or in research, to discuss and pursue their subject with candor and integrity, even when the subject requires consideration of topics which may be politically, socially, or scientifically controversial. In order to ensure the freedom to seek and profess truth and knowledge, faculty members shall not be subjected to censorship or discipline by the University on grounds that faculty members have expressed opinions or views or used material which are controversial, unpopular, or contrary to the attitudes of the University or the community.

Academic freedom is the right of all faculty members, part-time or full-time, including graduate assistants and fellows, of the University. Academic freedom is also extended to invited guests of the University.

Academic Freedom in Teaching and Research

The University observes the principles set forth in the "1940 Statement of Principles on Academic Freedom and Tenure" (AAUP Policy Documents Reports, 1984) authored by the American Association of University Professors and the Association of American Colleges. Academic freedom is defined therein as follows:

- a. "Institutions of higher education are conducted for the common good and not to further the interests of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression."

- b. "Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries duties correlative with rights."
- c. "The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his [or her] other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."
- d. "The teacher is entitled to freedom in the classroom in discussing his [or her] subject."
- e. "The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he [or she] speaks or writes as a citizen, he [or she] should be free from institutional censorship or discipline, but his [or her] special position in the community imposes special obligations. As a man [or woman] of learning and an educational officer, he [or she] should remember that the public may judge his [or her] profession and his [or her] institution by his [or her] utterance. Hence, he [or she] should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he [or she] is not an institutional spokesman [or spokeswoman]."

Academic Freedom and Library Faculty

Library faculty shall have academic freedom in selecting and cataloging library resources and in the dissemination of information about library resources.

The University endorses the principles pertaining to academic freedom as set forth in various policies and statements adopted by the American Library Association (ALA). In keeping with the ALA "Library Bill of Rights" (which serves as the library faculty's interpretation of the First Amendment to the Constitution), library faculty shall be guided by the following basic policies in providing library services:

- a. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- b. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- d. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

- e. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- f. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. [Adopted June 18, 1948; amended February 2, 1961, and January 23, 1980, inclusion of age reaffirmed January 23, 1996, by the ALA Council.]

The University endorses the ALA view that intellectual freedom is a basic right in a democratic society and a core value of the library profession and that library faculty shall defend the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Library faculty shall be guided by the ALA resolution pertaining to intellectual freedom which "affirms that the use of filtering software by libraries to block access to constitutionally protected speech violates the Library Bill of Rights" (adopted by the ALA Council, July 2, 1997).

The University endorses, for library faculty, the following six propositions as taken from the ALA statement on "The Freedom to Read":

[1.] It is in the public interest for . . . librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority. . . .

[2.] . . .librarians. . .do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be . . . circulated. . . .

[3.] It is contrary to the public interest for. . .librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author. . . .

[4.] It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous. . . .

[5.] It is the responsibility of . . . librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large. . . .

[6.] It is the responsibility of . . . librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one. [Adopted by the ALA Council June 25, 1953; revised January 28, 1972, and January 16, 1991.]

Professional Ethics

Ethics and Teaching Faculty

The University endorses the following definitions of professional ethics pertaining to teaching faculty, as provided from the "Statement on Professional Ethics" of the American Association of University Professors:

(a) "Professors . . . recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment to using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interest, these interests must never seriously hamper or compromise their freedom of inquiry."

(b) "As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors."

"Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom."

(c) "As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution."

(d) "As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions."

(e) "As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting

for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and further public understanding of academic freedom."

Ethics and Library Faculty

The University endorses, for library faculty, the ethical principles set forth by the American Library Association "Code of Ethics," as quoted below:

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We recognize and respect intellectual property rights.
5. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of the potential members of the profession. [Adopted by the ALA Council June 23, 1995.]

Intellectual Property

The Louisiana Board of Trustees for State Colleges and Universities expects and encourages creative productivity on the part of employees and students. The University defines "intellectual property" to include inventions, discoveries, know-how, show-how, processes, unique materials, copyrightable works, original data, and other creative or artistic works which have value. Intellectual property includes that which is protectable by statute or legislation, such as patents, copyrights, trademarks, service marks, trade secrets, mask works, and plant variety protection certificates. It also includes the physical embodiments of intellectual effort, for example, as found in the development of models, machines, devices, designs, apparatus, instrumentation, circuits, computer

programs and visualizations, biological materials, chemicals, other compositions of matter, plans, and records of research.

Traditional academic copyrightable works are defined as a subset of copyrightable works created independently and at the creator's initiative for traditional academic purposes. Examples include class notes, books, theses and dissertations, educational software (also known as courseware or lessonware), articles, non-fiction, fiction, poems, musical works, dramatic works including any accompanying music, pantomimes and choreographic works, pictorial, graphic and sculptural works, or other works of artistic imagination that are not created as an institutional initiative.

Creator refers to an individual or group of individuals who make, conceive, reduce to practice, author, or otherwise make a substantive intellectual contribution to the creation of intellectual property. *Creator* includes the definition of *inventor* used in U.S. patent law and the definition of *author* used in the U.S. Copyright Act.

When determining ownership and license rights in copyrightable works, "university resources usually and customarily provided" include such support as office space, library facilities, ordinary access to computers and networks, or salary. In general, it does not include use of students or employees as support staff to develop the works, or substantial use of specialized or unique facilities and equipment, or other special subventions provided by the University unless approved as an exception.

Political Office

The University of Louisiana System Board of Supervisors policy acknowledges that academic faculty members have the constitutional right to seek and hold public office. Faculty members who do so must (a) notify the President of their intention prior to the date of qualification and (b) continue normal workload (including teaching) and all other duties and office hours required by the institution. However, faculty members must take leave for the appropriate period of time in accordance with the leave rules of the Board if they are unable to meet condition (b) of continuing required normal workload, duties, and office hours. This leave must be approved by the President in advance. Faculty members shall be accurate in their statements and make every effort to indicate that they are not spokespersons for the institution.

Basic Responsibilities of Faculty

As stated in Board of Supervisors policy, "It is a basic principle that every member of the academic staff, of whatever rank, shall at all times be held responsible for competent and effective performance of his duties." The policy also states that faculty members are "expected to be devoted to the accomplishment of the purposes for which the System exists: instruction, research, and public service. Those members of the academic staff who comprise the faculty of the System are charged to determine the educational policy of the System through deliberative action in their respective units and divisions."

Adherence to University Policies

Faculty members shall adhere to University policies as published in this Faculty Handbook, the University catalog, or otherwise made known by the University or Board of Supervisors.

As part of a newly appointed faculty member's orientation, the latest versions of the Faculty Handbook and University catalog shall be included in the orientation materials. Pertinent Board of Supervisors policies shall be distributed or made available to faculty members in obvious places such as the library.

Orientation

All persons beginning employment at the University are required to report to the Department of Human Resources to complete the forms necessary for employment at the University.

The primary supervising authority (Department Head or Dean of School, Library, or Division) shall have the primary responsibility for orientation for first-year faculty appointees to the policies, regulations and procedures of the University, as well as to specific duties and responsibilities. Such orientation shall include providing a faculty appointee with the following: (a) A copy of the *Faculty Handbook*, (b) The University catalog, (c) A detailed job description particular to the duties and responsibilities within the department, school, college, division, or the Library, (d) A description of the University-wide minimum qualifications for appointment to each rank, as well as any minimum qualifications required in the faculty appointee's department, school, college, division, or the Library, and (e) A definition of what constitutes a full workload in the faculty appointee's department, school, college, division, or the Library.

Thereafter, faculty members are responsible for informing their primary supervising authority (Department Head or Dean of School, Division, or Library) of the need or desire for additional orientation.

Investigations

- a. Authorization for Investigations - All persons appointed and/or employed by the Board of Supervisors are subject to investigation as the Board of Supervisors deems appropriate should there be allegations of misconduct or impropriety against said individuals.
- b. Procedure for Conduct of Investigations - Investigations shall commence only upon adoption of a resolution or motion by the Board of Supervisors directing that such an investigation be conducted. Such investigations shall be conducted by an impartial outside agency.
- c. Institutional Notification - The President of the University shall be given written notice of the investigation and a list of the allegations subject to investigation.

- d. Reporting of Findings - At the conclusion of the investigation, the University of Louisiana System President shall see that a written report of the findings of the investigation is given to the Board of Supervisors and to the President of the University.
- e. Confidentiality - Investigations involving the character or competence of any person shall be conducted in as confidential a manner as applicable law permits.

Oath of Allegiance, Citizenship, and Legal Status

The Louisiana Revised Statutes (42:52) require all academic faculty members to sign an Oath of Allegiance at the time of initial appointment.

Disruptions of the Educational Process

The University is committed to the solution of problems and controversies by the method of rational discussion. Acts of physical force or disruptive behavior which interfere with University activities, freedom of movement on the campus, freedom of listening or hearing, or freedom for students to pursue their studies are the antithesis of academic freedom and responsibility, as are acts which in effect deny freedom of speech, freedom to be heard, or freedom to pursue research of their own choosing to members of the faculty or invited guests of the University.

In 1969, the Louisiana Legislature authorized the use of force (Act 58) with "all means available to the governor" in order to prevent any person (including faculty members) from disrupting the educational process or damaging University property. As found in the Louisiana Revised Statutes (17:3101 et al.), faculty members are subject to immediate dismissal if they willfully interfere with or disrupt the normal educational process or administration of the University.

Tape Recordings of Class by Students with Disabilities

Students with disabilities who are not able to take notes because of the disability have the right, according to federal law, to utilize tape recorders in classes. However, faculty members may also, if they so choose, allow other students to tape record faculty lectures if doing so does not adversely affect the teaching or learning process.

Consulting and External Employment

The University of Louisiana System policy, outlined below, relates to employment directly undertaken by employees of System institutions (such as Grambling State University) with outside employers or to self-employment (including consulting) and does not relate to employment in which arrangements are made officially through the University by contract with or grants to the University.

Statement of Policy on Outside Employment

Full-time faculty members may engage in outside activities, paid or unpaid, which do not conflict, delay or in any manner interfere with instructional, scholarly, or other services they must render in the nature of their college or university employment. Full-time faculty members who are presently engaged, or who plan to engage, in such activities outside of their broad institutional responsibilities, during any period of full-time employment by the institution, shall report to their Department Head or Dean, in writing the nature and extent of such activities, and the amount of time the work will require. In all such instances, the Department Head or Dean shall forward the report to the Provost/Vice President for Academic Affairs who will report to the President.

No full-time faculty member shall engage in such outside employment (or continue such employment if already so engaged) without the written approval of the Department Head and Dean. In the event that either the Department Head or the Dean believes that such outside employment involves, or may involve, a matter of public interest or interfere with duties to the institution, the matter shall be referred through the appropriate channels to the President or his or her designee for approval. It is the responsibility of faculty members to make clear to any outside employer that in accepting such employment they do so as individuals independent of their capacity as members of the University. This might best be accomplished by providing with oral testimony or written reports a statement to the effect that the views expressed are those of the faculty member and do not necessarily reflect the views of the institution.

In no case should the faculty member concerned use the name of the institution, college, or university title officially, or in any way, in support of any position taken. The institution recognizes the fact that faculty members qualify as experts because of training and experience. Therefore, biographical data, including a statement of employment by the college or university, may be included as introductory material to written reports (but not incorporated in the body of the written report) by the outside employer, or orally in the case of expert witness, by way of establishing the writer, a qualified expert. Institutional resources shall not be used for personal gain. No college or university personnel, laboratories, services or equipment are to be used without administrative authorization in connection with outside employment of college or university employees.

A comprehensive policy regarding procedures on "Outside Employment of University Employees" may be found in the Appendix.

Dual Employment Law

University faculty are prohibited by the State of Louisiana Dual Employment Law (1993 LA R.S. 42:63) as follows:

1. No person holding an elective office, appointive office, or employment in any of the branches of state government or of a political subdivision thereof shall at the same time hold another elective office, appointive office, or employment in the government of a foreign country, in the government of the United States or in the government of another state. However, a person holding employment in the government of the United States and at the same time holding an appointive office in a political

subdivision of the state shall not be in violation of this Subsection, unless the particular nature of his employment in combination with the duties and interests of his appointive office in a political subdivision of this state is otherwise prohibited by this Part or is found to be adverse to the public interest as set forth in R.S. 42:61.

2. Except as otherwise provided by the Louisiana constitution, no person holding office or employment in one branch of state government shall at the same time hold another office or employment in any other branch of the state government.
3. No person holding an elective office in the government of this state shall at the same time hold another elective office, a full-time appointive office or employment in the government of this state or in the government of a political subdivision thereof.
4. No person holding elective office in a political subdivision of this state shall at the same time hold another elective office or full-time appointive office in the government of this state or in the government of a political subdivision thereof. No such person shall hold at the same time employment in the government of this state, or in the same political subdivision in which he holds an elective office. In addition, no sheriff, assessor, or clerk of court shall hold any office or employment under a parish governing authority or school board, nor shall any member of any parish governing authority or school board hold any office or employment with any sheriff, assessor, or clerk of court.
5. No person holding a full-time appointive office or full-time employment in the government of this state or of a political subdivision thereof shall at the same time hold another full-time appointive office or full-time employment in the government of the state of Louisiana, in the government of a political subdivision thereof, or in a combination of these.
6. No person holding an elective office in any branch of state government shall contract, on a full-time basis, to provide health or health-related services for any agency of state government. No person engaged in a contract on a full-time basis with any agency of state government to provide health or health-related services shall hold an elective office in any branch of state government.

University faculty are further prohibited, by the State of Louisiana Dual Employment Law (1993 LA R.S. 42:63), from holding two full-time appointive or employment positions in state or local government, but anything less would generally be permissible. (Op. Atty. Gen., No. 87-241, May 15, 1987). Faculty members should note that, according to the State of Louisiana Dual Employment Law (1993 LA R.S. 42:66), nothing in this part shall be construed to prevent a school teacher or person employed in a professional educational capacity in a grade school, high school, other educational institution, parish or city school board from holding at the same time an elective or appointive office.

For more information, see the Louisiana Revised Statutes in the A. C. Lewis Memorial Library.

Sexual Harassment

The policy of the University has always been that all employees should be able to enjoy a working environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. No employee, male or female, should be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcomed, is unwanted, is personally offensive, and debilitating. Such behavior creates an intimidating, hostile or offensive working environment which interferes with work effectiveness.

Such unwelcome conduct, whether committed by an employee (including faculty), student, or third party, is specifically prohibited by this policy. Violation of the Sexual Harassment Policy includes, but is not limited to, repeated offensive sexual flirtation, advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments of a sexual nature about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical conduct.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is unwelcome, threatening, demeaning, humiliating, ridiculing, or offensive conduct or situation that unreasonably interferes with a person's ability to perform academically or on the job.

In addition, no one should imply or threaten that a student or employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's academic pursuits, employment, assignment, compensation, advancement, career development, or any other condition of employment.

If it is determined that a violation of this policy has occurred, appropriate disciplinary action up to and including discharge may be taken.

The University discourages any type of sexual relationship between supervisors and their subordinates or between faculty and students.

Members of the University community who make false and malicious complaints of sexual harassment as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.

Retaliation against any complainant making a good faith complaint under this policy or retaliation against witnesses assisting in an investigation of a complaint is expressly prohibited by this policy. Retaliatory words or behavior that punish or threaten to punish a complainant for making a complaint of sexual harassment under this policy or that punish or threaten to punish witnesses assisting in the

investigation of a complaint are strictly prohibited.

Faculty should address any questions regarding either this policy or a specific factual situation to the appropriate supervisor or to the University Equal Employment Opportunity/Wage and Salary Officer.

(revision effective 3/16/2001)

Nepotism

The University permits the employment of persons from the same economic unit, or from the same immediate family although a separate economic unit, when their individual qualifications are such that they represent the best possible choices for given positions. Employees from the same economic unit, or from the same immediate family although a separate economic unit, may not be employed in a situation where one member may have direct administrative responsibility for the other. However, no interpretation of this section shall conflict with the Governmental Code of Ethics or the Louisiana Revised Statutes 42:1119 and any other related statute.

Americans with Disabilities

The Americans with Disabilities Act (ADA) forbids discrimination based on disability in the areas of employment, public accommodations, government services, transportation, and communications. Qualified individuals are those with a disability who, with or without reasonable accommodations, can perform the essential functions of the employment position that such individuals hold or desire. Those protected by the ADA include but are not limited to persons with such conditions as the following: hearing, speech and visual impairments, paraplegia and epilepsy, past alcohol use, past drug use, and AIDS if there is no direct threat to the health and safety of others.

The University will take affirmative action to ensure that the provisions of the ADA are implemented at all levels of administration.

An individual with a disability under the ADA is a person who has a physical or mental impairment that substantially limits one or more "major life activities," who has a record of such impairment, or who is regarded as having such impairment. "Major life activities" are those that an average person can perform with little or no difficulty, such as walking, breathing, seeing, hearing, speaking, and working.

An employee or an employee applicant with a disability is someone who satisfies skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

"Reasonable accommodation" may include, but is not limited to, making existing facilities used by employees readily accessible to and usable by persons with disabilities; job restructuring; modification of work schedules; providing additional unpaid leave; reassignment to a vacant position; acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters. Reasonable accommodation may be necessary to apply for a job, to perform job functions, or to enjoy the benefits and privileges of employment that are enjoyed by people without disabilities. The

University is not required to lower academic or production standards to make an accommodation, nor is it, in general, obligated to provide personal use items such as eyeglasses or hearing aids.

The University shall make a reasonable accommodation to an individual whose disability "qualifies" according to the ADA, unless doing so would impose an "undue hardship" on the operation of business. "Undue hardship" means an action that requires significant difficulty or expense when considered in relation to factors such as the size, financial resources, nature, and structure of the University's operation.

Before making an offer of employment, no University employee shall ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform job functions. A job offer may be conditioned on the results of a medical examination but only if the examination is required for all entering employees in the same job category. Requiring medical examinations of University employees must be job-related and consistent with business necessity.

Employees and applicants currently engaging in the illegal use of drugs are not protected by the ADA. Tests for illegal use of drugs are not considered to be medical examinations and, therefore, are not subject to the ADA restrictions on medical examinations. The University shall hold individuals who are illegally using drugs or who are using alcohol to the same standards of performance that are applied to other employees.

The University provides equal opportunity and access for persons with disabilities. Students with disabilities participate in curricular and non-curricular activities. Additional information can be obtained from the Equal Employment Opportunity Office and the University web site (go to: www.gram.edu and click on "EEO/Wage & Salary").

Family Education Rights and Privacy Act

In accordance with the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, Section 513, amending the General Education Provisions Act, Section 438), students enrolled at the University have the right to access their official records as described in the act.

The Family Education Rights and Privacy Act defines the term "directory information" to include the following categories of information: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Faculty members should be aware that access to and release of the student's academic record is restricted to the student concerned, to others with the student's written consent, to officials within the school, or to a court of law.

Drug-Free Workplace Act of 1988

In order to ensure compliance with the Drug-Free Workplace Act of 1988, employees are urged to give immediate attention to the following statement of policy on the prohibition of unlawful controlled substances and the penalties for violation of this policy: "The unlawful manufacture, distribution, dispensation, possession, consumption, or use of a controlled substance is prohibited while on property owned or leased by the University. Employees are prohibited from reporting to work under the influence of nonprescribed controlled (illegal) substances."

Failure to adhere to this policy may result in disciplinary action, up to and including termination.

Because Grambling State University is concerned with the well-being of students, faculty and staff, with the successful accomplishment of the University's mission and goals, and with the need to maintain employee productivity, the University is committed to achieving a drug-free workplace through demonstrating to employees who are drug users and potential drug users that illegal drugs will not be tolerated in this workplace. At the same time, the institution conditionally supports the efforts of employee drug users who voluntarily seek rehabilitation through the University's Employee Assistance Program.

Supervisors are charged with the responsibility of making each and every person under their supervision aware of the foregoing policy statement. Supervisors are further charged to be alert to any possible violation of this policy and to take the appropriate steps to enforce it within their area and the larger campus community.

To educate employees on the dangers of drug abuse, the University has established a drug-free awareness program. Periodically, employees will be required to attend training sessions at which the dangers of drug abuse, University policy regarding drugs, the availability of counseling, and the Employee Assistance program will be discussed. Employees convicted of controlled substance-related violations in the workplace (including pleas of nolo contendere, i.e., no contest) must inform the University within five days of such conviction of pleas. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination.

Human Immunodeficiency Virus (AIDS)

An employee who has tested positive for the AIDS virus, but is medically certified as able to function as an employee, is to be considered as any other employee.

No-Smoking Policy

It is the policy of the University to comply with Louisiana Revised Statutes 40:1300.21-1300.26 and to provide a safe learning and working environment for students and employees. It is recognized that smoke from cigarettes, pipes and cigars is hazardous to health. Therefore, it is the goal of the University to offer a smoke-free environment to the greatest extent practicable. Smoking is prohibited in all University buildings. Smoking is only permitted outside University buildings as long as employees who are smoking do not block a public access doorway or deface University property.

CHAPTER VI

TENURE AND PROMOTION

Tenure and Promotion policies and procedures at Grambling State University are consistent with those mandated by the *Rules (Bylaws, Policies and Procedures) of the Board of Supervisors for the University of Louisiana System, State of Louisiana, August 1993 Revision (Current as of July 1, 2001)*. These tenure and promotion policies shall supersede all existing policies, with the following exceptions: (1) All persons holding tenure on the effective date of these policies shall retain their tenure; (2) any person in the employment of the University on the effective date of these policies shall be eligible to earn tenure under the terms and conditions of the policy in force and in effect at the time of that person's employment at the University; and (3) these policies shall in no way affect any rights acquired by any person employed by the University prior to the effective date of these policies. However, all applicants must use the outline (p.132), instructions (Appendix), and forms (Appendix) included in this Handbook.

Tenure

Definition

Indeterminate tenure, hereafter referred to as tenure, is intended to ensure and enhance faculty members' academic freedom and job effectiveness. Tenure assures the faculty member that employment in the academic discipline at the University will be renewed annually until the faculty member resigns, retires, or is terminated for cause or financial exigency (a state of monetary emergency declared by the Louisiana Board of Supervisors). (See Chapter VIII, "Separations.")

Tenure shall be granted and held only within an academic discipline that is offered at the University and assures renewed appointments only within that discipline.

Tenure shall be limited to persons in the faculty ranks of Assistant Professor, Associate Professor, and Professor. Administrators shall not earn tenure except as members of an academic discipline.

Academic Policies and Regulations

In addition to the policies, procedures, and regulations of this *Faculty Handbook*, faculty members are also responsible for knowledge of, and shall be guided by, the

academic policies and regulations contained in the current University Catalog and the Student Handbook.

Each recommendation by the University to grant tenure to a faculty member shall be submitted to the Board of Supervisors at a time designated by the System President, which shall be no later than the date to submit annual budgets for approval.

Eligibility for Tenure

Faculty members shall not be eligible for tenure at the Instructor level.

A faculty member who chooses to pursue an advanced degree that may later be included among credentials submitted with promotion and/or tenure applications must first receive written agreement from the department/unit Head after consultation with, and upon recommendation of, departmental faculty and Dean, that acknowledges the appropriateness of the degree to the needs and missions of the Department and University. A copy of that letter, with the appropriate endorsements, is to be included in the applicant's personnel file and Formal Tenure and/or Promotion Portfolio.

The probationary period for tenure consideration in the University of Louisiana System is six (6) years for faculty at the rank of Assistant Professor. A tenure-track faculty member may apply for tenure during the sixth year. Full-time academic personnel at least at the level of Assistant Professor or equivalent shall be eligible to be tenured after serving this probationary period. If the faculty member chooses not to apply for tenure in his/her final (6th) probationary year, the contract for the faculty member will automatically be considered to be "non-renewed" at the end of the final (6th) probationary year and the faculty member shall be so notified in writing; in other words, the appointment shall cease at the end of the 6th probationary year.

A non-tenured Assistant Professor simultaneously applying for tenure and promotion must submit both (1) the Application for Tenure and (2) the Application for Promotion. Additionally, the applicant is to be evaluated separately by both the department/unit-level tenure review and the departmental or unit-level promotion review because the membership of those review teams may differ (see details, below). Likewise, department/unit heads, deans, college/school Promotion and Tenure Committees (if applicable), the University's Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President will review such applications in a bifurcated manner. A non-tenured Assistant Professor may be awarded tenure but denied promotion and, conversely, may be promoted but denied tenure. To be considered for both, the faculty member must apply for both.

Faculty members initially employed at the rank of Associate Professor shall serve a probation period of at least one (1) year but not more than four (4) years.

Faculty members initially employed at the rank of Professor may be granted tenure upon appointment or, at the discretion of the University, may be required to serve a probationary period not to exceed four (4) years.

Tenure and Rank for Administrative Appointees

Academic administrators at the level of Dean or higher are frequently appointed with academic rank (typically Associate Professor or Professor) and tenure in a specific discipline. A request to offer tenure with appointment must have prior approval by the System President. In the employment of certain academic administrators such as department heads, directors, or deans where the offer of employment does not include immediate tenure, it should be stipulated in writing that a tenure review shall be performed within one (1) to three (3) years by the administrator's immediate supervisor. This evaluation shall include, among other factors, a review of specific provisions stipulated at the time of employment. The review of a Dean shall be made by the Vice President for Academic Affairs, with possible input from department heads in the Dean's college or school; for deans which do not have department heads (e.g., School of Nursing, School of Social Work, the University Library), the review shall be made by the Vice President for Academic Affairs, with possible input from faculty within the school (or library); the review of a Department Head shall be made by his/her Dean with input from faculty within the department.

Administrators (vice presidents, deans, directors) in non-academic areas (finance, student affairs, institutional advancement, and others) shall not be appointed with academic rank or tenure. Exceptions to this rule may include individuals appointed to such positions after having acquired rank and tenure in an academic discipline within the University or in other exceptional cases approved by the Board of Supervisors.

Early Awarding of Tenure

In certain unusual cases, the University may award tenure to faculty members of extraordinarily high merit prior to the end of the (usual) sixth probationary year. Any academic unit's recommendation, with faculty input whenever possible, to award tenure before the end of the usual probationary period shall be accompanied by an accounting of compelling reasons for this action.

Credit for Prior Service

For the purpose of the probationary period, credit may be given for prior service at other institutions with the mutual consent of the University and the Board of Supervisors.

Award or Denial of Tenure and Notification

Final authority for granting or denying tenure rests with the Board of Supervisors. Under no circumstances shall tenure status be achieved without specific sanction of the Board of Supervisors. At the end of the probationary period, the result of the evaluation of the faculty member's tenure application shall be provided to the faculty member. The University President shall inform the faculty member in writing of the decision of the Board of Supervisors.

If tenure is awarded, it becomes effective with the faculty member's next letter of appointment.

If the decision is made not to grant tenure, the faculty member shall be so notified, in writing, prior to the end of his/her sixth probationary year. The faculty member shall also receive a terminal appointment for the seventh year. The notice of terminal appointment shall be made at least twelve (12) months prior to the effective date of termination.

It should also be noted that a faculty member who receives positive or satisfactory annual evaluations by his/her Head and peers has no guarantee that tenure will be awarded.

Appeals of the Tenure Decision

Faculty members who are denied tenure have two (2) immediate options. First, he/she may appeal the decision by following the procedures outlined elsewhere in this Handbook. Second, the faculty member who has been denied tenure during (or prior to) his/her last probationary year (usually the sixth) is not prohibited from reapplying during their terminal year (usually the seventh) of employment.

Promotion in Rank

Promotion is a means of rewarding those faculty members who have demonstrated (a) high ability within their academic field, (b) a commitment to the academic advancement of the University and its students, and (c) varied strengths in terms of academic scholarship; recruiting, retaining, educating, and motivating students; promoting high academic standards across the disciplines; and advancing the academic mission of the University. Consequently, it is recognized that promotion is earned by hard work rather than as a reward for occupying a position for a period of years. Furthermore, the University recognizes that hard work that reflects achievement within the academic profession, which is of a significantly higher caliber than what would be termed "adequate," should be rewarded. It should also be noted that a faculty member who receives positive or satisfactory annual evaluations by his/her Head and peers has no guarantee that promotion shall be awarded.

The Board of Supervisors has directed each institution under its jurisdiction to establish a policy for faculty promotions. Described below are the University's policies, guidelines, and procedures pertaining to promotion in rank.

According to the Board of Supervisors policy, special care shall be exercised in assigning faculty ranks to new appointees and in making promotions in rank from year to year. The following table provides guidelines on assignments of rank within the University:

Academic Rank	Typical Range	Maximum Range
Professor	20-30%	35%
Associate Professor	25-35%	35%

In other words, according to Board of Supervisors policy, typically between 20% and 30% (but no more than 35%) of the faculty employed at a university can hold the rank of Professor; and between 25% and 35% of the faculty can hold the rank of Associate Professor.

A systematic scheme of promotion in rank is adhered to and based on criteria governing the promotion of each rank, as published in the *Faculty Handbook*, the latest edition of which is available via the University's website (go to www.gram.edu and click on "GSU Information," then on "Administration," then on "Faculty Handbook 2001 (pdf)," and print Chapters V and VI as well as the Appendices). In addition to minimum criteria published in the *Faculty Handbook*, more stringent criteria may be required within a college, school, or the library. Additional criteria are on file in the offices of the academic deans and department heads. Those applying for promotion and tenure should follow the same timeline and guidelines for portfolio preparation as explained below.

Minimum Qualifications for Promotion in Rank

Chapter V in this *Faculty Handbook* ("Faculty Personnel Policies") describes the general qualifications one must have to attain faculty rank at the University. However, these University-wide minimum qualifications for appointment to each rank should not be interpreted by applicants to replace higher (but not lower) standards set within a college, school, or the library. In consultation with its faculty members, each academic Dean may draw up a written description of the minimum qualifications for appointment to each rank. Those qualifications may be higher (but not lower) than the standards described in Chapter V for initial appointment, rank, and tenure. Such qualifications shall be based on standards and recommendations of accrediting agencies or professional boards in the appropriate disciplines. Qualifications shall be based on the discipline or field within the department, college, school, or the library in which the applicant is employed.

Applicants may not skip a rank (e.g., an Assistant Professor can only be promoted to the rank of Associate Professor).

A faculty member who chooses to pursue an advanced degree that may later be included among credentials submitted with promotion and/or tenure applications, must first receive written agreement from the Department/Unit Head after consultation with, and upon recommendation of, departmental/unit faculty members and Dean, that acknowledges the appropriateness of the degree to the needs and missions of the Department/Unit and University. A copy of that letter, with the appropriate endorsements, is to be included in the applicant's personnel file and tenure and/or promotion Formal Tenure and/or Promotion Portfolio.

The University also recognizes that effective faculty members have successful experiences in many arenas other than academia; in fact, some potential faculty may have valuable field and "real world" experiences that are clearly pertinent to educating, advising, and counseling students. Therefore, it should be noted that valid experience within the profession, such as work in the field, but which is not actually teaching in an academic environment, may still be considered as a part of "valid teaching experience." Faculty members are advised not to wait until the year

in which they are applying for promotion and/or tenure before having their "other work experiences" evaluated.

After consultation with, and upon recommendation of, the faculty member's peers, Department/Unit Head, and Dean, the Vice President for Academic Affairs shall determine whether or not credit for work experience will be given to the faculty member.

Part-time teaching, whether at the University or elsewhere, shall not be included in determining the years of full-time teaching experience. This includes, but is not limited to, adjunct teaching, teaching overloads, teaching during summer sessions, and teaching as a graduate assistant while pursuing an advanced degree.

Promotion from Instructor to Assistant Professor

Applicants for promotion to the rank of Assistant Professor must have a master's degree in the teaching area (for library faculty, in an appropriate area) and must have at least five (5) years of valid teaching experience at the time of application as certified by the Vice President for Academic Affairs after consultation with, and upon recommendation of, the faculty member's peers, Department/Unit Head, and Dean. In addition, for disciplines that recognize the doctorate as the terminal degree, applicants must demonstrate that they are in the process of obtaining an appropriate terminal degree by having 24 additional graduate credit hours beyond the master's degree in the subject field appropriate to the applicant's academic assignment at the University. The master's degree is mandatory for this promotion. Faculty who earn an appropriate terminal degree, usually the doctorate, while holding the rank of Instructor at Grambling State University, may apply for promotion to Assistant Professor with less than five (5) years of valid teaching experience. Such qualifications must be acceptable by the standards of the relevant accrediting agency, if such an agency exists. In all cases, the University shall be guided by criteria published by the Southern Association of Colleges and Schools (SACS) and other appropriate accrediting bodies.

Promotion from Assistant Professor to Associate Professor

Applicants for promotion to the rank of Associate Professor should have the terminal degree appropriate for his/her teaching field, at least three (3) years at the rank of Assistant Professor, and at least ten (10) years of valid teaching experience at the time of application as certified by the Vice President for Academic Affairs after consultation with, and upon recommendation of, the faculty member's peers, Department/Unit Head, and Dean. Such qualifications must be acceptable by the standards of the relevant accrediting agency, if such an agency exists. In all cases, the University shall be guided by criteria published by the Southern Association of Colleges and Schools (SACS) and other appropriate accrediting bodies.

Promotion from Associate Professor to Professor

Applicants for promotion to the rank of Professor should have the terminal degree appropriate for his/her academic unit, at least three (3) years at the rank of Associate Professor, and at least fourteen (14) years of valid teaching experience at the time of application as certified by the Vice President for Academic Affairs after consultation with, and upon recommendation of, the faculty member's peers, Department/Unit Head, and Dean. Consistent with University of Louisiana System Board of Supervisors policy, ". . . very few persons who do not hold the doctorate will be promoted to the rank of full professor." Such qualifications must be acceptable by the standards of the relevant accrediting agency, if such an agency exists. In all cases, the University shall be guided by criteria published by the Southern Association of Colleges and Schools (SACS) and other appropriate accrediting bodies.

Notification of Promotion Decision

If promotion is awarded, the affected faculty member shall be informed in writing and promotion will be effective with the next letter of appointment.

The Tenure and/or Promotion Review Process

The tenure and/or promotion review process begins with the timely receipt of the faculty member's "Application for Tenure" and/or "Application for Promotion" with Supporting Documentation (including but not limited to the Formal Tenure and/or Promotion Portfolio) by the appropriate Department or Unit Head. Once the tenure and/or promotion process has been properly initiated by the applicant, only the applicant can withdraw his/her application; i.e., department/unit review teams, heads, deans (and, if applicable, college/school-level tenure and promotion review committees), and the University's Promotion and Tenure Committee have no authority to halt or hinder the review process. An application for promotion and/or tenure can be removed from the review process only upon written notification by the applicant to the Vice President for Academic Affairs.

Faculty applying for tenure shall first be evaluated by the Department/Unit Head and a departmental-level tenure review committee consisting of the department/unit's entire tenured faculty. In the event that there are no tenured faculty members in the department/unit, the departmental-level tenure review committee shall consist of all tenure-track, full-time faculty employed within the department for at least the preceding two (2) years. The departmental-level tenure review committee shall have complete access to the applicant's Formal Tenure Portfolio and all other supporting materials (see below) submitted to the Head by the applicant by the specified deadline date. The department/unit tenure review committee and their recommendations shall become a part of the applicant's Formal Tenure Portfolio.

Faculty applying for promotion shall first be evaluated by the Department/Unit Head and a departmental-level promotion review committee consisting of all department/unit faculty members who are at or above the rank to which the applicant is seeking promotion. In the event that there are no faculty members in the department/unit at or above the rank to which the applicant is applying, the department/unit review committee shall consist of tenured and non-tenured faculty

members holding the same academic rank as the applicant. Should neither of these be possible, the departmental promotion review committee shall consist of all tenured faculty irrespective of academic rank. In the rare event that none of the preceding is possible, the departmental review committee shall consist of all tenure-track, full-time faculty who have been employed within the department for at least the preceding two (2) years. The departmental promotion review committee shall have complete access to the applicant's Formal Promotion Portfolio and all other supporting materials (see below) submitted to the Head by the applicant by the specified deadline date. The department/unit promotion review committee and their recommendations shall become a part of the applicant's Formal Promotion Portfolio.

Faculty applying simultaneously for both promotion and tenure shall follow the same procedures outlined above. In these cases, the Department/Unit Head will make two separate recommendations—for/against tenure and for/against promotion. Additionally, the departmental-level tenure review committee will make its recommendation regarding tenure and the departmental-level promotion review committee will make its separate recommendation regarding promotion.

The Formal Tenure and Promotion Portfolio shall then be submitted to the appropriate Dean who may seek the advice and counsel of a college/school-level promotion and tenure committee. The Dean's recommendation shall be incorporated into the Formal Tenure and Promotion Portfolio and then forwarded to the Office of the Vice President for Academic Affairs. From the Vice President's office, the University's Promotion and Tenure Committee shall evaluate the Formal Tenure and Promotion Portfolio. Recommendations from the University's Promotion and Tenure Committee shall be submitted to the Vice President for Academic Affairs who, in turn, shall make his/her own evaluation and recommendation, and submit the Formal Tenure and Promotion Portfolio to the President for review and final recommendation. The University President shall then submit his/her recommendation to the President of the University of Louisiana System Board of Supervisors. Final authority for granting or denying tenure and/or promotion cannot be achieved without specific action of the Board of Supervisors.

Applying for Tenure and/or Promotion in Rank

Faculty seeking tenure and/or promotion shall make formal application using the forms available for download on the University web site (go to www.gram.edu and click on "GSU Information," then on "Administration," and print the application packets). The application forms, Formal Tenure and/or Promotion Portfolio, and other Supporting Documentation must be submitted by the faculty member to his/her Department/Unit Head in accordance with the timetable listed below in order to be considered for tenure and/or promotion in the subsequent academic year.

It is the responsibility of the applicant to ascertain that all deadline dates are met. In order for the applicant to realistically assume this responsibility, the Department/Unit Head, the College/School Dean, and the Chair of the University's Promotion and Tenure Committee, acting as the designee for the Vice President for Academic Affairs, shall acknowledge in writing to the applicant the timely receipt in their respective offices of the applicant's Formal Tenure and/or Promotion Portfolio. Applicants who fail to receive timely notice of the receipt of their portfolios from either the Department/Unit Head, Dean, or Chair of the University's Promotion and

Tenure Committee must promptly follow-up with the appropriate person(s). Failure to meet deadline dates disrupts the integrity of the tenure and/or promotion review process, disallows the time needed for evaluations of portfolios and Supporting Documentation by the respective parties, and, thus, precludes any recommendation for awarding tenure and/or promotion.

In the Formal Portfolio and Supporting Documentation, faculty applying for tenure should include information/documentation only from the last five (5) years. Faculty applying for promotion should include information only from the last five (5) years or since the date of their last promotion, whichever is less.

Deadline Dates for the Tenure and Promotion Process

The following dates shall be followed in the application and review process. If the dates fall on a Saturday, Sunday, or holiday, the first business day after the date listed below will become the effective due date. Department/unit heads and deans shall not waive the published deadline dates for an applicant to submit his/her letter of intent to apply for promotion and/or tenure and submission of Formal Tenure and/or Promotion Portfolio and Supporting Documentation. Neither shall they accept such materials that have been "back-dated." Once submitted, no additional materials can be added to the Formal Tenure and/or Promotion Portfolio or Supporting Documentation except in response to a request from a review team or other functionary of the promotion and tenure review process.

1. By September 15, a faculty member shall submit a letter of intent to apply for tenure/promotion to his/her Department and Dean. The Department/Unit Head shall promptly notify the appropriate departmental-level tenure and/or promotion review teams (the composition of which is described above) and, if necessary, arrange for the applicant's teaching effectiveness (or, for library faculty, librarianship effectiveness) to be evaluated by the appropriate department/unit tenure and/or promotion review committee(s).
2. By October 15, the applicant's complete Formal Tenure and/or Promotion Portfolio and Supporting Documentation shall be submitted to the Department/Unit Head and the appropriate department/unit promotion and/or tenure review committee(s) for evaluation and recommendations. Also, the Department/Unit Head shall acknowledge to the applicant in writing the timely receipt of the applicant's portfolio.
3. By October 22, the applicant's Formal Tenure and/or Promotion Portfolio—including the evaluations and recommendations from the departmental/unit review team(s) and Head—shall be passed on to the college/school Dean and, at the Dean's discretion, the college/school's promotion and tenure committee. Also, the Dean shall immediately acknowledge in writing to the applicant that his/her Formal Tenure and/or Promotion Portfolio has been received.
4. From October 23 to November 21, the college/school Dean and, if applicable, its promotion and tenure committee, shall review the portfolio and make their findings/recommendations.
5. On or before November 22, the Formal Tenure and/or Promotion Portfolio and all related reviews shall be submitted by the Dean to the Office of the Vice President for Academic Affairs for evaluation by the University's Promotion and

Tenure Committee. The Chair of the University's Promotion and Tenure Committee shall immediately acknowledge in writing to the applicant that his/her Formal Tenure and/or Promotion Portfolio has been received in the Office of the Vice President for Academic Affairs.

6. From November 23 to March 1, the University's Promotion and Tenure Committee shall review the Formal Tenure and/or Promotion Portfolio and submit its recommendation to the Vice President for Academic Affairs by March 1.
7. From March 1 to March 31, the Vice President for Academic Affairs shall review the Formal Tenure and/or Promotion Portfolio and submit his/her recommendation to the President.
8. By April 30, the President shall have notified by postmark his/her recommendation pertaining to the faculty member's application. During some years, the faculty member may not receive the letter from the University President until the University's fiscal budget has been approved by the Board of Supervisors in August. In such cases of delayed response, the President shall notify the faculty member by letter of the delay and that the faculty member can expect notification within one week of the approval of the University budget by the Board of Supervisors. Regardless of the President's recommendation (for or against tenure or promotion) to the Board of Supervisors, however, the faculty member shall wait for notification of approval or denial by the Board of Supervisors before regarding the outcome of the tenure or promotion application to be final.

Factors Considered in Evaluating an Application for Tenure and Promotion

All parties reviewing a faculty member's application for tenure and/or promotion shall consider a number of factors in evaluating an applicant's Formal Tenure and/or Promotion Portfolio and Supporting Documentation. As mandated by the University of Louisiana System Board of Supervisors, the University has established a policy that sets forth the criteria for faculty tenure and/or promotion. All applicants for tenure and/or promotion in faculty rank must demonstrate excellence, innovation, and/or best practice in their areas of expertise, primarily as they relate to teaching and research. Those factors are listed below.

Criteria for Teaching and Research Faculty

Factors for teaching and research faculty include (1) teaching excellence, advisement, and counseling, weighted at 50 percent; (2) research, professional activities, and creative work, weighted at 30 percent; (3) university service, weighted at 10 percent; and (4) community and social service, weighted at 10 percent.

Teaching Excellence, Advisement, Counseling, and Other Student-Impact Activities (Weight 50%)

The teacher's effectiveness shall be evaluated in terms of professional competence and relationships with students, administrators, and peers. Consideration shall be given to students' evaluations of the teaching effectiveness of the applicant. Educational preparation and experience shall also be considered.

Evaluations by the applicant's Department/Unit Head, department/unit review committee, and students for the preceding three years, along with documentation, should focus on (1) teaching excellence, (2) advisement and counseling, and (3) any other factors/activities that impact student activities and learning experiences.

The following activities and competencies are not all-inclusive but are intended as suggestions to applicants as to how to demonstrate and document competence and exemplary teaching, counseling, and other student-impact activities and practices that are pertinent to promotion in rank and tenure.

Teaching excellence. Course syllabi shall reveal an initial clear and detailed design and subsequent revisions, if needed, that maximize learning. Additionally, the amount of work indicated in the activities, competencies, objectives, and requirements shall reflect not only the course level (i.e., 100, 200, 300, 400, or graduate) but also a design which prepares students for the next course level(s) and for future employment or study. Evaluations shall reveal the following traits about the applicant: (a) ability to motivate students to achieve and to participate; (b) ability to convey the subject matter clearly and in standard English; (c) passion for the subject matter through animation and excitement; (d) elicitation of questions from the class; (e) positive and appropriate response to students' questions; (f) use of assignments and questions of students to gauge the need for re-teaching; (g) organization and content of class delivery in a clear, logical manner; (h) use of technology and other activities, when appropriate, to enhance students' learning; (i) revision and updating of syllabi that conform to University-approved SACS guidelines; (j) organization and supervision of field experiences, internships, and other off-campus experiences that benefit students' educational experiences and post-graduation marketability; (k) demonstrable interest in students as individuals; (l) grading and evaluation of student performance as fair and unbiased; (m) effective classroom management without appearance of coercion; (n) punctuality in meeting and in dismissing classes—from the first session of the semester through the end of the term—and in keeping regularly scheduled office hours; (o) ability to create assignments and activities that reflect stated behavioral objectives, competencies, and requirements as specified in course syllabi; (p) ability to select outside readings that enhance learning and broaden the students' knowledge base; (q) use of questions and assignments that encourage students to comprehend, critically analyze, and evaluate the textbook(s), reference materials, and assignments; and so forth.

Advisement and counseling. Evaluations shall reveal the applicant's activities in student advisement and counseling as follows: (a) ongoing academic advisement of graduate and/or undergraduate students; (b) outlines or workshop materials used in special sessions for students pertaining to the job search process and/or continued education to the post-baccalaureate level; (c) sponsorship/organization of "job opportunity" workshops for students; and so forth.

Other student-impact activities. Evaluations shall reveal the applicant's activities in student activities outside the normal classroom and in advisement/counseling settings, as follows: (a) advisement, sponsorship, or involvement with student or student-oriented organizations/committees; (b) arrangement and/or accompaniment of students to professional conferences and to other related-academic activities including field trips; and so forth.

Research, Professional Activities, and Creative Work (Weight 30%)

All research shall be regarded as falling into three main categories: theoretical, experimental, and applied. Research relevant to the University and creative efforts of a broader scope are appropriate. Although faculty members are encouraged to publish books and articles in professional and scholarly journals, certain types of intellectual and creative efforts may be accepted in lieu of published research. Examples include musical compositions, concert performances, acting or theatre work, works of art, art exhibitions, or participation in art residencies or master classes. Credit shall not be given for projects completed in an effort to meet requirements for a degree.

Research and/or scholarly publications. Examples of research and scholarship include the following: (a) articles in periodicals, magazines, journals, or other kinds of serials (refereed or non-refereed); (b) edited publications (e.g., on the editorial board of a publication or sole editor of a publication) as evidenced by at least one (1) issue or copy of the publication displaying the applicant's editorial role; (c) books or monographs which make a significant contribution to the knowledge base within the applicant's subject field (as sole author, co-author, contributor, or editor) as evidenced by at least one (1) copy of the publication displaying the applicant's role and authorship; (d) articles in symposia; (e) curriculum guides or related materials created for regional or national accreditation agencies; and so forth.

Creative activities. All parties participating in the promotion and tenure review process shall have the right to review all materials noted by calling for evidence in the forms of slides, scores, scripts, films, videotapes, or manuscripts. The following examples of creative activities are for applicants in the fine arts or literature: paintings, sculptures, prints, drawings, watercolors, photographs, pottery or ceramics, designs, musical compositions and/or arrangements, scripts or screenplays, films or videos, documentaries, choreographies, poetry, novels, short stories, plays, and so forth.

Grants and contracts. Grants and contracts written, both funded and unfunded, and submitted to the University or to an outside source, shall be considered research and scholarly activity. Examples include those for which the applicant served in the following kinds of capacities: principal investigator; co-investigator; grantwriter or contract writer; grant report writer or contract report writer; project director, administrator, or coordinator; assistant project director, administrator, or coordinator; and so forth.

Professional development. Examples of professional development include activities in which the applicant served in capacities such as: (a) presenter of papers at professional meetings in the applicant's academic field; (b) participant in panel discussions or symposia sponsored by professional organizations in the applicant's academic field; (c) program chairperson for local, state, regional, national, or international professional organizations in the applicant's academic field; (d) officer in local, state, regional, national, or international professional organizations in the applicant's academic field; (e) attendee at professional and scholarly organizations and meetings with subsequent presentations for colleagues and associations in the department or unit of the applicant; (f) member of master's- or doctoral-level graduate committees (i.e., thesis or dissertation) for students enrolled at universities other than Grambling State University; (g) resident in creative programs in the applicant's academic field, such as fine arts, design, film, literature, and so forth; (h) performer at local, state, regional, national, or international recitals in the applicant's academic field; (i) exhibitor/artist at local, state, regional, national, or international galleries or museums related to the applicant's academic field; (j) active member of professional organizations or learned societies at the local, state, regional, national or international levels in the applicant's academic field; (k) director of creative programs or performances at local, state, regional, national, or international competitions in the applicant's academic field; (l) participation in workshops and seminars, at the University or elsewhere, designed to improve the faculty member's skills relating to teaching, research, and/or University service; and so forth.

University Service (Weight 10%)

The faculty member is expected to be an active participant in University operations. Examples include serving on standing committees, recruitment of students, and other special assignments. Additionally, although University officials are expected to perform most administrative services, there are times when faculty members may be asked to assume some administrative responsibilities. Chairpersonship and membership on committees are important ways in which faculty members participate in the operation and administration of the University. The applicant should specify his/her role (e.g., as chairperson or as member) for any activity and the dates of those activities. University service may include, but is not limited to, the following: (a) serving on inter-institutional committees, such as the Louisiana Educational Consortium; (b) serving on consortia boards; (c) serving on Governor's commissions; (d) serving on standing committees (the applicant should specify the level, i.e., department/unit, college/school, or university); (e) serving on other committees specifying his/her role as chairperson or as member; (f) organizing or actively participating in seminars, workshops, or study sessions sponsored by the department/unit/school/college/university for the benefit of students, faculty, or community groups; (g) writing or editing detailed, specialized, or investigative reports at the bequest of the University or one of its subdivisions; (h) compiling detailed or specialized portfolios or reports for accrediting bodies; (i) other special assignments; and so forth.

Community and Social Service (Weight 10%)

Public and community service shall be evaluated in terms of the kind of public service rendered and the extent to which the activity tended to improve social or economic conditions, develop greater appreciation of educational and cultural events, and improve better relations between the University and the local community. Annual events may be given special consideration for their enrichment of the

community. For example, serving as a judge or juror of local, state, or regional competitions, contests, etc. in the applicant's academic field (e.g., poetry contests, science fairs, and the like), serving as scout master, little league baseball coach, or volunteering services at such agencies as D.A.R.T., H.E.L.P., and so forth.

Criteria for Library Faculty

Factors for library faculty members include: (1) excellence in librarianship, weighted at 50 percent; (2) professional activities, weighted at 20 percent; and (3) service (including university and community service), weighted at 30 percent.

Librarianship (Weight 50%)

The library faculty member's effectiveness shall be evaluated in terms of professional competence and relationships with students, faculty, administrators, and peers. Consideration shall be given to the evaluation of the effectiveness of the applicant's instructional techniques and educational resource management. Educational preparation and experience shall also be considered.

Evaluations by the applicant's immediate Head/Supervisor, the Dean of Library Services, library review committee, and by students and faculty outside the library, for the preceding three years, along with documentation, should focus on (1) effective application of instructional techniques, (2) effective application of educational resource management, and (3) any other factors/activities that impact student activities and learning experiences.

The following activities and competencies are not all-inclusive but are intended as suggestions to applicants as to how to demonstrate and document competence and exemplary instructional techniques, educational resource management, and other student impact activities and practices that are pertinent to promotion in rank and tenure.

Effective application of instructional techniques. Outlines for group instruction (undergraduate, graduate, or faculty) shall reveal an initial clear and detailed design and subsequent revisions, if needed, that maximize learning. Additionally, the requirements shall reflect not only the learning level of the learner (i.e., undergraduate or graduate) but also a design which prepares students for specific library assignments, for future employment or lifelong study, or which prepares faculty members for incorporating appropriate library resource materials into their teaching. Evaluations shall reveal the following traits about the applicant: (a) ability to advise students and faculty at reference desks, during in-depth research consultations, during individualized or group instruction in traditional or electronic settings; (b) ability to convey the subject matter clearly and in standard English; (c) passion for the subject matter; (d) elicitation of questions from the group; (e) positive and appropriate response to students' or faculty members' questions; (f) use of questions of students or faculty to gauge the need for re-teaching; (g) organization and content of instructional delivery in a clear, logical manner; (h) use

of technology and other activities (including displays and exhibits), when appropriate, to enhance students' or faculty members' learning; (i) revision and updating of instruction, orientations, tutorials, pathfinders, or point-of-use instruction that conform to guidelines published by the American Library Association, Association of College and Research Libraries (ACRL); (j) organization and supervision of student or faculty experiences that benefit students' or faculty members' educational experiences and, for students, that benefit their post-graduation marketability; (k) demonstrable interest in students and faculty as individuals; (l) evaluation of student or faculty performance as fair and unbiased; (m) effective group instruction management without appearance of coercion; (n) punctuality in meeting and in dismissing group instruction and in keeping publicly posted work schedules; (o) ability to create group instruction activities that reflect stated behavioral objectives, competencies, and requirements as specified in group instruction outlines; (p) ability to create bibliographies that enhance learning and broaden the students' or faculty members' knowledge base; (q) use of questions and activities that encourage students or faculty to comprehend, critically analyze, and evaluate educational resources; and so forth.

Effective application of educational resource management. Evaluations shall reveal the applicant's activities in providing varied, authoritative, and up-to-date resources that support the library's mission and the needs of students and faculty, as follows: (a) participation in collection development (e.g., recommending resources for purchase, working with faculty to build library collections in support of curriculum needs, working with vendors to order resources or gain access to resources, gathering statistics on use of library resources, weeding/discarding/withdrawing of resources that do not support current curriculum); (b) development of new and innovative services; (c) participation in the timely and orderly provision of access to library resources, according to national bibliographic standards (e.g., cataloging, interlibrary loan, courier delivery, electronic transmissions, document delivery, consortial borrowing, setting up and maintaining access to electronic resources, facilitating communication with vendors, providing access to resources for distance/remote learners, provision of reliable networking); and so forth.

Professional Activities (Weight 20%)

Professional activities shall include (1) research and publications, and (2) professional development.

Research and publications. Library faculty members are encouraged to publish books and articles in professional and scholarly journals. Credit shall not be given for projects completed in an effort to meet requirements for a degree. Examples of research and scholarship include the following: (a) articles in periodicals, magazines, journals, or other kinds of serials (refereed or non-refereed); (b) edited publications (e.g., on the editorial board of a publication or sole editor of a publication) as evidenced by at least one issue or copy of the publication displaying the applicant's editorial role; (c) books or monographs which make a significant contribution to the knowledge base within the applicant's subject field (as sole author, co-author, contributor, or editor) as evidenced by at least one copy of the publication displaying the applicant's role and authorship; (d) articles in symposia; (e) bibliographies or related materials created for regional or national accreditation agencies or library associations/organizations; and so forth. Grants and contracts written, both funded and unfunded, and submitted to the University or to an outside source, shall be considered research and scholarly activity. Examples include those

for which the applicant served in the following kinds of capacities: principal investigator; co-investigator; grantwriter or contract writer; grant report writer or contract report writer; project director, administrator, or coordinator; assistant project director, administrator, or coordinator; and so forth.

Professional development. Examples of professional development include activities in which the applicant served in capacities such as: (a) presenter of papers at professional library meetings; (b) participant in panel discussions or symposia sponsored by professional organizations in the field of librarianship; (c) program chairperson, officer, or member in local, state, regional, national, or international professional library organizations; (d) attendee at professional and scholarly organizations and meetings with subsequent presentations for colleagues and associations in the library; (e) participation in workshops and seminars, at the University or elsewhere, designed to improve the applicant's skills relating to librarianship, research, or University service; and so forth.

Service (Weight 30%)

Service shall be of two kinds: (1) University and (2) community.

University service. The library faculty member is expected to be an active participant in University operations. Examples include serving on standing committees, recruitment of students, and undertaking special assignments. Additionally, although University officials are expected to perform most administrative services, there are times when library faculty members may be asked to assume some administrative responsibilities. Chairpersonship and membership on committees are important ways in which library faculty members participate in the operation and administration of the University. The applicant should specify his/her role (e.g., as chairperson or as member) for any activity and the dates of those activities. University service may include, but is not limited to, the following: (a) serving on inter-institutional committees, such as the Louisiana Academic Library Information Network Consortium (LALINC) committees; (b) serving on consortia boards, such as LOUIS: The Louisiana Network; (c) serving on Governor's commissions; (d) serving on standing committees or councils (the applicant should specify the level, i.e., library or University); (e) serving on other committees (the applicant should specify the level, i.e., library or University); (f) organizing or actively participating in University, college, school, or library-sponsored seminars, workshops, or study sessions for students, faculty, or community groups; (g) advising campus student organizations, as evidenced by material that reveals the applicant's role, presence, and participation and the outcomes of the organization, such as the Library Club fundraisers, scholarships, and so forth; (h) writing or editing detailed, specialized portfolios or reports at the request of the University or one of its subdivisions; (i) compiling detailed or specialized portfolios or reports for accrediting bodies; (j) other special assignments; and so forth.

Community service. Community service shall be evaluated in terms of the kind of public service rendered and the extent to which the activity tended to improve social or economic conditions, develop greater appreciation of education and culture, and improve better relations between the University and the local community. Participation in annual events may be given special consideration for their

enrichment of the community. For example, hosting or sponsoring special events to which the community is invited (e.g., National Library Week activities, lectures, and seminars), creating special library displays (e.g., Black History Month), participating in special book reviews or presentations in the community (e.g., story hours for young children, lecturing during Black History Month), and so forth.

The Formal Tenure and/or Promotion Portfolio and Supporting Documentation

Applicants must document their achievements and activities clearly. This documentation shall consist of (1) the Formal Tenure and/or Promotion Portfolio (see following section) and (2) Supporting Documentation.

All parties to the review process, of course, shall have access to all application materials and documentation. However, department/unit review teams are often better positioned to make more accurate evaluations that are relative to teaching (or librarianship activities, for library faculty), advisement, counseling, research, and professional activities than are others involved in the promotion and tenure review process. Therefore, much of the information included in the preceding section shall be incorporated into the Supporting Documentation that remains in the Department/Unit Head's office.

The Formal Tenure and/or Promotion Portfolio and Supporting Documentation that are submitted for promotion shall include only achievements that are documented. In the Formal Portfolio and Supporting Documentation, faculty applying for tenure should include information/documentation only from the last five (5) years. Faculty applying for promotion should include information only from the last five (5) years or since the date of their last promotion, whichever is less.

The Formal Tenure and/or Promotion Portfolio and Supporting Documentation shall be presented in the form of organized portfolios, preferably 3-ring binders, with the subsections clearly labeled and, for the Formal Tenure and/or Promotion Portfolio, in the sequence outlined below. The use of clear vinyl protectors is not encouraged unless the documentation cannot be held in a binder (as in the case of books, manuals, or creative efforts in the arts). Faculty who need additional assistance in developing their Formal Tenure and/or Promotion Portfolio and Supporting Documentation should attend the Promotion and Tenure seminar held once each year and sponsored by the Faculty Senate. Documentation shall follow the guidelines listed in the section above, "Factors Considered in Evaluating an Application for Tenure and Promotion," and close attention shall be paid to the relative weights given.

All work the faculty member submits shall represent the faculty member's own efforts and not that of others. All reviewing parties shall have the right to interview or investigate sources which can verify or clarify portfolio information submitted. If

tenure and/or promotion is granted on the basis of fraudulent evidence submitted by a faculty member in his/her portfolio, the University shall have the right to appeal to the Board of Supervisors to have the faculty member's tenure and/or promotion revoked.

Examples in the criteria presented above in the section, "Factors Considered in Evaluating an Application for Tenure and Promotion," are examples only and shall not be considered as comprehensive. Even though a faculty member may submit documents similar to all examples and may submit documents under each set of criteria, the documentation may still be deemed insufficient or inadequate for the purpose of awarding tenure and/or promotion.

Note: At any time from October 15 through March 20, any of the various reviewers (e.g., department/unit heads, deans, and promotion and tenure committees at the department/unit, college/school, and university levels) may each ask an applicant to provide clarification, explanation, or additional documentation of portfolio contents. These requests shall be made in writing to the applicant who must respond to the requests within 5 working days. The reviewers shall not issue requests for clarification or further documentation after March 20.

In addition to the contents of the Formal Tenure and/or Promotion Portfolio listed below, "Supporting Documentation" (such as course syllabi, examinations, handouts, and so forth) shall be included in the documentation submitted to the Department/Unit Head and the departmental promotion review and/or tenure review team(s) as previously described. The Supporting Documentation shall remain available in the Department/Unit Head's office and returned to the applicant only after the tenure and/or promotion review process has been completed and the decision(s) made. All documentation, however, including documentation that remains in the Department/Unit Head's office, shall be available for review by all relevant parties to the promotion and tenure process.

Only the Formal Tenure and/or Promotion Portfolio—excluding the Supporting Documentation—shall be forwarded to the Dean and automatically forwarded through the rest of the tenure and/or promotion process. The contents of the Formal Tenure and/or Promotion Portfolio follow.

The Formal Tenure and/or Promotion Portfolio

The Formal Tenure and/or Promotion Portfolio (i.e., that which is forwarded to the Dean and subsequent review parties) shall consist of the following:

- I. Copy of Letter to Department Head and Dean of Intent to Apply for Promotion and/or Tenure
- II. Appropriate Application Form(s) and Essential Documentation:
 - A. Tenure and/or Promotion, as applicable
 - B. Letters of Appointment, Tenure, and/or Promotion, as applicable

- C. If applicable, "Letter of Appropriateness of Applicant's Degree" to the department, college/school, and University as validated, after consultation with departmental faculty members, by the Head, the Dean, and the Vice President for Academic Affairs
 - D. If applicable, "Letter Validating the Substitution of Years of 'Non-teaching' Experience for 'Teaching' Experience," after consultation with departmental faculty members, by the Head, the Dean, and the Vice President for Academic Affairs
 - E. Copies of all graduate and undergraduate transcripts (because many non-U.S. schools do not have academic transcripts per se, applicants who have graduated from such schools must submit verification from a recognized independent agency that equates foreign schools' curricula and degrees with those found in the U.S.)
- III. Current Vitae—Vitae must clearly and completely cite that which follows; additionally, all information included in vitae must be documented in remainder of portfolio
- A. Name
 - B. Educational Background: Institution; Location of Institution; Degree; Discipline in which Degree was Earned; Date Degree Was Conferred; Major area(s) of specialization while in graduate school (e.g., specific areas in which exit examinations were taken); Title of Dissertation; and Post-graduate Fellowships and Studies
 - C. Full-time (Paid) Professional Experience
 - 1. Academic—Ranks, Departments, Institutions, Locations, Dates
 - 2. Non-academic—Positions/Titles, Employers/Facilities, Locations, Dates—If not self-evident, include short job description
 - 3. Other—Describe
 - D. Part-time (Paid) Professional Experience
 - 1. Adjunct Faculty
 - 2. Graduate Teaching/Research Experience
 - 3. Other—Describe
 - E. Other (Non-Paid) Professional Work Experience
 - F. Courses Taught

G. Publications and Presentations

1. Publications: complete title; all co-authors (by seniority); publisher; publisher's location; date of publication; type of publication if not self-apparent, e.g., book, journal (refereed v. non-refereed) article, monograph, book chapter, encyclopedia entry, book review, and so forth
2. Presentations/Symposia/Panels/Sessions (note that presentations to community groups shall be listed in Section VIII, below): complete title of session/presentation; all co-authors (if applicable and by seniority); specify role (e.g., presenter, organizer, discussant, moderator, etc.); name of professional organization; location; and date of presentation

H. Grants and Proposals: complete title; all co-authors (by seniority and role); name of agency/organization to which the grant/proposal was submitted; date of submission; amount (if applicable) of funding requested; and status of grant/proposal (e.g., funded, not-funded, under consideration)

I. Miscellaneous Professional Activities (not covered in the above)

J. Professional Memberships

1. Active Memberships Related to Academic Discipline
2. Inactive Memberships Related to Academic Discipline—optional, include dates if possible
3. Memberships in Academically-Related Honor Societies
4. Active Memberships Related to Non-Academic Discipline (e.g., unions, political action groups, etc.)—optional, include dates if possible

K. Honors and Awards: type or title of honor/award; presenting agency/body; location where honor or award was presented to applicant; and date of presentation

L. University Service (include activities that cannot be adequately described on the Tenure or Promotion Application Form--see Item II.A above)

M. Community Involvement (include only documented activities; include activities that cannot be adequately described on the Tenure or Promotion Application Form--see Item II.A above)

1. Community Service (i.e., related to the applicant's area of academic expertise): description of service; agency; and dates of service
2. Social Service (i.e., not related to the applicant's area of academic expertise): description of service; agency; and dates of service

- IV. Current Evaluations Specific to the Application for Tenure and/or Promotion
 - A. Department/Unit Review Team(s) Evaluation and Recommendations (to be added by Head)
 - B. Department/Unit Head's Evaluation and Recommendations (to be added by Head)
 - C. Dean's Evaluation and Recommendation (to be added by Dean)
- V. Student "Teaching Evaluations" (for last 3 years), with semester and year clearly marked; or, for library faculty, Library Instruction Evaluations
- VI. Professional Work Experience (include documentation for activities cited in vitae--note: for promotion purposes, documentation should include only activities within the last 5 years or since the date of last promotion, whichever is less)
- VII. University Service Experience (include documentation for activities cited in vitae or listed on the Tenure or Promotion Application Form—note: for promotion purposes, documentation should include only activities within the last 5 years or since the date of last promotion, whichever is less)
- VIII. Community and Social Service Experience (include documentation for activities cited in vitae or listed on the Tenure or Promotion Application Form—note: for promotion purposes, documentation should include only activities within the last 5 years or since the date of last promotion, whichever is less)

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CHAPTER VII

BENEFITS FOR FACULTY AND OTHER NON-CLASSIFIED PERSONNEL

The rules and policies set forth below shall be applicable to faculty and to unclassified, non-civil service employees under the jurisdiction of the University of Louisiana System Board of Supervisors. It is the policy of the Board of Supervisors that unclassified employees shall enjoy benefits comparable to other classes of state employees and these rules and policies are promulgated under that concept.

Each new employee must file the following forms in the Department of Human Resources in order to be placed on the payroll of the University:

- a. Employee's Withholding Exemption Certificates - Forms W4 and L4
- b. Enrollment (or transfer) Form for Retirement Systems (Teachers and Louisiana State Employees)
- c. Life and/or Hospitalization Group Insurance Forms

University Leave Policies

Definitions

- a. Faculty Leave. Faculty leave is leave granted to faculty members employed on the nine-month (academic year) basis in lieu of annual leave and is comprised of the days between terms and at holiday periods when students are not in classes.
- b. Annual Leave. Annual leave is leave with pay granted to unclassified 12-month employees for the purpose of rehabilitation, restoration, maintenance of work efficiency, or attention to other personal concerns.
- c. Sick Leave. Sick leave is leave with pay granted to employees who are suffering with a disability which prevents them from performing their usual duties and responsibilities and who require medical, dental, or optical consultation or treatment.

- d. Compensatory Leave. Compensatory leave is leave accrued and used by unclassified employees (12-month) for work and duties performed in excess of the normal 40-hour work week. Compensatory leave shall not be earned by the following employees: presidents, vice presidents, deans, athletic directors, and athletic coaches.

Workweek, Attendance, and Leave Records for

Unclassified Employees

- a. Workweek for Full-time Employees. For purposes of leave, appointing authorities shall establish workweeks of 40 hours per week for full-time employees. The purpose of establishing the 40-hour week is to provide appointing authorities a system of accounting for and the taking of leave. It is understood that some faculty work is done outside an office, such as in the library, laboratories, as well as off-campus sites.
- b. Workweek for Part-time Employees. For purposes of leave, appointing authorities shall establish workweeks proportionate to the provisions of the previous paragraph for part-time employees.
- c. Attendance and Leave Records. Daily attendance and leave records shall be maintained for all unclassified employees (i.e., faculty). The Board of Supervisors may, in the exercise of its discretion, adopt an attendance form designed to indicate that academic personnel were either present or absent from their usual duty posts during the usual working day of such personnel. These records shall be signed by the employee and the supervisor and reported at least monthly to the appropriate office at the end of each regular pay period.

Faculty Leave for Employees on Other Than 12-Month Basis

Faculty leave shall be earned by each eligible faculty member who is employed for the academic year and has a regular tour of duty. Faculty leave shall be earned and taken as it is earned as specified by the official calendar of the institution served.

Annual Leave for Unclassified Employees (Faculty)

On the 12-Month Basis

Each eligible employee who has a regular tour of duty shall earn annual leave. Personnel not employed on a continuing basis (temporary employees) shall not earn annual leave.

Annual leave earned shall be based on the equivalent of years of full-time state service and shall be creditable at the end of each calendar month in accordance with the following general schedule:

**Days of Annual Leave Earned Per Month
By Unclassified Full-Time Employees (Faculty)**

Years of Service	Less Than 3	3, But Less Than 5	5, But Less Than 10	10, But Less Than 15	15 and Over
Days (hours) of Leave	1	1 1/4	1 1/2	1 3/4	2
Earned Per Month	(8 hours)	(10 hours)	(12 hours)	(14 hours)	(16 hours)

No 12-month unclassified employee shall be credited with annual leave for any calendar month under any of the following circumstances: (1) until completion of that calendar month as an employee; or (2) during which the employee was on leave without pay for ten or more working days; or (3) while serving in the military.

Accrued unused annual leave earned by an employee shall be carried forward to the succeeding years without limitation.

When an employee changes position from one state agency to another, the employee's accumulated annual leave shall be forwarded to the new agency and shall be credited to the employee.

Legal holidays, state-designated holidays, days of local conditions, celebrations, similar periods when designated, announced, and observed by institution, shall not be charged to annual leave.

Annual leave shall be applied for in advance by the employee and may be taken only when approved by the appointing authority (departmental supervisor or dean). The appointing authority (unit head) must sign the appropriate leave form to ensure that the annual leave request is approved. Requirements concerning the use of annual leave include the following:

1. An appointing authority may require an employee who has sufficient annual leave to take annual leave whenever the authority feels that is best for the employee or the appointing authority.
2. Except when given special advance approval for absence from duty, an employee must be at his or her workstation for the day in order to be classified as on duty. A workstation normally will be an office or elsewhere on the employer's premises, or at other locations while representing the employer.
3. Upon resignation, death, removal, or other termination of employment of an unclassified employee, annual leave amounting to the same maximum (i.e., 300 hours) as is provided for members of the classified service of the state by the Civil Service Commission and approved by the Governor, and accrued to this credit shall be computed and the value thereof shall be paid to the employee or the heirs, provided that the annual leave has been accrued under

established leave regulations and attendance records have been maintained for the employee by the appointing authority. Such pay shall be computed at the employee's base rate of pay at the time of termination.

Sick Leave for All Unclassified Employees

Sick leave for unclassified employees shall be earned by each employee who has a regular tour of duty. The earning of such leave shall be based on the equivalent of years of full-time state service and shall be credited at the end of the calendar month, in accordance with the following general schedule:

**Days of Sick Leave Earned Per Month
By Unclassified Full-Time Employees (Faculty)**

Years of Service	Less Than 3	3, But Less Than 5	5, But Less Than 10	10, But Less Than 15	15 and Over
Days (hours) of Leave	1	1 1/4	1 1/2	1 3/4	2
Earned Per Month	(8 hours)	(10 hours)	(12 hours)	(14 hours)	(16 hours)

- a. Exceptions to Earning of Sick Leave. No unclassified employee shall be credited with sick leave for any calendar month: (1) until completion of that calendar month as an employee (except that nine-month faculty employed during the summer shall accrue sick leave prorated during the actual week of employment (for example, a faculty member employed for nine weeks in the summer shall be credited with 2 - 3 days); (2) during which the employee was on leave without pay for ten or more working days; or (3) while serving in the military.
- b. Accrued Sick Leave. Accrued unused sick leave earned by an employee shall be carried forward to the succeeding years without limitation.
- c. Change of Employment within State Agencies. When an employee changes position from one state agency to another, the employee's accumulated sick leave shall be forwarded to the new agency and shall be credited to the employee.
- d. Required Approval. The supervisor of the employee's academic unit (department, division, school or library) must sign the appropriate leave form to ensure that the sick leave request is approved.
- e. Sick Leave Utilization. Sick leave with pay may be taken by an employee with sufficient leave to the employee's credit for the following: (1) illness or injury which prevents performance of work duties; or (2) medical, dental, or optical consultation or treatment.

- f. Charging of Sick Leave. Sick leave shall be charged on an hourly basis.
- g. Maternity Use of Sick Leave. The employee may use sick leave for maternity purposes when her postnatal and prenatal condition prevents the performance of usual duties, provided the employee has sufficient sick leave credit. The limit to the use of sick leave for postnatal condition shall be six weeks unless a physician certifies the employee's inability to return to work.
- h. Limitation on Monetary Benefits of Unused Sick Leave. Upon death or retirement of an unclassified employee, sick leave accrued to his or her credit shall be computed and the value thereof shall be paid to the employee or heirs, provided that the sick leave has been accrued under established leave regulations and a daily attendance record has been maintained for the employee by the employee's supervisor, except that such payment shall not exceed the value of 25 working days computed on the basis of a five-day week and on a four-week per month basis for personnel employed on less than the 12-month employment basis and on the basis of a five-day week and 52-week year for 12-month employees. The rate of pay shall be computed using the base rate the employee is receiving at the time of termination.

Compensatory Leave for Unclassified Professional Staff (12-Month)

Unclassified employees (12-month) (i.e., faculty), who are hired on an annual basis, are not compensated for extra work beyond the normal 40-hour work week. All types of leave, other than compensatory leave (time credited for hours worked outside the regular work schedule), are the same for both unclassified and classified employees as outlined by Civil Service Rules.

The compensatory leave policy for unclassified professional staff of the colleges and universities of the University of Louisiana System institutions and of the System office is as follows:

1. An appointing authority may require an employee to work overtime on a holiday or at a time that the employee is not regularly required to be on duty. Compensatory leave may be granted for overtime hours worked outside the regularly assigned 40-hour work week, or when the employee has not worked in excess of 40 hours due to holidays observed or leave taken. Earning of compensatory leave must have prior approval of the immediate supervisor and the appropriate vice president. The amount of such leave shall be equal to the number of extra hours the employee is required to work.
2. Compensatory leave shall not be earned by the following employees: presidents, vice presidents, deans, athletic directors, and athletic coaches. Exceptions may be made to permit these employees to be exempted from having to take leave when the university is officially closed. Such exceptions shall be included in the appointment letter of the individuals involved. In all events, any employee who is entitled to earn compensatory leave under the Fair Labor Standards Act shall earn such leave in accordance with Civil Service Rules and Regulations. (Revision approved 3/26/99)
3. Compensatory leave shall be promptly credited to the employee and may be used with the approval of the immediate supervisor and the appropriate vice president. Not more than 240 hours of accrued unused compensatory leave

shall be carried forward into any fiscal year. An appointing authority may require employees to use their earned compensatory leave at any time. An employee will not be paid the value of his/her accrued compensatory leave upon separation from his/her unclassified position. (Revision approved 3/26/99)

4. In the event that an employee transfers without a break in service to another position within the state service, compensatory leave may be credited to the employee at the discretion of the new appointing authority. Compensatory leave shall be terminated when an employee separates from state service.
5. Compensatory leave should not be confused with a flexible time policy. Employees cannot arbitrarily determine their own work schedules. In addition, work undertaken while at home does not constitute the earning of compensatory time.
6. The manner in which this compensatory leave policy is administered shall be at the discretion of each individual campus (i.e., type of record maintained). The president of the institution or his/her designee will be responsible for administration of this policy.

The policy revision became effective July 1, 1999, as approved by the Board of Supervisors for the University of Louisiana System on March 26, 1999. Any compensatory leave earned under the conditions of the previous policy (effective January 4, 1994) shall be subject to that policy.

(effective 7/1/1999)

Leave for Civil and National Service

An employee shall be given time off without loss of pay, annual, or sick leave for civil and national services. The following are recognized by the Board of Supervisors as appropriate reasons:

1. for performing jury duty;
2. when summoned to appear as a witness before a court, grand jury, or other public body or commission;
3. for performing emergency civilian duty in relation to national defense;
4. for voting in a primary, general, or special election during the employee's scheduled working day, provided that not more than two hours of leave shall be allowed an employee to vote in the parish where he/she is employed, and not more than one day to vote in a parish other than the one where he/she is employed;
5. when the appointing authority determines that employees are prevented from performing their duties by act of God; and
6. when the appointing authority determines that local conditions or celebrations make it impracticable for employees to work.

Family and Medical Leave Act (FMLA) of 1993

University employees who have been employed for at least 12 months and have worked at least 1,250 hours in the preceding 12-month period shall be eligible to take up to 12 weeks a year (a 12-month consecutive period beginning with an employee's first usage of FMLA leave) of unpaid, job-protected leave for certain family and medical reasons (which shall be referred to as "qualifying events"). No part of this leave may be carried over from one usage year to the next. Furthermore, the employee may elect or the University may require that paid leave be substituted for unpaid leave.

When an employee has accumulated unused sick, annual and/or nonpayable compensatory leave and requires leave for the employee's own medical condition, the employee shall take the paid leave prior to going on unpaid leave. When an employee has accumulated unused annual and/or nonpayable compensatory leave and requires leave for a qualifying event other than personal illness, the employee shall take the paid leave. Additionally, an employee may voluntarily elect to use accumulated payable compensatory leave for any qualifying event.

- a. Eligible Employees. Employees who have been employed for at least 12 months and have worked 1,250 hours in the preceding 12-month period are eligible for FMLA. This applies to all employee groups (regular, temporary, and part-time).

- b. Qualifying Events. An "eligible" employee may receive leave for one or more of the following reasons: (1) For the birth of a child and/or to care for the child within 12 months of the birth; (2) For placement of a child through adoption or through a foster care placement program as long as the leave is taken within 12 months after adoption or placement; (3) For the care of the following persons if they have a serious health condition: (a) an employee's spouse (wife or husband), (b) a child under eighteen years of age, (c) child over eighteen years of age that is incapable of self-care, or (d) a parent, or a person who has stood in as a parent for the employee when the employee was a child; or (4) For the care and/or treatment of an employee's own serious health condition which causes the employee to be unable to perform his/her essential duties. Spouses who are both employed by the University are jointly entitled to an aggregate (combined total) of 12 weeks in a year for the birth or placement of a child or for the care of an employee's sick parent who has a serious health condition. (For care of a spouse or child with a serious health condition, or for the employee's own serious health condition, each employed spouse is entitled to a separate 12-week limit).

- c. Advance Notice Requirements.

Foreseeable Events: Employees are required to provide at least 30 days advance notice, unless the "qualifying event" is unforeseeable or a medical emergency.

Unforeseeable Events or Medical Necessity: When it is impossible or impracticable due to medical necessity to provide advance notice, the leave will be granted conditionally and verbally based on information provided by the employee. However, the employee will still be required to provide the appropriate certification within 15 working days to the employer. Such

emergency requests shall be revoked should the certification not support the reasons originally provided. Should the request be revoked, the employee may be required to repay the leave and/or health/life insurance premiums, if applicable, and/or may be subjected to disciplinary action.

- d. Medical Certification. A newly designed form ("Certification of Physician or Medical Provider Form, FMLA-1") shall be completed and certified by employee and physician. This form is available in the Department of Human Resources and should accompany the employee's request for FMLA leave. If possible, the form should be submitted 30 days prior to the effective date of leave. This form requires the signature of the employee and the head of the employee's academic unit (department, division, school, or library). The physician/medical certification statement must be submitted on original letterhead and the statement must certify that the illness prevents the employee from performing his/her job for a specified period of time. This statement must be attached to the FMLA form. (For unforeseeable events, see above, "Advance Notice Requirements.") The University may require a second medical opinion at no cost to the employee. If the first and second opinions differ, the University may require a third binding medical opinion approved jointly by the University and the employee at no cost to the employee. Periodic justification by the health care provider may also be required. The University may require a medical statement from the physician/medical provider, releasing the employee to return to work when he/she has been out because of his/her own medical condition. Medical records are protected by federal law. All medical information/documentation supporting the employee's FMLA request shall be confidentially maintained with the employee's FMLA request in the Department of Human Resources.
- e. Intermittent or Reduced Leave. Intermittent leave or a reduced leave schedule will only be allowed because of foreseeable medical treatment such as therapy treatments, chemotherapy, etc., which is needed by the employee, spouse, child or parent. In these cases, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the workplace. If the intermittent or reduced leave is taken by an employee, the University may require that the employee be reassigned to an alternate position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.
- f. Medical Health Coverage. The University will pay the employer's part of the medical insurance coverage while the employee is on paid leave and will also pay the employer's share while the employee is on FMLA without pay. Employees on leave without pay should contact the University Insurance Coordinator in the Department of Human Resources for coverage continuation. In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, the employer may recover from the employee the cost of any payments made to maintain the employee's insurance coverage, unless the failure to return to work was for reasons beyond the employee's control.

- g. Unlawful Acts. It is unlawful for any employee of the University to interfere with, restrain, or deny the exercise of any right provided under FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. Any employee who believes that he/she has been denied a right granted under FMLA should contact the Department of Human Resources.
- h. Return from Leave/Benefits. Upon return from FMLA leave, the employee will not lose any employment benefit that accrued prior to the start of an employee's leave.

Maternity Leave

The University considers absence from work caused by maternity reasons to be a temporary disability similar to any other illness, and affected employees are eligible to use their accumulated sick leave for this purpose. Employees may still request annual leave and leave without pay for maternity absences after exhausting their accumulated sick leave. Leave with and/or without pay must be requested and approved in writing by the appointing authority.

An employee wishing to use sick leave for maternity purposes prior to the birth of the child must furnish a statement to the Department of Human Resources from her physician to the effect that she can no longer perform her duties. If the employee wishes to continue the use of sick leave for maternity purposes after the birth of the child, she must furnish a statement from the physician indicating that she is unable to perform her duties during the period of time after birth. The physician's statement must be forwarded to the Department of Human Resources prior to the payment of sick leave for maternity.

Military Leave

Employees who are members of a reserve component of the armed forces of the United States or the National Guard shall be granted leaves of absence from their positions without loss of pay, time, or annual or sick leave when ordered to active duty for field training or training authorized in lieu thereof when the individual is given constructive credit for such training. Such leaves shall be for periods not to exceed 15 working days in any calendar year, but an appointing authority may grant an employee annual leave or leave without pay or both, in accordance with other provisions of these leave regulations for such periods which exceed 15 working days in any calendar year.

Employees who are inducted or ordered to active duty to fulfill reserve obligations or who are ordered to active duty in connection with reserve activities for indefinite periods or for periods in excess of their annual field training shall be ineligible for leave with pay.

Other Leave

The University of Louisiana System Board of Supervisors also recognizes the following other categories of leave for its employees:

- a. Disabilities under Workmen's Compensation. When an employee is absent from work due to disabilities for which he/she is entitled to Workmen's Compensation, the employee may, at his/her option, use sick or annual leave or any appropriate combination of sick and annual leave (not to exceed the amount necessary) to receive total payment for leave and Workmen's Compensation in accordance with law.
- b. Funerals and Burial Rites. Probationary and permanent employees may be given time off without loss of pay, annual leave, or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild provided such time off shall not exceed two days on any one occasion.
- c. Personal Emergencies. At the discretion of the appointing authority (Provost/Vice President for Academic Affairs), a full-time faculty member may be granted leave with pay to attend to personal emergencies. Such time may be charged against accrued sick leave balance of the faculty member.

Leave of Absence

The University of Louisiana System Board of Supervisors policy relative to leave of absence is presented below.

Application Procedure

An individual requesting a leave of absence shall make application at the institution and, with the recommendation of the institution president, it shall be forwarded to the System President for Board consideration/ approval.

Exclusion

An employee of an institution who is not a member of the faculty or administration is not governed under the Board's policy on leave of absence for faculty members.

Length of Leaves

Leaves of absence, other than for military leave, shall not exceed one year at a time. Faculty personnel on military leave (or special leave for war-connected services) from the institution shall be re-employed by the institution at the beginning of the next semester (or quarter) after the date on which the institution head shall receive written notification that such person wishes to return to his/her position, provided that such notification shall be given within 40 days after honorable discharge or termination of assignment from the armed forces.

Sabbatical Leave

Provision for leave with pay for the purpose of professional improvement, or for the purpose of renewal, is a well-established administrative device intended to improve the quality of higher education professional service. The Board recognizes that such a policy is justifiable and desirable and therefore provides for leaves of absence for full-time members of the faculty under the conditions specified below.

"Faculty" is defined in LSA-R.S. 17:3304 as follows: "Members of the instructional staff of each college and university having the rank of instructor or higher and persons engaged in library, artistic, research, and investigative positions of equal dignity, shall constitute the faculty of each college and university. The Head of each college or university and its academic officers shall be members of the faculty."

1. For the purpose of professional or cultural improvement, or renewal, this leave may be granted for two semesters (52 weeks for 12-month employees). It may be granted following any six or more consecutive fiscal years of active service in the institution where such individual is employed. An individual may not accumulate time in an attempt to qualify for more than one consecutive year of such leave. Leave also may be granted for one semester (26 weeks for 12-month employees) following three or more consecutive years of such service by an individual, provided that absence due to sick leave shall not be deemed to interrupt the active service provided for herein. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.
2. The compensation from the state for the period of leave approved shall be at the rate of not more than 75 percent of the salary the individual will receive during the current fiscal year for the period of time leave is applied for and granted. Employers and employees shall contribute to the retirement system on the basis of full annual salary rate. Compensation payable to persons on leave shall be paid at the times at which salaries of the other members of the teaching staff are paid and in the same manner.
3. In those cases where the faculty member or administrator receives outside compensation, such payment is to be approved in writing and in advance by the president as supportive of the purposes of the leave. If outside compensation plus paid leave would exceed the regular salary the leave pay will be reduced so that the institution will pay no leave if the outside compensation equals or exceeds the regular pay.
4. After each leave period is completed, evidence as determined by the institution must be submitted to the appropriate supervisor to verify that the purpose for which the leave was granted has been achieved.
5. At no time during any semester of an academic year shall the number of persons on leave with pay (except sick leave) exceed 5 percent of the total faculty.
6. In accepting a leave of absence with pay, the faculty member shall be understood to assume a legal obligation as listed in Acts 1991, 858 (R.S. 17:3328) to return to the institution for at least one year of further service.

7. Individuals accepting sabbatical leave (with pay) are cautioned about prohibitions against dual appointments or dual employment as described in LSA-R.S.42:63.
8. Sabbatical leave shall be granted only with prior Board approval.

Leave without Pay

Leave without pay may be granted to faculty for good cause for a period up to but not exceeding one year providing the reasons are acceptable to the University and the operations of the granting department are not seriously affected. Requests for extended leave without pay require approval of the Department Head, Dean, Provost/Vice President for Academic Affairs, President, and University of Louisiana System Board of Supervisors.

After each leave period is completed, evidence as determined by the University must be submitted to the appropriate supervisor of the faculty member's academic unit (e.g., department, school, division, or Library) to indicate that the purpose for which the leave was granted has been achieved.

Forfeiture of Tenure or Employment

Refusal by a faculty member or administrator to comply with the provision of this leave and sabbatical leave policy shall result in the forfeiture of tenure and/or employment.

Requests for Leave with Pay

The following procedure describes the handling of requests for leave with pay:

1. A faculty member desiring leave for a given period of time will initiate the request by submitting the required leave form with an attached statement that details the following: (a) his/her desire and plan, (b) his/her qualifications, and (c) any other data deemed pertinent. Those attending summer institutes (or other short period arrangements) and receiving stipends should contact his/her Dean regarding the leave. When the academic year leave requested is to be without pay, the faculty member shall indicate this.
2. The leave plan attached to the leave form should be addressed to the Provost/Vice President for Academic Affairs but should be forwarded through the faculty member's Department Head and/or Dean.
3. The Department Head and/or Dean will note "approved" or "disapproved," date the notation, initial the notation, and forward the request without undue delay. If additional comments relative to the approval or disapproval are deemed important, the Department Head and/or Dean should attach a memorandum before forwarding.

4. When all requests for leave during a given budget year have been received (by dates to be publicized), they will be considered on their individual and collective merits and ranked in order of priority, if favorably considered. There will be a ranking for summer leaves and one for academic year leaves. All are contingent on the availability of funds and sufficient personnel to carry out departmental operations.
5. Those whose leave applications are not accepted will be notified immediately not to expect leave for the period requested.
6. After each leave period is completed, evidence as determined by the institution must be submitted to the appropriate supervisors to verify, for the record, that the purpose for which the leave was granted has been achieved.

Personnel and Payroll Changes

Personnel/Payroll changes for unclassified employees (i.e., faculty) must be appropriately executed and delivered to the Accounting Office on or before the 24th day of each month. Personnel/Payroll changes (payroll adjustments) received after the 24th day of each month will be processed the following month along with the regular monthly payroll.

Insurance Benefits

(See Employee Benefits Manual for more extensive information)

Group Health Insurance

Eligibility for Coverage

All probational and permanent employees who work 30 or more hours per week (full-time for insurance purposes) are eligible for hospitalization coverage. In addition, employees on temporary appointments which will last more than 120 days are eligible as of the 121st day of full-time employment.

Effective Rates

The coverage for employees who enroll in the insurance program will become effective on the first of the month, following the completion of 30 days of employment.

Example 1: Employed as of 07/01/98 - effective; 08/01/98

Example 2: Employed as of 07/15/98 - effective; 09/01/98

In the event that an employee does not enroll within 30 days of his effective date of employment, the effective date shall be determined by the State Employees Group Benefits Program and proof of insurability will be required. The cost to provide this benefit is shared by the University and the employee.

Group Term Life Insurance

University faculty are eligible for coverage under a group term life insurance plan. The face value is calculated at one and one-half times the employee's annual salary of up to a maximum of \$40,000 in coverage. This is an optional plan, with the University and the employee sharing in the cost of the life insurance. The employee is totally responsible for the premiums on dependent life insurance coverage. In the event an employee does not enroll within 30 days of his/her effective date of employment, the effective date shall be determined by the State Employees Group Benefits Program, and proof of insurability will be required.

Supplemental Group Term Life Insurance

University faculty are eligible for amounts up to \$50,000 as guaranteed issue, with no medical information needed, subject to enrollment within required time frame.

Long-Term Disability (Salary Continuation)

Long-term disability coverage is optional for full-time (32 hours per week or equivalent) employees. Coverage provides up to sixty percent of the employee's salary for total disability. Employees who are eligible must elect to purchase the insurance within 31 days of the date they become eligible, or else proof of good health will be required.

Flexible Fringe Benefits Plan

Commonly referred to as a "cafeteria plan," faculty are allowed to tax shelter payroll contributions to a fringe benefits plan under Section 125 of the Internal Revenue Code. Participation in this program results in a reduction of taxable income, which increases spendable (net) income.

Other Insurance Benefit Plans

Group dental and cancer plans through payroll deduction are available for full-time employees. These programs are ones in which the faculty/staff member pays the full insurance premium. (See the *Employee Benefits Manual* for more details.)

Tax-Sheltered Annuities

Faculty members of public colleges and universities are eligible to purchase tax-deferred annuities. To purchase a tax-deferred annuity, the employee and the University enter into an agreement in which the employee authorizes a reduction in salary in order to release funds for the University to pay an annuity contract that is fully vested in the employee.

Within limits prescribed by the Internal Revenue Code, the amount of the reduction is not currently taxable as income to the employee. More information may be obtained from the *Employee Benefits Manual*.

Workman's Compensation/Leave

To provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness, employees are covered by Workman's Compensation insurance. The amount of the benefits payable and the duration of payment depend on the nature of the injury or illness, and the employee's salary. In general, all usual and customary medical expenses incurred in connection with an injury or illness are paid and partial salary payments are provided beginning after the 7-day waiting period.

If an employee is injured or becomes ill while on the job, a report must immediately be filed on such injury or illness with the employee's immediate supervisor or academic unit head (department, division, school, or Library) and with the Office of Safety and Risk Management. This ensures that the University can assist in obtaining appropriate medical treatment and payment.

Employees are entitled to all necessary and reasonable medical expenses associated with the injury as provided by Louisiana Workman's Compensation Law. The employee becomes eligible for temporary total benefits after the doctor certifies the employee as being unable to work and the employee has been out for 7 days following the injury. Workman's Compensation is computed at 66% or 2/3 of the employee's average weekly earnings or a maximum which is determined by the state (subject to change). Wages lost during the first 7 days after the injury are not replaced unless the employee is off the job for more than 42 days. Typically, the employee uses accrued sick leave and stays in full pay status with the University. The check for the employee's Temporary Total Benefits is sent to the Department of Human Resources and at that time the employee is asked to sign the check over to the University. The check is to be presented to the Cashier in the Accounting Office. The check stub and the original receipt are given to the employee. The amount of leave that the check will buy back is determined by dividing the employee's hourly rate of pay at the time of the accident into the amount of the check. The amount of the check then converts to leave time and that amount of time is added back to the employee's existing leave balances. If the employee does not have a sufficient amount of leave to use then the employee may receive the Workman's Compensation check. For additional information, faculty members should contact the Office of Safety and Risk Management.

Note: The employee cannot simultaneously receive the Workman's Compensation check and a full payroll check.

Retirement Benefits

(See *Employee Benefits Manual* for more extensive information)

Teachers' Retirement System of Louisiana (TRSL)

Most faculty and unclassified employees are members of the Teachers' Retirement System of Louisiana (TRSL). However, not all faculty and unclassified employees are eligible for this retirement system.

The following information relates to the TRSL, unless otherwise stated:

Faculty members are eligible for membership if they are faculty employees with an appointment of 1 full year or more at 50% or greater full-time employment, for unclassified staff with an appointment of 1 full year or more at 51% full-time employment or greater. Nonresident aliens (J or F Visa) are not eligible for membership in a retirement plan.

Contributions are made by both the employee (currently 8%, through payroll deduction) and the employer. The state contributes an actuarial calculated rate determined annually. Retirement contributions are tax sheltered.

To retire, a TRSL member must meet minimum requirements as to age and years of service.

When requirements are met, for example, the retirement benefits a member receives is calculated by this equation: Multiply 2 or 2.5 percent times the total years of service credit times the highest average compensation + \$300.00 annual supplemental benefit. Note that:

- The service credit contains appropriate credit for unused sick and/or annual leave;
- The highest average compensation is the annual average of the three highest years' salary in which a member earns no more than three years of service credit; and,
- The supplemental benefit of \$300.00 is not given to those who became members of TRSL after June 30, 1986.
- The Retirement benefits will vary according to which retirement option is chosen.

A member includes all those who are employed in any of the classifications defined as a "teacher" by law for whom enrollment in TRSL is mandatory as a condition of employment and who meet the eligibility requirements.

Retirement Formula for 2 Percent

To retire under the 2 percent of average compensation factor, a member must be:

- Age 60 with at least 10 years of service credit, excluding military service purchased under provisions of LA. R. S. 11:153 after Sept. 10, 1982; or,
- Any age with 20 years of service credit, excluding military service purchased under provisions of LA. R. S. 11:153 after Sept. 10, 1982.

Retirement Formula for 2.5 Percent

To retire under the 2.5 percent of average compensation factor, a member must be:

- Age 65 with 20 years of service credit, excluding any military service;
- Age 55 with 25 years of service credit; or
- Any age with 30 years of service credit.

Optional Retirement Plan (ORP)

The Optional Retirement Plan (ORP) is an alternative retirement plan available to academic or unclassified employees of public institutions of higher education. The ORP allows portability of retirement contributions because the retirement benefit plan is provided by a private carrier.

Employees who choose to participate in an ORP do not contribute to TRSL and waive all rights to TRSL retirement, survivor, and/or disability benefits not otherwise provided by LA. R.S. 11:726 and 11:926(B).

Active contributing members of the TRSL Regular Plan, who are academic or unclassified employees of public institutions of higher education, and who have less than five years of creditable service in TRSL may elect to participate in the ORP and transfer accumulated employee contributions to the ORP.

Academic or unclassified employees who are part-time, seasonal, or temporary may choose to participate in an ORP but will not be permitted to become members of TRSL. In many cases, these members must contribute to Social Security/Medicare.

The decision to participate in an ORP is irrevocable; that is, members who choose the ORP can never change their mind and join TRSL. If they later change to employment which makes them eligible to belong to TRSL, they must continue to belong to ORP.

Disability Retirement under TRSL

To be eligible for disability retirement, a member must have at least five years of eligibility credit in TRSL.

After a review of medical records and/or medical examination of the member, the State Medical Disability Board must certify that the member is mentally or physically incapacitated for further performance of the duties currently being performed, that the incapacity is likely to be total and permanent, and that the member should be retired.

If the member is not in active service at the time of application and has not withdrawn his/her contributions, the System must receive clear, competent, and convincing evidence that the disability occurred while the member was an active contributing member.

Refunding Contributions from TRSL

If a faculty member leaves state service before he/she retires under TRSL, the faculty member may request from the Retirement System a refund of accumulated contributions. The member will then receive in one lump-sum check from the Retirement System the amount contributed.

In order to qualify for a refund, the member must be terminated a minimum of 90 days before becoming eligible.

Retirement refunds are subject to a 20% federal excise tax penalty for withdrawing money from a retirement plan. When an employee is refunded his/her contributions, all service credit with the retirement system (TRSL) is forfeited.

Refunds may also be "rolled over" into a conduit IRA or a qualified plan, which, in turn, may be eligible for rollover back into TRSL to help restore the faculty member's TRSL service credit, should a faculty member return to teaching in Louisiana public schools. (For more information regarding distribution options, contact the Department of Human Resources.)

Deferred Retirement Option Plan (DROP)

The Deferred Retirement Option Plan (DROP) is an optional program in which a member of the TRSL chooses to freeze his/her regular monthly retirement benefit and to have this benefit deposited each month in a special account at TRSL while *he/she continues to work and draw a salary* from the University.

A member must specify the consecutive period of time he/she plans to participate in DROP (any period of time up to two or three years, depending on eligibility).

Once this participation period begins, the decision to participate is *irrevocable* and the period of participation *cannot* be extended. The participation period may only be *shortened* by the termination of employment or death.

During DROP, a member's pay may increase because neither member nor employer make retirement contributions to TRSL.

At the end of DROP, the member may either (1) terminate employment and begin regular retirement or (2) continue working and contribute to TRSL.

If the member retires, he/she may begin withdrawing funds from the DROP account. If the member continues working, he/she cannot make withdrawals from the DROP account during continued employment, and employee and employer contributions to TRSL must resume. The member earns additional service credit to the period of continued employment. Members who terminate DROP early *do not* lose funds already deposited in their DROP accounts.

There are strict restrictions for returning to work as a DROP participant who has actually retired. Prior clearance must be granted from the TRSL. For information on eligibility for DROP and making DROP application, faculty members should contact the Department of Human Resources.

Fee Exemption for Faculty/Staff and Dependents

A faculty member who has been employed full-time at a University of Louisiana System institution or System Office at least two (2) years may enroll for undergraduate or graduate instruction at a reduced fee schedule which shall annually be set by the Board of Supervisors.

1. Spouse and Children. Spouse and children of full-time faculty and staff members employed at a Louisiana Board of Supervisors institution for five years may attend that institution for undergraduate instruction only, at a reduced fee schedule which shall be set by the Board of Supervisors, plus any student assessed fees at the institution. Generally, children who qualify are limited to those who are eligible dependents for tax purposes during the calendar year in which the fee exemption is issued.
2. Fees. A reduced fee schedule for qualified faculty and dependents shall be provided per semester for full-time students and a reduced charge per credit hour for part-time students.
3. Dependents of Deceased Faculty. Dependents of deceased faculty members shall be eligible for the tuition exemption described herein, provided the faculty member was in service to the institution and eligible for the exemption when death occurred.
4. Dependents of Disabled Faculty. Dependents of disabled faculty, as determined by the Teachers' or State Employees' Retirement System but otherwise eligible for the tuition exemption provided for herein, shall maintain eligibility for the tuition exemption.
5. Self-Assessed Fees. Faculty are granted the tuition exemption from self-assessed fees, but dependents shall not be exempted from self-assessed fees.
6. Exemptions. Fee exemptions for faculty and/or dependents not eligible according to the provisions stated above may be approved on an individual basis by the System President. Any request for such exemption, with complete justification, shall be submitted by the institution president.

Taking Courses During the Workday

One course (maximum of 4 semester hours) may be taken during the regular workday. The University does consider the noon hour as part of the workday. A workday will not always be 8:00 a.m. through 5:00 p.m. because some units have adopted work hours to ensure proper coverage to their areas.

CHAPTER VIII

SEPARATIONS

Definitions Pertaining to Separations

Nine terms pertinent to separations are defined below:

1. *Separation* refers to all actions, whether initiated by the university or by the faculty member, that result in the end of the employment of the faculty member.
2. *Termination* refers to any action by which the University ends the employment of the faculty member.
3. *Non-reappointment* is a method of termination wherein the University ends the employment of probationary or term contract faculty at the end of a contract period but always in compliance with Board of Supervisors policies. This term is described in detail below.
4. *Dismissal* is a method of termination wherein the University *with adequate cause* ends the employment of tenure contract faculty or with term or contract personnel who are in mid-contract. This term is described in detail below.
5. *Suspension* is an action by the University causing the employee to cease performance of any and all contractual duties while awaiting due process. This term is described in detail below.
6. *Demotion* is an action by the University short of dismissal, following due process, whereby a faculty member loses earned rank, title, or tenure.
7. *Financial exigency* is a state of monetary emergency declared by the Board of Supervisors. Financial exigency may lead to termination of University employees. Tenured faculty who are terminated as a result of financial exigency lose tenure.
8. *Retrenchment* is a group of actions by the Board of Supervisors and/or by the University which result in a reorganization of the academic and administrative structure of the University, to include restructuring and/or eliminating programs and degrees. Retrenchment may lead to termination of University employees. Tenured faculty who are terminated as a result of retrenchment lose tenure.

9. *Reductions in Force* (RIF) are those terminations that result from financial exigency or retrenchment. This term is described in detail below.

Board of Supervisors Policy

The Rules for the University of Louisiana System Board of Supervisors stipulate procedures for termination of both non-tenured and tenured staff. The rules also specify three conditions that may justify staff reduction by means of retrenchment. These conditions are as follows:

1. adverse financial conditions affecting either the entire university or a department;
2. decline in enrollments in specific subject areas which indicate a need for reducing both faculty and staff; or
3. discontinuance of specific programs or combination of specific programs.

Resignation

Term contract faculty who intend to resign their appointments should submit a written letter of resignation to the President at the earliest opportunity. Copies should be provided to the department head, dean, and Department of Human Resources.

Probationary and tenure-track faculty who intend to resign must submit written resignations to the President of the University, with copies to their department head, dean, and Department of Human Resources at the earliest opportunity, but no later than May 15.

In consideration of the welfare of the students, faculty members should not voluntarily sever their employment with the University other than at the end of their contract period.

Retirement

Detailed information concerning retirement, disability, survivor's benefits, and specific application of the teacher retirement law to individual cases can be obtained from the Department of Human Resources.

Non-reappointment

Non-reappointment is a means of separation by which the University ends its employment relationship with probationary or term contract faculty at the end of a contract period. The decision not to reappoint probationary contract faculty rests with the President and is based on recommendations of the Provost/Vice President for Academic Affairs, deans, and department heads. The following Board of Supervisors policy concerns non-reappointment of probationary faculty:

"An appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the discretion of the institution. The non-reappointment of a faculty member does not necessarily reflect on the faculty member's work record or behavior. The determination to reappoint or not to reappoint should be based upon a review of the specific conditions relating to the position."

Reasons for Non-reappointment

A notice of non-reappointment is not a dismissal for cause, and probationary or term contract faculty have no contractual right to employment beyond the expiration of their contracts. Though written notices of non-reappointment need not state reasons, the Board of Supervisors provides guidelines for non-reappointment that include, but are not necessarily limited to, the following reasons:

1. formal discontinuance of a degree or program area;
2. declining enrollment;
3. declared financial exigency;
4. overstaffing with respect to administrative, staff, or faculty employees; and
5. failure to meet the expectations of basic responsibilities of employment, as documented in the annual performance review.

Notification of Non-reappointment

Unless an appointment is of a temporary nature or for a fixed term, notice shall be given to the faculty member in writing by the appropriate academic administrator in advance of the expiration of the appointment as follows:

1. *No later than March 1* of the first academic year of service if the appointment expires at the end of that year, or if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
2. *No later than December 15* of the second academic year of service if the appointment expires at the end of that academic year or at least six months in advance of its termination; and
3. *At least 12 months* before the expiration of an appointment after two or more years of continuous service at the University.

Dismissal

Definitions Pertaining to Dismissal

1. *Dismissal* is a severance action by which the University, for adequate cause, terminates the employment of tenure contract faculty, or with term or probationary contract faculty, in mid-contract.
2. *Adequate cause* for dismissal is ground for terminations which are directly and substantially related to the performance of the faculty member.

The Board of Supervisors policy regarding dismissal of tenured academic staff is as follows:

"Cause for discharge, termination of contract or demotion in rank shall consist of conduct seriously prejudicial to the college or university system such as infraction of law or commonly accepted standards of morality, failure to follow orders, violation of institutional or Board rules and regulations, willful neglect of duty, inefficiency or incompetence. The foregoing enumeration of causes shall not be deemed exclusive; however, action to discharge, terminate, or demote shall not be arbitrary or capricious nor shall it infringe upon academic freedom.

"The president of each institution shall appoint a committee of faculty members who shall hear charges against the accused and forward their findings and recommendations to the chief executive who shall make a final determination."

Reasons for Dismissal

Besides Board of Supervisors descriptions, dismissal may be based on the following non-exclusive reasons:

1. professional incompetence;
2. continued neglect of duties or responsibilities in spite of two or more written warnings from the dean;
3. conviction of a felony; or
4. deliberate and grave violation of the rights of others.

Preliminary Dismissal Proceedings

The preliminary proceedings for dismissal (*with adequate cause*) shall take place as follows:

1. Initial Discussion and Recommendation. When a department head or dean has reason to consider a decision to dismiss a tenured faculty or probationary tenure contract faculty member prior to the expiration of an appointment, they shall discuss the matter with that faculty member privately. After the discussion, if the decision of the Department Head and Dean is to recommend dismissal, they shall prepare a statement of the grounds constituting the cause for dismissal (including specific details such as time(s), place(s), and date(s) of occurrence when applicable) and forward it to the Provost/Vice President for Academic Affairs, with a copy also going to the faculty member and the President. If the Dean recommends dismissal and the Department Head does not agree, the Dean shall state this in the recommendation sent to the Provost/Vice President for Academic Affairs.
2. Informal Hearing Committee. If the faculty member requests it, within five working days after receipt of the statement, an Informal Hearing Committee comprised of five tenured faculty appointed by the Provost/Vice President for Academic Affairs shall meet to make an inquiry into the situation and to recommend an adjustment, if possible. If no settlement is reached, the Informal Hearing Committee shall recommend whether, in its view, formal proceedings should be instituted to consider the individual's dismissal, and it shall notify the individual concerned, the Provost/Vice President for Academic Affairs, and the President of its recommendation.
3. President's Review of Recommendation. The President shall review all records and recommendations. Based on the findings, a settlement may be effected or a formal proceeding shall be initiated. If a formal proceeding is initiated, action shall be commenced according to the procedures that follow.

Formal Hearing Procedures

1. Initial Written Notice from President to Faculty Member. The formal proceeding shall be initiated by a written communication addressed to the individual by the President informing them of the dismissal and the specific grounds for it. If they so request, a hearing will be conducted to recommend whether the individual's employment by the University shall be terminated on the grounds stated. A faculty committee, constituted as described below, will specify the time and place of the hearing.
2. Notification of Faculty Member of Procedural Rights. Sufficient time shall be allowed to permit the individual to prepare a defense. The individual shall be informed in detail or by reference to published regulations of the procedural rights to which they are entitled, including the right counsel.
3. Faculty Member's Written Reply to President. The individual shall indicate whether he/she wishes a hearing, and, if so, shall file an answer in writing with the President within two weeks of the date of the mailing of the communication by the President.

4. Cessation of Proceedings. If the individual does not request a hearing, no further action shall be taken. Further, at the request of the individual, the proceedings provided for herein may be terminated at any time after the request for a hearing on written notice to the President of the employee's acquiescence in the dismissal. Similarly, the administration can drop dismissal proceedings at any stage.

Formal Hearing Committee

1. Creation of Formal Hearing Committee. The President shall appoint one at-large faculty member as chairperson, who must be a full professor and tenured. The President shall prepare a list (for the chairperson) of 12 tenured faculty (two from each college/school and the library) to be considered to serve as committee members. The committee chairperson shall then recommend to the President six of those listed (one from each college/school, and the library) to serve on the Formal Hearing Committee.
2. President's Charge to the Committee. The President shall send in writing a copy of the statement of grounds for dismissal, accompanied by the faculty member's answer, to the Chairman of the Formal Hearing Committee. The committee shall then conduct hearings and recommend a course of action as provided below.
3. Rules of Conduct for the Hearing. The Formal Hearing Committee is authorized to prepare specific rules for the conduct of the hearing.

Formal Hearing Committee Proceedings

1. Formal Hearing Committee's Initial Consideration. The committee shall proceed by considering, before the time of the hearing, the statement of grounds for dismissal already formulated and the faculty member's written response.
2. Access to Committee Hearing. The only people hearing the case for dismissal shall be the following: the members of the committee, the faculty member whose dismissal is being challenged, that faculty member's representative, the President or the President's designee, the President's representative, and witnesses called by the committee. The meeting shall be recorded on tape and copies of the tape shall be made available to appropriate parties.
3. Supplementary Charges. Charges contained in the initially formulated statement of grounds for dismissal may be supplemented at the hearing by evidence of new events occurring after the initial communication to the faculty member when said events constitute new or additional cause for dismissal. If such supplementary charges are brought forth, the committee shall provide the faculty member with sufficient time to prepare a defense.
4. President's Attendance at Committee Hearing. The President shall have the option to attend or not to attend the hearing. The President may designate a substitute as well as a counsel to assist in developing and presenting the case.
5. Order of Proof and Witnesses. The committee shall determine the order of proof and shall supervise the questioning and sequestering of witnesses.

6. Faculty Member's Right to Confront Witnesses. The faculty member or his/her representative and the President or the President's representative shall have the right within reasonable limits to question all witnesses who testify orally.
7. Disclosure of Witness List and Their Testimonies to Interested Parties. The committee shall use its best efforts to provide an opportunity for those involved to confront all witnesses, but where this cannot be achieved despite the efforts of the hearing committee, the identity of such non-appearing witnesses, and any written evidence they may furnish, shall be disclosed to all interested parties before the hearing.
8. Reporting of Written Statements of Witnesses. Subject to the safeguards stipulated above, written statements may, when necessary, be taken outside the hearing and reported at the hearing. All of the evidence shall be duly reported as part of hearing proceedings. Formal rules of court need not be followed, but the committee shall make reasonable efforts to protect the rights of the parties in the presentation of evidence.

Consideration by the Formal Hearing Committee

1. Privacy of Formal Hearing Committee's Consideration. The committee shall formulate its recommendation in private, solely on the basis of the hearing. Before doing so, it will give opportunity to the faculty member and the President or the President's designee to make oral statements. If written arguments are desired, the committee may request them.
2. Formal Hearing Committee's Consideration and Findings of Case. The committee can proceed directly to its recommendation without having the record transcribed when it feels that a just decision can be reached by this means. Or the committee may review the tape of the proceedings, or the committee may await the availability of a transcript based on the tape of the hearing. The committee shall make explicit findings with respect to each of the grounds for dismissal presented.
3. Presentation of Formal Hearing Committee's Recommendations to President. A copy of the record of the hearing and the recommendations of the Formal Hearing Committee shall be furnished to the President of the University for his/her decision.
4. Presentation of Proceedings and Recommendations to Faculty Member. A copy of the record of the proceedings and recommendations shall be furnished to the faculty member upon request only after the President has made a decision.

Presidential Action and Notification

1. President's Recommendation to the Board of Supervisor. The President shall make the recommendation known to the Board of Supervisors within ten days following the hearing.
2. President's Notice to Faculty Member. Written notice of the President's recommendation must be sent from the President to the faculty member by registered mail or hand-delivered to the faculty member with witness present. This notice must include reasons for and the evidence supporting the recommendation. The faculty member shall be informed of his/her right to a review hearing by the Board of Supervisors.
3. Cessation of Salary and Benefits. Salary and benefits shall cease on the effective date of dismissal. Such action shall become effective upon the date of final determination by the Board of Supervisors.
4. Notice of Final Determination Sent to Faculty Member. Written notice of the final determination by the Board of Supervisors shall be sent by the President to the faculty member by registered mail.

Board of Supervisors Review Hearing

1. Grounds for Board of Supervisors Review of Case. Review of dismissal for term, probationary, or tenure-contract faculty can be made on grounds of academic freedom or an injury resulting from arbitrary or capricious application of the provisions of this *Faculty Handbook*. Requests for review of dismissal must be made directly to the Board of Supervisors in accordance with its policies. The faculty member who has exhausted due process procedures at the institutional level may petition the Board within 30 days for a review. No official action shall be taken by the institution until a final determination is made by the Board.
2. Review of Case by Board of Supervisors. In the case of a review, the President will transmit to the Board of Supervisors the full report of the hearing committee, stating its recommendation and the President's own decision. The review shall be based on the record of the previous hearing, accompanied by the opportunity for argument, oral or written or both, by the principals at the hearing or by their representative. The decision of the Board of Supervisors on review shall be final. It will be communicated to the President and to the person involved by registered mail.

Suspension

A faculty member may be summarily suspended for a period not to exceed 30 calendar days upon acquiescence of the faculty member to dismissal, until completion of a review hearing, whichever occurs first, upon a finding of the President that there is good cause to believe either of the following:

1. the continued presence on the grounds of the University would endanger the safety or the well-being of the faculty member or other members of the University community; or
2. the continued functioning of the faculty member in the position would substantially impair or substantially disrupt the normal functions of the University.

Salary and benefits shall remain in force during the term of any suspension.

"Reduction in Force" Terminations

Definitions Pertaining to "Reduction in Force"

Definitions of seven terms applicable to "Reduction in Force" are as follows:

1. *Reduction in force* is termination resulting from a *bona fide* financial exigency or the formal discontinuance of a degree or program area.
2. A state of *bona fide financial exigency* exists when the financial resources of the University's educational and general budget are judged by the Board of Supervisors to be inadequate to maintain the fiscal solvency of University operation.
3. *Formal discontinuance* means the elimination of a degree or program area through action initiated by the University, the Board of Supervisors, or the Board of Regents.
4. *Degree* means any Associate, Baccalaureate, Master, Specialist or Doctoral Degree awarded by the University.
5. *Program* means curriculum area or service/support area.
6. *Curriculum area* means a cluster or a group of courses designated by a common and approved course prefix.
7. *Service/support areas* include all those units of the University not directly involved in delivery of instruction that generate credit hours. Examples are student services, physical plant, and the University Library. Program reductions in non-academic areas are not governed by this *Faculty Handbook* but by pertinent Board of Supervisors regulations or internal administrative policies and procedures.

Priorities for "Reduction in Force" Terminations

In the event of a *bona fide* financial exigency or the formal discontinuance of a degree or program area, the retention of viable academic programs and the protection of tenure are of primary importance. Therefore, when reasonable means for coping with *bona fide* financial exigency or formal discontinuance of degree or program areas have been exhausted with the exception of reduction in the force of faculty members, terminations of faculty appointments will be made by the

President, based on recommendations of the Provost/Vice President for Academic Affairs, academic deans and Faculty Senate, and in accordance with the following priorities:

1. attrition resulting from resignation, non-reappointment, early retirement, or other severance actions;
2. termination of term contract faculty appointments by seniority without regard to degree or program area, prior to termination of probationary or tenure contract appointment; and
3. termination of probationary or tenure contract faculty appointments with regard to the criteria specified in the following sections.

Criteria for "Reduction in Force" Terminations

"Continuous service" as used in this *Faculty Handbook* shall include time spent on sabbatical leave with pay, sick leave, and annual leave. Resignations for any period of time shall constitute a break in continuous service.

1. In making decisions on reductions in force, the following criteria shall be considered:
2. protection of tenure contract faculty;
3. protection of highest ranked academic faculty;
4. within rank, seniority in the degree or program area, as determined exclusively by length of continuous service at the University will prevail;
5. impact of terminations on students enrolled in degree or program areas; and
6. Board of Supervisors policies on program discontinuance and program review.

Plan for Termination for "Reduction in Force" for Financial Exigency

The plan for terminations due to reduction in force for financial exigency is as follows:

1. President's Declaration of Financial Exigency. Within five working days of a declaration of *bona fide* financial exigency, the President shall notify the President's Cabinet, the Council of Academic Deans, the Faculty Senate, and the University Budget Committee of such a declaration and charge that the Council, the Senate, and the Committee prepare, within a maximum of 21 calendar days of receipt of such notice, a list of degree or program areas to reduce or eliminate. If the Council, the Senate, and the Committee do not submit a recommended plan, if the plan does not require reduction in force, or if the plan removes the condition of financial exigency, the President, in consultation with the Vice President for Finance and the Provost/Vice President for Academic Affairs shall exercise sole discretion in responding to the financial exigency.

2. President's Call for a Reduction in Force. If the plan requires reductions in force, the President shall notify the Council of Academic Deans and the Faculty Senate that reductions in force are necessary and charge the Council and the Senate to prepare a recommended list, within a maximum of 15 calendar days of receipt of such notice, of specific faculty positions within the degree or program area.
3. Preparation of List of Degree or Program Areas To Be Reduced or Eliminated. If the Council of Academic Deans and the Faculty Senate do not submit a recommended list within the time lines of this provision, the President, in consultation with the Vice President for Finance, the Provost/Vice President for Academic Affairs, and the Faculty Senate President, shall exercise sole discretion in preparing the termination list of degree or program areas to reduce or eliminate.
4. Seeking of Information and Recommendations for Reduction in Force. At any time during the course of their deliberations, the Council of Academic Deans and the University Budget Committee may seek information or recommendations from departments, department heads, deans, college or departmental committees, individual faculty members, and other appropriate sources such as student organizations and regional and community advisory councils; it may also hold open hearings. All recommendations from these aforementioned groups and individuals must be forwarded to the President along with the Faculty Senate's recommendations.
5. Preparation of List by Vice President for Finance and the Provost/Vice President for Academic Affairs of Degree or Program Areas To Be Reduced or Eliminated. The President, in coordination with the above-cited Council of Academic Deans, University Budget Committee, and individuals, shall prepare a list of degree or program areas to be reduced or eliminated. This list shall be prepared within 36 calendar days of the President's original announcement of the state of financial exigency. At this time, the President shall direct the Dean of the college in which degree or program areas are to be reduced or eliminated. The Dean shall, within ten calendar days, recommend names of faculty positions to be reduced in force. This list shall be compiled in accordance with criteria specified in this *Faculty Handbook*. The Dean shall convey recommendations to the Vice President for Finance and the Provost/Vice President for Academic Affairs. Within 15 calendar days of receipt of the original list from the President, the Vice President for Finance and the Provost/Vice President for Academic Affairs shall submit to the President their list of faculty positions to be terminated.
6. President's Plan Submitted to Board of Supervisors. Within ten calendar days of receipt of the list of faculty positions to be terminated, the President shall forward to the Board of Supervisors a final list of faculty positions. The President shall also forward to the Board of Supervisors a timetable for speedy implementation.

7. President's Notification to Affected Faculty Members. Upon approval by the Board of Supervisors of the President's recommendation and timetable for implementation, the President shall notify faculty members whose positions are to be terminated. This notification shall be sent by certified mail. Affected faculty members shall also be notified of their right to be afforded a hearing within ten working days of receipt of the President's notice.
8. Faculty Member's Call for a Formal Hearing. If the faculty member so requests, the President shall appoint a Formal Hearing Committee in accordance with the procedures outlined in previous sections of this *Faculty Handbook* (see above under "Reduction in Force Termination").

**Plan for Termination for "Reduction in Force" for Formal
Discontinuance of a Degree or Program Area
Initiated by the University**

The plan for termination for "Reduction in Force" for formal discontinuance of a degree or program area that is initiated by the University is as follows:

1. Annual Report of Academic Programs by Vice President for Finance and Provost/Vice President for Academic Affairs. The Vice President for Finance and the Provost/Vice President for Academic Affairs, with assistance from the appropriate deans and department heads, shall develop an annual report of academic programs. The report shall focus on enrollment patterns, numbers of graduates in affected degree or program areas, faculty productivity, and the need for the program. This report shall give particular attention to programs in a state of decline. This report shall also contain specific recommendations and shall reflect the stated mission and goals of the University.
2. Limitations for Discontinuance of Degree or Program Areas. The recommendation for formal discontinuance of existing degree or program areas initiated within the University shall occur only after a program review and only upon approval of the President.
3. Program Reviews. Program reviews shall be conducted in accordance with the properly adopted policies and procedures of the University, Board of Supervisors, and Board of Regents.
4. President's Notification to Faculty. The President's recommendation along with any other pertinent records shall be forwarded to the Council of Academic Deans and the President of the Faculty Senate.
5. Discontinuance of Programs That Do Not Require Reduction in Force. If formal discontinuance of an existing degree or program area initiated from within the University does not require reduction in force, the President shall submit the proposal to discontinue, together with appropriate recommendations, to the Board of Supervisors for its action.

6. Discontinuance of Programs That Do Require Reduction in Force. If formal discontinuance from within does require reduction in force, the plan outlined shall be followed.

Plan for Termination for "Reduction in Force" for Formal

Discontinuance of a Degree or Program Area

Initiated by the Board of Supervisors

The plan for termination for "Reduction in Force" for formal discontinuance of a degree or program area that is initiated by the Board of Supervisors is as follows:

1. Board of Supervisors Consultation with University. Formal discontinuance of existing degree or program areas initiated by action of the Board of Supervisors or the Board of Regents shall occur only after the Board of Supervisors consults with the President, who shall, in turn, consult with the Vice President for Finance, the Provost/Vice President for Academic Affairs, the Council of Academic Deans, and the Faculty Senate President.
2. President's Discontinuance of Degree or Program Areas That Do Not Require Reduction in Force. If formal discontinuance initiated by the Board of Supervisors or the Board of Regents does not require reduction in force, the President shall accomplish the discontinuance as directed.
3. President's Discontinuance of Degree or Program Areas That Do Require Reduction in Force. If formal discontinuance initiated by the Board of Supervisors or the Board of Regents does require reduction in force, the plan as outlined below will be followed.

Time-Lines for Notifications for "Reduction in Force"

Notification of termination for reduction in force must be sent to faculty by registered mail and must specify the reasons for, evidence supporting, the effective date of termination, and the faculty member's right to a review hearing.

Notice or termination for reduction in force due to financial exigency may be given at any time and may take effect before expiration of academic or fiscal year contracts, provided that a minimum of 60 calendar days expires between the date of notification and the effective date of termination, unless otherwise directed by the Board of Regents or the Board of Supervisors.

Notice of termination for reduction in force due to formal discontinuance of degree or program areas must be given not later than one calendar year in advance of its effective date, unless otherwise directed by the Board of Regents or the Board of Supervisors.

Board of Supervisors Review

Affected persons may petition the University of Louisiana System Board of Supervisors within 30 days for a review, after all due process has been exhausted at the University level. A review of termination for reduction in force is possible for tenure contract faculty only on the following grounds:

1. illegal discriminatory practices,
2. violations of academic freedom, or
3. injury resulting from arbitrary or capricious application of the Personnel Policies section of this *Faculty Handbook*.

Review is also available on these grounds for probationary and term contract faculty terminated before the end of the contract period.

Requests for review of termination for reduction in force must be made directly to the Board of Supervisors.

Reemployment Provisions

If tenure-contract faculty members are terminated for reduction in force, they shall receive notice at the address on file in the Department of Human Resources of all faculty vacancies advertised within a three-year period of the effective date of termination. The vacancy notice shall be sent from the Equal Employment Opportunity Officer. It shall be the duty of the terminated faculty to maintain a current address in the Department of Human Resources. If tenure-track faculty members terminated seek reemployment and believe they are qualified for the vacancy, they will have the right to request reemployment from the President.

If, in the judgment of the President, who must consult with the Vice President for Finance, the Provost/Vice President for Academic Affairs, and the appropriate Dean and Department Head, faculty members who seek re-employment meet or exceed qualifications for the vacancy as stated in the position announcement, they shall be re-employed in the announced position at the salary and rank in accordance with the announced position.

Faculty Reassignment and Other Assistance

In the event of scheduled terminations of tenure-contract faculty, the University shall, to the extent of available resources, in the period between notification and the effective date, assist faculty members to prepare for assignment to other degree or program areas where vacancies exist or are anticipated.

Assistance may include, but need not be limited to, awarding of a development or enhancement leave or participation in other faculty development programs; provision of outplacement seminars dealing with employment search strategies, career changes, and the like; use of University resources, as approved by the Vice President for Finance and the Provost/Vice President for Academic Affairs, in the employment search; and other appropriate services offered through the Vice President for Finance for a period of six months from the effective date of termination.

Exit Interview

Whenever a faculty member leaves the employment of Grambling State University, he/she will report to the Department of Human Resources for an exit interview to fill out forms that are required by the state and federal government. A faculty member must complete an Authorization for Issuance of Final Paycheck form and an Inventory Clearance Form. It is the responsibility of the separating faculty member to turn in all University property, such as keys, I.D. cards, and copies of the University Faculty Handbook. The faculty member shall also complete necessary forms concerning the continuation of insurance coverage and the retirement system. Exit documents will be provided the faculty member upon receipt of an official notice of separation.

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CHAPTER IX

ACADEMIC SUPPORT SERVICES AND PROGRAMS

Bus Service (Campus to Ruston)

The University provides van transportation to Ruston for appointments with the doctor and to the shopping centers. At the beginning and ending of each semester and the summer session, van transportation to Shreveport (\$8.00) and Monroe (\$5.00) airports is provided. The Student Transportation Office is located in Bethune Hall, Room 139. Students may contact Student Transportation by calling (318) 274-6148.

Campus AIDS Prevention (CAP) Program

The Campus AIDS Prevention (CAP) Program provides student volunteers to operate the HIV/AIDS Hotline and conduct presentations, workshops, and discussion sessions for organizations, classes, and residence halls. CAP volunteers make appearances for the University campus radio and television.

Career Planning and Placement Center

In compliance with the University Mission, the Career Planning and Placement Center provides two principal functions: career development and/or planning and actual job placement. The center acts as a liaison between the University and various employment organizations (including school systems, business, industry and government) and provides career counseling to students who seek such services. In addition to these services, the center maintains career video cassettes on recruiting, school districts, interviewing tips, and business and industrial organizations.

The center assists graduating seniors and students in terminal programs in the acquisition of full-time employment applicable to their educational skills, interests, and abilities. Undergraduates are assisted in the acquisition of summer work experiences, and alumni, in the acquisition of new positions. Seniors and graduates may register their placement credentials with the center. Credentials are made available to prospective employing organizations.

Child Development Center

Kindergarten

The Kindergarten Program provides a curriculum designed for instruction for 5 to 6 year old children. Its focus is to support social, emotional, and intellectual growth and development of the young child. Children spend all day in the program, engaging in developmentally appropriate activities they can enjoy and have pleasure in learning. With hands-on experiences, "real life" situations, modern technology, and a nurturing environment, young children are able to excel academically. Alma J. Brown School, which houses the Kindergarten, is a Laboratory School that strives for excellence.

Nursery School Center

The University Nursery School Center helps young children develop total personalities in order to meet their physical, emotional, social, and intellectual needs.

The Nursery School Center is located and operated as a Child Development Center for three- and four-year old children. It focuses on meeting the needs of young children and training experiences for students in Home Economics, Education, Early Childhood Education and other child-care service areas. Opportunities are offered for student observation in areas where subject matter is pertinent to the aims and purposes of the daily program in the Nursery School. The Nursery School Center encourages volunteer service on the part of parents.

Comprehensive Counseling Center

The Comprehensive Counseling Center (CCC), located on the west wing of the Foster Johnson Health Center, serves as a complement to the mission of the University. The CCC operates as the "nucleus of student development" and as a "safe haven" for students in need. Services are provided free and confidentially to all who enter by appointment, by a referral or on a walk-in basis. As a vital component of the University, the CCC mission is to assist students in their personal and developmental growth processes and, as such, students are afforded the opportunity to access and utilize resources and professional staff to enhance their educational experience in an environment which fosters their cultural, social, moral, intellectual and physical advancement. The CCC provides academic, behavioral and career counseling services on an individual or group basis. Further, the CCC provides a multitude of bibliotherapy materials (pamphlets, brochures, handouts and audio/video tapes); personal enhancement and psycho-social references; a relaxation/aroma therapy room with massage chairs; a computer lab; and study carrels. The CCC also provides, upon request, proactive and personal enhancement outreach programs covering a myriad of personal and contemporary topics/issues -- from alcohol and other substance abuse, HIV/AIDS education and prevention, conflict resolution, critical thinking, campus safety tips, violence in relationships, test- anxiety and test taking techniques to stress management, and a host of other innovative outreach activities and topics. The center operates from 8:00 a.m. to 5:00 p.m. and provides on-call services for emergencies or crisis intervention 24 hours, 7 days a week.

Family Education Rights and Privacy Act

In accordance with the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, Section 513, amending the General Education Provisions Act, Section 438), students enrolled at the University are hereby informed of their right to access their official records as described in the Act and as stated in the University Catalog.

Favrot Student Union

Favrot Student Union is the community center of the University for students, faculty, staff, administrators, alumni and guests. As the center of the University community life, it serves as a laboratory of citizenship, training students in social responsibility and leadership in American democracy. The Union offers a variety of services to the community. Departments located there are the Student Government Association, the Favrot Student Union Board, Student Class Officers, Student Activities, Leisure Games, Post Office, and the University Bookstore.

The Union provides facilities for use by the University community. Rental of space is available through the reservation process for meetings, activities, and conferences. Regulations governing the use of the facility are available through the Activities Office.

Financial Aid, Scholarships, and Student Employment

Even though the student and student's family are primarily responsible for financing the student's post-secondary education, the Office of Student Financial Assistance offers a variety of options for financing education, including the Free Application to apply for grants, loans, and college work-study.

A wide variety of scholarships are funded annually by the Louisiana Legislature, the Louisiana Board of Supervisors, Grambling State University, alumni, individuals, groups, and organizations. Many of these are awarded by the Scholarship Committee, whereas others are awarded by the Scholarship Office, the sponsoring organization, or the academic department. Some scholarships are designated for new students, and others are available for continuing students. On-campus student employment is a vital source of support. Some student employment is jointly funded by federal programs and the University. To request a financial aid packet, a student should contact the Office of Student Financial Assistance at (318) 274-6056 or write to P.O. Box 629, Grambling, LA 71245.

Food Services

At present, the food services at the University are under ARAMARK Campus Dining Services, which operates in McCall Dining Cafeteria. Campus Dining Services offer an all-you-can-eat alternative from Café Features Allegro Pasta and Pizza, Grille Works Subs and Sandwiches, a Mexican Bar, and a salad bar. ARAMARK continues to offer student-oriented menus and a wide range of services to the campus community, including a 19-meal plan for resident students, a commuter-faculty meal plan, cash prices to the public, traditional local cuisine, and a catering department that is available to accommodate the hospitality needs of the University public.

Cash Street is located in McCall Hall. It offers daily lunch menus at reasonable prices and provides the option to dine in a full-service dining atmosphere or carry-out. The hours of operation are Monday through Friday from 11:00 a.m. to 2:00 p.m. Cash Street welcomes all faculty, staff, and guests.

The Student Union Snack Bar, located in the Favrot Student Union, offers a wide selection of food and beverages.

General Support Services

Campus Security

The University in is an integral part of the statewide system of publicly supported higher education. The University has a definite and binding responsibility to create and maintain order on the campus. This responsibility must be shared by all members of the University community.

The policies governing standards for student behavior, referred to as the Code of Student Conduct, reinforce the University's rights and duty to promulgate regulations for the safety and welfare to the University community. Some policies are designed to provide a timely remedy, by means of exclusion from the University premises, for students who commit overt acts of violence and illegal conduct which disrupt the orderly operation at the University . Every student who registers at the University is issued a copy of the *Code of Student Conduct Handbook* as well as a description of fines, penalties, and other information regarding student behavior.

Cooperative Education/Internships

The Cooperative Education Program at the University focuses on providing students with career-related practical training designed to enhance their knowledge and skills through on-the-job training experiences. Students are assigned to companies which can best utilize their skills, talents, and training to give them a competitive advantage. Cooperative education allows students to gain worthwhile experiences as they receive college credit and financial compensation.

Some academic programs allow academic credit for appropriate work experiences, allowing students to become acquainted with one or more employers and to obtain experience in their chosen fields. Assessment of students is handled by the academic departments.

Students wishing to secure a cooperative education experience may contact the Placement Office and Cooperative Education Offices in the Jacob T. Stewart Building.

Department of Human Resources

The Department of Human Resources exists to contribute to the growth and productivity of the University through an integrated and trained human resource system. The primary purpose of the Department of Human Resources is to provide effective and efficient utilization of Human Resources. This unit is responsible for ensuring that all federal, state, governing board and University policies and procedures relative to human resource management are complied with; an inventory of qualified potential employees is maintained; and that employment, fringe benefits, performance evaluation, disciplinary measures, and wage and salary administration are effectively administrated and monitored.

Equal Employment Opportunity

The Equal Employment Opportunity Officer reports jointly to the President and the Director of Human Resources. The major functions of this office are to provide leadership and direction to assure University compliance with state and federal regulations regarding equal opportunity. Grievances by unclassified employees (e.g., faculty) are monitored by the Office of Equal Employment Opportunity.

Graduate Assistants

Full-time graduate students with regular admission status are eligible for assistance. The stipends, which may be full-time or one-half time, are awarded based on academic qualifications and/or professional experience. They are awarded, usually for two semesters, by deans and department heads. A full-time assistantship requires twenty hours of work per week during the fall and spring semesters. Assistantship duties are determined by the dean and department head of a particular academic unit. Details regarding graduate assistants are available in the offices of the academic deans or department heads.

Grants Administration Office

The functions of the Grants Administration Office are as follows:

1. To serve as general coordinator of all grants and awards and provide general supervision in program management, operation, and accountability for all grants and awards received by the University.
2. To assist in the formulation of administrative policies and procedures relative to sponsored research or program grants.
3. To provide leadership, technical assistance, and direction for faculty, students and administrators in the procurement of grants and other awards, and to prevent duplication of effort.
4. In cooperation with the Provost/Vice President for Academic Affairs, to assist in the monitoring of service load of personnel involved in sponsored research or program grants.

5. To ensure compliance with regulations and policies of funding agencies and the University.
6. To serve as the official clearinghouse for the initiation and submission of all grants and contracts and as a resource center to provide information about grants and sources of funding.
7. To serve as the University Federal Relations Officer and to represent the institution at state, regional, and national conferences and meetings.

Graphic Arts Services

Graphic Arts is a service of the University offered Monday through Friday from 8:00 a.m. to 5:00 p.m. It is designed to provide for most of the University's copying, duplicating, and printing needs.

The services rendered include planning, designing, and producing a variety of articles, newsletters, brochures, pamphlets, programs, carbonless forms, formal announcements, certificates, business cards, envelopes, and many other graphic communication services. Spot color and duotones are utilized.

In order to facilitate these services, the following general practices must be observed:

1. The requisition must be initiated in the department, signed by the department head, and forwarded to Graphic Arts for verification of price. Graphic Arts will forward the requisition to budget to encumber funds.
2. If budgeted funds are available, the requisition will be processed in the Budget Office and the requisition will be forwarded to Graphic Arts for production services.
3. All copyrighted materials to be copied must be accompanied by a letter of permission to copy from the publisher.
4. All jobs to be copied in Graphic Arts must be typed legibly.
5. As a general rule, a minimum of seven working days (from the time the requisition is approved in the Budget Office) should be allowed for materials to be printed, such as envelopes, letterheads, forms, fliers, and four-page programs. Some jobs will take longer, depending upon the complexity and the number of similar jobs in progress. At least one month is required for previously listed items because brochures, newsletters, and booklets are being printed for many departments at the same time. However, a month may not be enough time depending on how many jobs are in progress. Graphic Arts can provide an expected completion date for items likely to take more than one month to complete.

Management Development/Management Information Center

Care and concern for the professional development of all University employees are primary issues that evidence the staff's commitment to a first-class Management Development / Management Information Center.

One of the goals of the Strengthening Administrative Management Activity, under Title III, is to develop a Management Development and Training Program that will provide professional growth opportunities for all University employees. The purpose of the program is to improve the skills of employees throughout the University. In addition to training University employees, the program includes training for University student leaders and other interested student body members. Another important component of the program is its Management Information Center. The Center houses resource materials and equipment acquired for professional development. A second goal of this activity is the effective management of information. The task at hand is not only to create information but to be able to arrange it in a format which is understandable, decision-useful, and easily retrievable. Employees are encouraged to stop by the Center located in the Jacob T. Stewart Building, Room 220/221.

Office of Communications and Public Affairs

Policy Related to Major University Documents

As per requirements of the Southern Association of Colleges and Schools (SACS), all major University documents and publications must include the latest version of the University mission statement and the following complete statement concerning SACS accreditation: "Grambling State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate, baccalaureate, master's and doctoral degrees."

Among the documents and publications that are considered to be "major" are the following: (1) the most recent University Strategic Plan; (2) major policy manuals, such as those of Academic Affairs, Housing, and Fiscal Affairs; (3) student, faculty, and housing handbooks; (4) classified and unclassified personnel policy handbooks; (5) all major recruiting brochures; (5) the University academic catalog; (6) the graduate bulletin; and (7) the Master Plan Progress Report.

Recently printed documents that do not contain the latest mission statement and SACS statement must be added as an insert. This is a mandate to which all University employees (including faculty) must comply.

The Office of Communications and Public Affairs (public relations) is the clearinghouse for all official University documents and publications. Faculty involved with the creation, editing, or final production of documents shall send a copy of each document to the Office of Communications and Public Affairs demonstrating that documents are in compliance with this mandate.

(effective 6/7/2000)

Overview of Services

The primary functions of the Office of Communications and Public Affairs are to plan, design, edit and produce a variety of articles, brochures, newsletters, pamphlets, and other periodicals which keep the public informed about University activities, achievements, and developments; and to maintain close, positive ties between the University and its various publics.

The University is publicized and its image enhanced through frequent nationwide news releases, newsletters and photographs to wire services and over 100 newspapers, radio and television stations, magazines and other journals.

A Speakers' Bureau, which provides speakers, panelists, and consultants from among the University faculty and staff, at no cost to the requesting organization, is also generated through the Office of Communications and Public Affairs.

All requests for photographic coverage of events should be made as far in advance of the event as possible, providing ample time to make the necessary arrangements with the University photographer.

Similarly, adequate coverage of the University's academic activities and other events can be assured only when the department heads or other responsible faculty and staff members work closely with this bureau. Sufficient lead time may thus be provided for advance publicity and staff coverage or arrangement for campus visits by news reporters of the press, radio, or television.

Steadfast efforts are made to provide comprehensive campus-wide coverage, but it should be recognized that to do this requires the full cooperation of the faculty, staff, and student body. The President, vice presidents, deans, department heads, Student Government Association officials and others involved in newsworthy events should keep the Office of Communications and Public Affairs apprised of all new items of interest to the general public or to the special publics.

Area clubs/organizations wishing to secure a speaker through the University Speaker's Bureau should contact the Office of Communications and Public Affairs as far in advance as possible.

Safety Educational Programs

Educational programs which emphasize security and safety and what students, faculty, and staff can do to help themselves are available through the University Police Department. "Personal Protective Measures" training may be arranged upon request for students, faculty and staff.

Students attending the University are informed of security and safety procedures principally through orientation, resident hall programs, the *Code of Student Conduct Handbook* and other informal sessions via representatives from the University Police Department and Housing Office. Orientations (and early orientation) are conducted prior to the beginning of each academic year, whereas residence hall programs are scheduled throughout the entire year.

University Police

The University Police Department is the University's enforcement agent. The Police Department provides many service-oriented functions to the University community. The department provides police and security services twenty-four hours a day, seven days a week to all University students, faculty, staff and visitors. The University rules and regulations, as well as all state and federal statutes and all local laws, are enforced by the University Police Department. All University officers are commissioned Louisiana Police Officers with all the authority and responsibility of any police officer in the State of Louisiana. They are empowered to make arrests in the matters concerning felonies and misdemeanors. The enforcement authority is Act 269 of the 1974 Legislature, Section 1805 of Title 17 of the Louisiana Revised Statutes of 1950.

University Police Officers are responsible for a full range of safety services, including crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, parking violations, enforcement laws regulating consumption of alcoholic beverages, the use of controlled dangerous substances or weapons, and all other incidents requiring police assistance.

University Police compile information, prepare reports and submit report data to state reporting agencies. The department shares information on arrests and serious crimes with the Sheriff's Department. Computer checks of warrants for wanted persons can be conducted through computer link-up with the Louisiana Department of Public Safety. The terminal provides access to the National Crime Information Center (NCIC), which accesses the computer files of all criminal justice systems within 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, and Canada.

University Police offers assistance to motorists. Services include assistance for stalled vehicles and locked vehicles upon request. Potential criminal activity and other emergencies on University property can be reported directly by any student, faculty, staff, or visitor. University Police can be reached from any telephone by dialing 274-2219 or 274-2222.

The remainder of the campus is maintained by members of facilities planning and operations, grounds, landscape management and housing department. All students, faculty, staff and visitors are encouraged to report security hazards or repairs to the proper departments, as follows: Facilities Planning 274-2367, Grounds Department 274-2707, Housing Department 274-2504, or University Police 274-2219.

Upward Bound Program

The Upward Bound Program is a college-based program of rigorous academic instruction, individual tutoring, and counseling for low-income, disadvantaged high school students, most of whom are among the first generation of their families to consider post-secondary education. The Upward Bound Program is designed to serve 10th, 11th, and 12th grade students from a five-parish area which includes the parishes of Bienville, Claiborne, Jackson, Lincoln, and Webster. Students from over 20 high schools in the target area come to the University to participate in the Upward Bound Program each Saturday during the fall and spring semesters. They receive academic instruction, tutoring, and counseling, which closely parallel and extend what is done in their respective high schools. In the summer, Upward Bound

students live in supervised dormitories on the campus for six weeks and are involved in an intensive academic study program with an emphasis on English, mathematics, science, reading, and writing. Students begin the Upward Bound Program with a battery of formal and informal tests to determine their strengths and weaknesses.

Honors College

The Earl Lester Cole Honors College began the Fall of 1990 as another dimension of excellence at the University. It was designed as a non-degree, academic support program to extend opportunities for intellectually talented students to take greater, individual responsibility for their education; and for bright, determined students to focus and to broaden their horizons.

Freshmen students with the required ACT/SAT and grade point average begin as members of the Freshman Honors Sequence (FHS). Co-Advisors in the Honors College and their respective departmental advisors guide students in the selection of required courses in a major. During the freshman year students take Freshman Honors Seminar 110 and Honors sections of freshman courses in the colleges of Liberal Arts and Science and Technology, which include English, History, Mathematics, and the Sciences. Upperclassmen with the required qualification, or a cumulative grade point average of 3.50, and who apply and are approved, are admitted to the Honors College. They are advised in the choice of Interdisciplinary Seminars and a variety of unique, challenging experiences in the Honors Program which are designed to lead to the development of scholars, effective leaders, and dedicated workers in the 21st Century. A formal induction of all prospective members is held annually in October.

The Honors College curriculum challenges the academically talented students who desire additional intellectual and unique educational experiences and who show readiness to take greater individual responsibility for strengthening their academic, personal and social development while completing requirements for a degree in a chosen major in one of the six colleges and schools. The Honors College provides those academic, personal, and experimental "extras" for the intellectually talented. In addition to academic honors awarded at graduation, to honor graduates, a special Medallion Luncheon is held for graduating Seniors, who are members of the Honors College. At the Medallion Luncheon they are presented Bronze, Silver, and Gold Medallions in keeping with academic averages and service.

Housing

Married Student Housing

Married student housing is not available at the University.

Residential Services

It is the policy of the University that all unmarried full-time undergraduate students, regardless of age or whether or not emancipated, live on-campus as long as space is available, unless the student

1. lives with parents, grandparents, brother or sister;
2. is married or maintains a single-parent household;
3. is an older student or, by virtue of age and experience, is incompatible with the educational objectives of the residence halls programs; or
4. is a graduating Senior.

Housing exemptions may be granted to students who meet the described conditions. Applications for exemptions to the on-campus residence hall requirements must be made in writing to the Director of Housing two weeks prior to the opening of a semester and/or summer. The student will be notified in writing of the decision rendered by a committee which reviews requests. Forms are available in the Office of the Director of Housing. Any student who has applied for and been denied an exemption to the on-campus residence requirement shall have the right to appeal such decision to the Vice President of Student Affairs in accordance with the provisions and administrative procedures for appeal authorized and established pursuant to the authority of Act 59 of 1969 (L.R.S. 17:3101). The University has nineteen residence halls. There are eleven female residence halls with a capacity of 1,950; seven male residence halls with a capacity of 1,324; one graduate residence hall with a capacity of 30 students, and a total capacity of 3,304 students. There is a total of six honor residence halls that will accommodate students with a cumulative grade point average of 3.0 and above. Residence halls are air conditioned, with accommodation consisting of two students per room. All rooms are equipped with furniture, telephone outlets, cable outlets, and vending machine. Televisions, computer labs, and vending machines are also provided in residence halls.

Music

Band and Related Musical Ensembles

Membership in the University Band or other ensembles is determined by audition. The Marching Band meets five times per week. Each member receives one semester hour of credit. It plays for football games, parades, National Football League half-time shows and other special occasions.

Other musical ensembles include Symphonic Band, Concert Band, Show Band, Pep Band, Orchestra, Experimental Jazz Ensemble, and Wind Ensemble. Participants are selected. Each ensemble receives one semester hour of credit, with the exception of the Wind Ensemble, the Pep Band, and Show Band.

Choir

Membership in the University Choir is determined by audition. The Choir meets five periods per week. Each member receives one semester hour of credit for attendance, participation, and performance at scheduled events under the guidance of the Choral Director.

National Student Exchange

The National Student Exchange (NSE) is a unique national plan designed to enable colleges and universities to provide additional opportunities for their students to extend their educational horizons. The program makes it possible for undergraduate students to study, for up to one year, at one of the more than 154 membership colleges and universities in the United States and its territories, with minimum additional expense. NSE students are placed by Coordinators of the NSE Program at the home and host institutions.

NSE enables students to experience new approaches in life and varied learning styles in a different educational setting. The experiences enable participants to satisfy a desire for outreach; to appreciate other cultures; to travel; to broaden their educational backgrounds; and to attend colleges/universities outside of Louisiana. NSE students who have participated in the NSE Program have said: "Thanks to the exchange program, I have become a stronger person with a new perspective," "I would definitely recommend NSE to others for it helps to make one more independent and contributes to one's personal/social development," "I'm very glad I participated, I learned more than I ever thought I would through a variety of new and cultural experiences in a different setting." Also, participants are able to look at possible graduate schools.

Interested NSE participants plan their programs with their advisors at their home institutions and enroll for one semester or for a year at a host institution of the student's choice. Cost for the program does not differ significantly from what a student pays at the home institution. All participants pay "in-state fees" in keeping with Plan A or Plan B. Using Plan A the student pays all costs (at an in-state fee rate) directly to the host campus. With Plan B the student pays regular tuition and fees to the home institution and pays room/board and other required fees to the host institution. Financial aid, if requested, is available. Interested students should contact the Financial Aid Director at the University.

To qualify for the NSE Program the student must be a United States citizen, a full-time student, a sophomore or junior by the time of the completion of the application, have a cumulative GPA of 3.0 or better at the time of the application, and pay an application fee. Applications are made through the NSE Office, Adams Hall, Room 116 during the Fall. Interested students should contact the NSE Coordinator for an application and more information. Acceptance must be completed by March 5th. Students are required to list three references on the application, two of whom should

be GSU faculty members. Advisors, department heads, and deans are urged to announce NSE and to encourage and assist their majors who are interested.

Publications

The Gramblinite is a weekly newspaper published during the school year by the students of the University as a laboratory function of the Department of Mass Communication. As a student-operated publication, *The Gramblinite* is written, edited, and designed by students under the guidance of faculty and staff.

The Tiger is the University yearbook. It features the year's activities through photographs and stories. Students write stories, take pictures and design pages for the publication, which consistently contains over 400 pages of material presenting highlights of the year. It is supervised by the Grambling State University photographer.

Visions is the official alumni magazine of the University. Published quarterly, it is an informational gateway, primarily for University alumni, supporters, and friends. *Visions* features programs and achievements of the University and its graduates. *Visions* extends its influence to readers and consumers from various lifestyles, such as education, corporate, civic, government, athletics, and entertainment.

GSU Update is the University newsletter serving both internal and external publics. Through a variety of news and feature stories, this monthly publication endeavors to update its readers on the latest University happenings. It is directed by members of the Public Relations staff.

Radio and Television

Radio Station (KGRM-FM)

KGRM-FM is a 50,000 watt educational radio station operated by the students of the University as a laboratory function of the Department of Mass Communication, on 91.5 frequency. KGRM is on air for 18 hours a day, from 6:00 a.m. to 12:00 midnight. It serves the community with news, music, and a variety of public affairs programming embracing quality programming. KGRM programming is conducted by students under the guidance of faculty and staff.

A variety of music and public affairs programs are offered daily. Public affairs concerning the University and its surrounding communities are offered, such as talk programs, speeches, and group discussions with students, faculty, and community leaders. News and sports are broadcast Monday through Saturday. Such sporting events as football and basketball are broadcast. Three times daily, a community calendar announces events, programs, and activities going on at the University or in the community.

KGRM-FM is an educational station known as Historically Black FM. Any announcements or ideas are cordially accepted and will be acted upon accordingly when submitted.

Television Center (KGRM-CC-TT Channel 6)

The Television Center functions as a laboratory for the Department of Mass Communication and the public service function of the University. It is operated by students under the guidance of faculty and staff. The Television Center cable-casts public service programming for eight hours a day, from 2:00 p.m. to 10:00 p.m., Monday through Thursday and from 2:00 p.m. to 5:00 p.m. on Friday. The Center's broadcasting covers educational, cultural, entertainment, news, and information needs of the University and the Grambling community at large.

Senior Citizens Program

Students who apply under the Senior Citizens Program (55 years of age and older) are not required to submit any credentials except proof of birth. Citizens are exempt from application fee and up to three hours in tuition and fees. Identification cards are available for senior citizens. The identification card will entitle senior citizens to attend the same activities as regular students.

Speech and Hearing Clinic

The Speech and Hearing Clinic, located in Dunbar Hall, has a dual function. It offers an opportunity for clinical practice to students training as Speech Pathologists. Also, it offers diagnostic services to college students, children, and adults in the Grambling community to help them overcome communication disorders which could impair their educational/professional and cultural growth. Individuals with varying degrees of hearing impairment are evaluated and given referrals if necessary.

Sports

Academic Enhancement for Student Athletes

Operating within the Department of Intercollegiate Athletics at the University is the Office of Academic Enhancement for Student Athletes. Under the direction of the Coordinator, the office works cooperatively with each of the academic advisors from the degree-granting colleges/schools in monitoring the academic progress of all student-athletes. This academic support function is inclusive in designing tutorials, study hall sessions, and cooperating with the College of Basic and Special Studies relative to the preparation of course schedules for student athletes. The Coordinator of Athletic Academic Enhancement also maintains dialogue with the Athletic Compliance Officer and the Faculty Athletic Representative.

Athletics

The University is a member of the National Collegiate Athletic Association (NCAA) Division I in all sports, except football, which is Division 1-AA. The University is a member of the Southwestern Athletic Conference. The Athletic Department supports and follows all current NCAA provisions regarding satisfactory academic progress of its athletes as well as the NCAA entrance requirements. In men's competition, the University fields football, basketball, baseball, cross-country track, golf, outdoor track, and indoor track. In women's intercollegiate sports are basketball, softball, volleyball, cross-country track, tennis, outdoor track and field, and indoor track.

Recreation/Intramural Sports

The Recreation/Intramural Sports Department in the Division of Student Affairs offers a modern program of sports participation for the students, faculty, and staff of the University. The program does not require the intense training and high level of skill associated with varsity athletics. Playing ability is not as important as a desire to participate. In addition to the organized program of activities, facilities are available to students for recreational use. Facilities are available for use at the Intramural Complex, Women's Gymnasium, C.D. Henry Natatorium, and the Bowen Hall weight room. Announcements concerning the program are posted in the Intramural Complex, Student Union, Cafeteria, and the male and female dormitories.

Students

International Student Affairs Program

The International Student Affairs Program is a part of the Office of Student Services, which is committed to providing services that promote and enhance successful educational and cultural experiences for international students and other members of the University community. The office coordinates with a variety of entities on and off campus to ensure that the educational and personal needs of students are met. On-campus celebrations are held to assist the University community to become more culturally sensitive as well as to share the world with the University. The goal is to promote an atmosphere conducive to and supportive of international education.

Services for Disabled Students

Students with disabilities, including students with dyslexia and other types of learning disabilities, are accommodated on an individual basis by the appropriate physical or academic unit of the University. At present, the University has no centralized office that handles cases of disabilities. Rather, cases of learning disability are dealt with through the Developmental Education Program and by individual instructors. Cases of physical disability are dealt with by the appropriate unit of Facilities Planning Management and Operations. Students who need special services should contact the Office of the Vice President for Student Affairs, Favrot Student Union, 2nd Floor and/or the EEO Officer, Long-Jones Hall, Office 226.

Student Activities/General Concert and Lecture Series

Student Activities and the General Concert and Lecture Series are different in the nature of the entertainment each unit offers and in the kinds of artists and/or activities sponsored. However, the goal of both units is to provide the best possible activities and entertainment to enhance the educational atmosphere at the University. The purpose of the Student Activities is to provide the social aspect of entertainment, whereas the General Concert and Lecture Series is to provide cultural attractions. A small fee is charged for some activities sponsored by Student Activities but activities under the auspices of the General Concert and Lecture Series are free.

The Director of Student Activities, the program staff, and the Favrot Student Union Board and its committees plan, organize and present all events under Student Activities. The General Concert and Lecture Series (Lyceum) has a chairperson and about 20 members (faculty, staff and students) who serve on the various sub-committees to select artists and/or performers.

Student Government Association

The Student Government Association (SGA) is the organization officially recognized by the Louisiana Board for State Colleges and Universities and Grambling State University as the governing and representative agent for the student body. The SGA is comprised of every student registered at the University.

The purpose of the SGA is to promote political interest, awareness, unity, and school spirit within the institution's family; to provide opportunity for student participation in the University decision-making process; to develop a positive sense of self-direction for students; and to serve as liaison between the University administration and student body.

The student body elects a president, vice president, and secretary to serve for one year. Three senators are selected by members from the four classes. These officers and representatives are elected each spring semester in general campus-wide election. Freshman class elections are conducted in the fall semester. The SGA Supreme Court is comprised of five members appointed by the SGA President using the same general criteria for elected officials.

Student Identification Cards

Student identification cards are issued to or validated for all students by the Auxiliary/Cash Management Office during registration. The card is valid each semester with a valid fee sheet for that semester. Student identification cards also serve as meal cards for resident students. The non-transferable card permits a student to check out library books, to pick up checks from the Accounting Office, and to participate in campus activities such as athletic and special events. The first card is free at the initial registration at the University. After that there is a \$10.00 fee for any lost, stolen, or damaged card. In order to receive an identification card a student must have some form of identification, such as a picture ID, driver's license, birth certificate, or social security card, along with the fee sheet for the current semester.

Student Organizations

The University offers students many opportunities to participate in extracurricular activities through membership organizations. These organizations have staff/faculty sponsors who assist students in planning organizations which supplement the curricular offerings and give opportunity for self-development and expression. Each organization is responsible for maintaining a treasurer's report and a current list of officers, members, and advisors in the Office of Student Organizations at the beginning of each semester. The large number of active clubs testifies to the increasing interest in this kind of student activity. Organizations on campus are of twelve types: Student Government Association, academic, military, professional/national honor societies, religious, sports, spirit, city/state, sororities, fraternities, service, and residence halls.

Student Rights and Discipline

Campus Service Program

The Campus Service Program is administered through the Office of Judicial Affairs. The primary objective is to require students to provide services to the University as a sanction for violating the Code of Student Conduct.

Code of Student Conduct

The *Code of Student Conduct Handbook* contains details of rights and procedures followed by the University. Topics detailed in the handbook include: Rights and Responsibilities, Judicial Authority, Proscribed Conduct, Judicial Policies, Sanctions, Appeals, and Interpretation and Revision.

Community Service Program

The Community Service Program is administered through the University Police Department. It is designed to provide first-time, non-violent, student offenders an opportunity to work their community services within the educational setting.

Student Discipline

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or conduct which occurs at a University-sponsored function or event, whether on or off campus. However, the University will take disciplinary action against a student for an off-campus offense only when it is required by law to do so or when the nature of the offense is such that in the judgment of the Director of Student Judicial Affairs, the continued presence of the student on campus is likely to interfere with the educational process of the orderly operation of the University; or the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the University community; or the offense committed by the student is of such a serious nature as to adversely affect the student's suitability as a member of the University community. The prospect of criminal charges does not preclude the possibility of a University Judicial Hearing.

Student Rights

The right to be present on campus carries with it the responsibility of not interfering with or obstructing the rights of others to use the University's facilities for their normal activities and functions. Each student has the right to assume that he/she will not be deprived of liberty or property without due process. Although each student has rights guaranteed to him/her by the U.S. Constitution, these freedoms cannot be enjoyed, exercised, or protected in a community which lacks order and stability. It is, therefore, each student's responsibility to adhere to the conduct and standards prescribed by the University, the Board of Supervisors for State Colleges and Universities of Louisiana System, as well as those established by local, state and federal law. Each student is entitled to the essential rights common to all Louisiana institutions of post-secondary education as prescribed in the GSU Student Code of Conduct.

Testing

Under the auspices of the Vice President for Enrollment Management and Academic Services, the Testing Center administers a variety of tests pertinent to prospective and enrolled University students. Among these are the ACT, GRE, and correspondence examinations from selected universities. Also available are bulletins for the following: GMAT, LSAT, TOEFL, CLEP, SAT, and PRAXIS. Specialized tests and inventories useful in helping the student are given in conjunction with the Student Development and Student Support classes and at the discretion of staff.

Theater

Community Theater

The Theater Department provides cultural productions for the Grambling community.

Floyd L. Sandle Theater Players

The Floyd L. Sandle Theater Players include all persons who have declared a major in theater and also those persons who are officially enrolled at the University and want to participate in theatrical activities. The Floyd L. Sandle Players provide additional experiences for the students in the areas of conducting meetings, presenting seminars, reviewing plays, exercising talent and supplementing production activities. The theater produces plays throughout the year that are attended and enjoyed by the University and community.

United Campus Ministry

The United Campus Ministry of the University is an ecumenical campus ministry funded by the United Methodist Church and the Presbyterian Church (USA). It provides a connecting link between congregations and the churches' programs for ministry in higher education. Its purpose is to minister to the spiritual needs of the University community; to deepen, enrich, and mature an understanding of the Christian faith; and to witness to the mission, message, and life of the Christian faith. In addition, it seeks to establish the religious life of the University as an integral part of higher education and to develop a local campus fellowship which is warm, loving, forgiving, and deeply committed to Christ, and which embraces the total University community in order to mutually strengthen Christian thinking and living.

University Health Services

The Foster-Johnson Health Center is conveniently located on the south side of the campus between the University Police Department and the Intramural Center. Nursing personnel is available from 8:00 a.m. to 7:00 p.m., Monday through Friday, for medical advice and counseling regarding health problems. A validated University Identification Card is required to receive treatment. Louisiana Law (RS 17:170) requires immunization against measles, mumps, rubella, and tetanus-diphtheria for all new college and university students who were born after 1956. Students who do not meet this requirement are placed on immunization hold and are not allowed to select classes or register until documentation of immunization or a physician-documented proof of immunity is submitted. MMR/TD vaccines are available at the health center for a \$5.00 administration fee.

The University Health Center provides medical assistance to the student body by providing over-the-counter medications, first-aid, and referrals. Emergencies and illnesses requiring consultation with a physician are referred to Lincoln General Hospital Emergency Room or to other local physicians of the student's choice. After-hours emergencies or urgent health problems are handled through the University Police Department. The staff also offers health education through individual counseling, health related audio-visual materials and the distribution of pamphlets and brochures. In addition to services provided at the University Health Center, medical treatment is provided under a mandatory student insurance plan in which all undergraduate and full-time graduate students are automatically enrolled by an insurance fee included in tuition.

Complimentary blood pressure screening, health-related literature, and advice are provided for faculty, staff, and Grambling community clients. Although the University Health Center is maintained for students, nursing personnel will, in an emergency and if possible, administer first-aid as feasible to faculty/staff while regular medical arrangements are being made. Telephone numbers for the University Health Center and University Police Department are: 274-2351 and 274-2219/2222.

Veterans' Affairs

The University has been approved by the State Approving Agency for the enrollment of veterans who are eligible for educational benefits under the GI Bill. Veterans and eligible dependents should submit an application for enrollment verification to the Registrar's Office.

A veteran, dependent of a disabled or deceased veteran, or eligible persons who are in the National Guard or Army Reserves, must carry at least 12 hours during the semester and at least 6 during the summer session to be considered a full-time student. Veterans with at least one year of military service may be allowed a maximum of six semester hours credit in Health and Physical Education, in accordance with the recommendation of the Commission on Accreditation of Service Experience. Veterans should submit official copies of service records to the Registrar's Office during the first semester of attendance.

Other services to veterans include work-study, tutorial assistance, and vocational rehabilitation. These services are available to University students who are veterans and dependents of service-connected disabled and deceased veterans and eligible persons who are in the National Guard or Reserve.

CHAPTER X

EVALUATIONS AND GRIEVANCES

Evaluation of Academic Administrators and Faculty

As stated in Chapter III ("Faculty and Staff"), Section X ("Faculty Rank"), Part D ("Evaluation"), of the University of Louisiana System Board of Supervisors policy manual, "Each institution shall evaluate each *faculty member* and *administrator* on an *annual* basis, and the evaluation shall be filed in appropriate personnel files [italics added]." In order to ensure the integrity and effectiveness of the academic process, the faculty, students, and academic support staff shall play a role in the evaluation of academic administrators.

Evaluation of the President

Policies and procedures regarding the annual evaluation of the President of the University, including the participation of the academic faculty, are subject to the prerogative of the Board of Supervisors.

Evaluation of the Provost/Vice President for Academic Affairs

Policies and procedures regarding the annual evaluation of the Provost/Vice President for Academic Affairs, including the participation of the faculty, are subject to the prerogative of the President of the University.

Evaluation of Deans

Academic administrators shall be evaluated annually for their abilities to lead, direct, and manage.

Evaluation of Department Heads

Departmental administrators shall be evaluated annually for their abilities to lead, direct, and manage.

Evaluation of Directors

Program directors shall be evaluated annually for their abilities to lead, direct, and manage.

Evaluation of Faculty

Faculty members shall be evaluated annually by comparing expectations with performance. Supporting documentation, submitted by the faculty member, along with an annual report, shall also be utilized as part of the evaluation process by the faculty member's immediate academic unit head (i.e., department head or dean of school, division, or library). The criteria used for faculty generating semester credit hours shall be based on teaching-related activities (including advisement and counseling), professional activities, and service.

The criteria used for library faculty shall be based on librarianship (including teaching-related activities), professional activities, and service. In addition, library faculty shall also be evaluated by their immediate head within the library by means of the "Unclassified Employee Performance Appraisal" form, which allows the library faculty member's immediate head to utilize a 5-point scale for rating the library faculty member's (1) job accomplishments, (2) general job skills, (3) management traits, and (4) supervisory traits. The form also allows the library faculty member's head to note major areas of weakness, to make suggestions for improvement, to note major areas of strength, to make suggestions for effective use of strengths, and to recommend for or against merit, promotion, and continued employment.

Evaluation Procedure for Administrators

As stipulated by the University of Louisiana System Board of Supervisors Bylaws, all academic administrators shall be evaluated annually.

Administrators shall be evaluated by the head of their immediate academic unit, who shall complete the "Unclassified Employee Performance Appraisal" form, which allows the administrator's head to utilize a 5-point scale for rating the administrator's (1) job accomplishments, (2) general job skills, (3) management traits, and (4) supervisory traits. The form also allows the administrator's head to note major areas of weakness, to make suggestions for improvement, to note major areas of strength, to make suggestions for effective use of strengths, and to recommend for or against merit, promotion, and continued employment.

The evaluations of deans, department heads, and program directors shall also be performed by committees constituted similar to search committees, which screen administrators during the hiring procedure. The evaluation committee shall include representatives from faculty, department heads, and directors. Committees shall report the results of their evaluations to the administrator to whom the Dean, Department Head, or Program Director reports.

Grievances Pertaining to Faculty

The following procedures discuss grievances by faculty and students and set forth the steps to take when appeals are sought pertaining to the denial of a faculty member's tenure and promotion. Other grievance procedures discussed below include other problems, such as non-renewal of contract, termination, performance

evaluation, and the treatment of a student by a faculty member. (See also Chapter IV, "University Standing Committees" and the "Faculty Grievance Committee".)

Tenure and Promotion Grievance Procedure

Chapter III ("Faculty and Staff"), Section XV ("Grievance Procedures"), parts A-D, of the University of Louisiana System Board of Supervisors policy manual sets forth Board policy pertaining to (a) institutional grievance procedures, (b) review by Board of Supervisors, (c) granting of hearing, and (d) Board policy on grievance.

Board of Supervisors' Mandate on Institutional Grievance Procedures

The University of Louisiana System Board of Supervisors mandates that the University develop and promulgate an internal grievance procedure, which must be approved by the Board. A faculty member must exhaust all administrative procedures at the University level before an appeal can be made to the Board. (Chapter III, Section XV, Part A of the University of Louisiana System Board of Supervisors policy manual)

Review by Board of Supervisors

The University of Louisiana System Board of Supervisors will review the administrative proceedings from the University and determine whether or not the evidence warrants a hearing. Should the Board decide the evidence does not warrant a hearing, the grievant shall be notified that the hearing has been denied and the decision of the University affirmed. (Chapter III, Section XV, Part B of University of Louisiana System Board of Supervisors policy manual)

Granting of Hearing

The University of Louisiana System Board of Supervisors may grant the grievant a hearing and provide a fixed time for each party (i.e., the grievant and the University) to present his/her case, and all arguments shall be confined to the record of the administrative proceedings from the University. However, after the review of the administrative proceedings from the University, the Board may allow additional evidence to be presented. The Board will notify both parties of the type of additional evidence it seeks and the procedure to be used in its presentation. (Chapter III, Section XV, Part C of University of Louisiana System Board of Supervisors policy manual)

Board of Supervisors Policy on Grievance

The University of Louisiana System Board of Supervisors recognizes the necessity and desirability of providing employees a method and forum in which to resolve, in an orderly fashion, problems in the work place. However, by the adoption of the Board of Supervisors policy, it is not the intention of the Board to confer upon University employees any additional rights of substantive or procedural due process not mandated by law. (Chapter III, Section XV, Part D of University of Louisiana System Board of Supervisors policy manual)

Burden of Proof

In a denial of tenure or promotion in rank for alleged wrongdoing against a faculty member, the burden of proof shall be on the faculty member, who must prove his/her contention by clear and convincing evidence presented in the application and portfolio the faculty member submitted for review to the Promotion and Tenure Committee. Faculty grievances submitted near the end of a spring semester or during a summer session shall be handled during the following fall semester.

Conduct of the Grievance Hearing

Both parties have the right to be represented by counsel at a hearing and the faculty grievant must give due notice to the chairperson presiding over the Faculty Grievance Committee. Neither the faculty presenting the grievance nor legal counsel shall approach members of the Faculty Grievance Committee on the grievant's behalf except during properly convened procedural meetings. Both parties have the right to call witnesses to be questioned by the grievant and by members of the Faculty Grievance Committee. Names of witnesses must be provided by the grievant to the chairperson presiding over the Faculty Grievance Committee with due notice. The hearing shall be recorded either by a tape recorder or by a stenographic reporter. The record of the hearing may, at the discretion of the members of the Faculty Grievance Committee, exclude the discussion of the procedural matters to be followed and the discussion following the hearing during which the Faculty Grievance Committee deliberates on the grievance and arrives at a decision.

The findings and recommendations of the Faculty Grievance Committee shall take the form of a written report to be prepared as soon as possible following the relevant proceedings. The report shall be written in a manner that preserves the confidentiality of documents or testimony concerning confidential matters taken in the hearing, to the maximum extent possible, and be consistent with a clear and full explanation of the Faculty Grievance Committee's findings and recommendations. The report shall be treated with confidentiality by all persons who have access to it.

Upon receipt of the report by the University President, he/she will make the final decision and notify all parties within thirty days following receipt of findings and recommendations.

If the grievant is not satisfied with the President's decision, the grievant may appeal to the Board of Supervisors for a review of the University administrative proceedings. The Board will review the administrative proceedings and determine whether or not the evidence warrants a hearing. If the Board decides the evidence does not warrant a hearing, the grievant will be notified that the hearing has been denied and that the decision of the University has been upheld. If the Board decides the evidence does warrant a hearing, the procedures outlined above under "Granting of Hearing" will be followed.

Faculty Grievance Committee

The Faculty Grievance Committee is described in detail under the chapter pertaining to committees elsewhere in this *Faculty Handbook*.

Grievances by Faculty: Procedure

The grievance procedure described below allows a faculty member who has a grievance (unrelated to promotion, tenure, non-renewal of contract, termination, or performance evaluation) to seek redress regarding his/her concern. The following grievance procedure applies only to those grievances for which the University has sole authority to redress an alleged misconduct.

1. Any member of the University faculty who has a grievance shall first redress, informally, through his/her department/unit administrator, within ten teaching days of the event or action which is the basis for the grievance. The department/unit administrator shall attempt to resolve the grievance and respond verbally within three teaching days.
2. If the grievance is not settled at the informal stage, the faculty member may file a formal grievance with his/her department/unit administrator within three teaching days. The appropriate department/unit committee shall hear the case and respond within three teaching days after receiving the grievance. If the faculty member is satisfied, then the issue is settled at this stage. However, if the faculty member is not satisfied, he/she may appeal to the administrator to whom the faculty member's department/unit administrator reports, within seven teaching days.
3. The administrator receiving the faculty member's appeal shall meet with the faculty member within seven teaching days after receiving the grievance and shall attempt to redress the alleged misconduct. If the faculty member is still dissatisfied following the decision, then the faculty member may appeal to the Faculty Senate's Judicial Affairs Committee, within seven days.
4. The Faculty Senate's Judicial Affairs Committee shall meet with the faculty member and any other concerned party and respond to the grievance within fourteen teaching days of the appeal. If the faculty member is dissatisfied with the committee's decision, he/she may appeal to the Provost/Vice President for Academic Affairs, within seven teaching days.
5. An appeal panel consisting of three members, one member appointed by the grievant, one member appointed by the Provost/Vice President for Academic Affairs, and a third member selected by the other two members, shall conduct the appeal hearing. If the two members fail to select the third member, the third member shall be selected by the Faculty Senate. Together, the three members shall select which among them shall serve as the chairperson of the appeal panel. The Faculty Affairs Committee of the Faculty Senate shall monitor the activities of the appeal panel. The appeal panel shall submit its decision to all persons involved within three teaching days following the hearing. The recommendation of the appeal panel shall be forwarded to the Provost/Vice President for Academic Affairs for his/her consideration and final action.

Grievances against Faculty

Grievances against faculty may be of two types: academic and non-academic.

Academic Grievances

Academic grievances against faculty are those that relate solely and specifically to teaching, research, community service, extension public service, grading, grade review, and non-compliance with established academic policies and procedures. Only a person directly affected by a violation or non-compliance with any of the items enumerated above may file a grievance against a faculty member. Definitions pertaining to research misconduct by a faculty member are described below.

Research misconduct is defined as (1) fabrication, falsification, plagiarism, or similar practices that seriously deviate from commonly accepted scholarly standards used in proposing, conducting, or reporting research; (2) material failure to comply with federal requirements for the protection of humans or animals; or (3) failure to meet legal requirements governing research. Research misconduct does not include honest error, honest differences, or interpretations or judgments of data contrary to commonly accepted views.

Falsification misconduct is defined as intentional fabrication or selective reporting of data, including the purposeful omission of conflicting data with the intent of falsifying results.

Plagiarism misconduct is defined as the representation of another person's work as one's own. "Summarizing a passage or rearranging the order of a sentence and changing some of the words is paraphrasing" and credit should be given to the author, according to the *Publication Manual of the American Psychological Association* (4th ed.; p. 292).

Misappropriation misconduct is defined as the "unauthorized use of . . . unpublished manuscripts" (*Publication Manual of the American Psychological Association*, p. 299), which is protected by the Copyright Act of 1976. Editors and reviewers of manuscripts are prohibited from quoting from a manuscript or from circulating copies of manuscripts "for any purpose other than that of editorial review" nor may they "use the material from an unpublished manuscript to advance their own or others' work without the author's consent" (p. 298).

An *inquiry* is defined, in the context of grievances brought against a faculty member for research misconduct, as an initial process of informal fact-gathering, information-gathering for determining whether or not an allegation of research misconduct warrants an investigation.

An *investigation* is defined, in the context of grievances brought against a faculty member for research misconduct, as a formal examination and evaluation of all relevant facts by the Faculty Grievance Committee to determine whether or not research misconduct has occurred. If misconduct is found, the investigation shall determine the seriousness of the offense and the extent of the adverse effects resulting from the misconduct.

Non-Academic Grievances

A non-academic grievance is one that is based on an alleged violation of University policies or procedures and that is not enumerated under "Academic Grievances." For example, alleged sexual harassment or discrimination, fiscal or financial misconduct, or misuse or abuse of University resources are considered to be non-academic. Allegations of this type shall be filed in writing with the Director of Human Resources, whose sole responsibility shall be to proceed in accordance with established policies.

Disclaimer

The role, duties, responsibilities, and obligations of department/unit administrators and of the Provost/Vice President for Academic Affairs to manage and administer academic programs in accordance with University policies and procedures shall not be diminished by this section.

Exclusions

Students may not grieve, under this procedure, general grading policies contained in course syllabi, grades earned by other students, assignments given by faculty, financial aid decisions, course substitution or waiver decisions, teaching and instructional techniques and methods, academic policies announced by chairpersons, deans, school officials, or other policies contained in official University publications such as the University Catalog, handbooks, or documents.

Academic Grievances Filed by Students

The following procedures pertain to the steps students may take to resolve problems of an academic nature.

1. Any student who has an academic grievance against a faculty member may first bring the matter to the attention of his/her academic advisor or counselor. When appropriate, the student shall be advised to seek an informal resolution with the affected faculty member through the department/unit administrator who is directly responsible for the faculty member.
2. Failing a satisfactory resolution of the grievance in step one above, the advisor or counselor shall determine if the matter falls within the jurisdiction of the Office of Student Judicial Affairs. If it does, the advisor or counselor shall advise the student to seek the help of his/her department/unit administrator in accordance with the procedures provided for in the University Catalog.
3. If the matter is not within the jurisdiction of the Office of Student Judicial Affairs, the student shall file a written statement with his/her department/unit administrator. If the student's department/unit administrator is the subject of the grievance, the written statement shall be filed with the administrator to whom the department/unit administrator reports. Except as otherwise provided for, the department/unit administrator shall have original jurisdiction over academic grievances filed by students.

4. The administrator receiving the grievance shall, within three teaching days, inform in writing both the appropriate academic administrator of the student's college or school and the faculty member of the grievance and shall schedule a meeting at the earliest convenience of the parties.
5. At the meeting, which shall be scheduled in accordance with item four above, a record of the facts and contentions of the parties shall be determined, a decision reached and then reported to the administrator directly responsible for the faculty member against whom the grievance has been brought, with copies to all parties involved. Based on that record, the administrator directly responsible for the faculty member (against whom the grievance was brought) shall make known to the parties his/her decision to affirm, modify, or reject the decision.
6. Any party to the proceedings may petition the Provost/Vice President for Academic Affairs by written communication for a review of the decision. The Provost/Vice President for Academic Affairs may at his/her discretion elect or not elect to review the petition and affirm, modify, or reject the decision. The decision of the Provost/Vice President for Academic Affairs shall be final.

Research Misconduct Allegations

The University considers an allegation of misconduct to be a very serious charge, so it is expected that any allegations made will have a substantial element of truth. While the University recognizes the value of good faith allegations of possible misconduct in the interest of science, of the University, and of the public good at large, frivolous accusations made with reckless disregard for or willful ignorance of facts will not be tolerated and will be grounds for disciplinary action.

The University's policy, set forth here is to provide an orderly process for dealing with allegations of plagiarism and misconduct in research.

Ethical Conduct in Academic Research and Scholarship

Faculty members are encouraged to promote and maintain appropriate conduct in research and scholarship consistent with high ethical standards at the University. In order to reduce the likelihood of misconduct in research and scholarship, the faculty and administration should facilitate the following:

1. *Encouragement of intellectual honesty.* Because of the importance of a climate of intellectual honesty in a university community, a commitment to the ethical responsibilities of academia by all of its practitioners is essential. All faculty should emphasize the importance of such common practices of work to peer review, avoidance of conflict of interest, scholarly exchange of ideas and data, and self-regulation.
2. *Assurance that quality of research is emphasized.* The faculty member has a responsibility to assure that the highest standards are adhered to in all aspects of research and scholarship.

3. *Acceptance of responsibility by research supervisor.* University policies must define a locus of responsibility for the conduct of research and ensure that the individual(s) charged with the supervision of researchers can realistically execute the responsibility. The supervisors of research should be experienced academicians who serve as mentors in transmitting the ethics and responsibilities underlying scientific and humanistic research. It is also the responsibility of the supervisor to encourage publication of as much primary data as possible.
4. *Establishment of well-defined research procedures.* Well-defined and strictly adhered to research methods are a deterrent to fraud. Bias in data analysis and interpretation will be minimized by following practices common to the disciplines.
5. *Appropriate assignment of credit and responsibility.* Publications should recognize the contributions of others through adequate citation and/or acknowledgment. Publications should also name as authors only those who have had a genuine role in the research and who accept responsibility for the quality of work being reported.

Definitions Pertaining to Research Misconduct

1. *Misconduct* is defined as (a) fabrication, falsification, plagiarism or other practices that seriously deviate from those that are commonly accepted with the specific community for proposing, conducting or reporting research; (b) material failure to comply with Federal requirements for protection of researchers, human subjects or the public or for ensuring the welfare of laboratory animals; or (c) failure to meet with other material legal requirements governing research. It does not include honest errors, honest differences, and interpretations or judgements of data.
2. *Inquiry* is defined as an informal information - gathering and initial fact-finding process to determine whether an allegation of misconduct warrants an investigation.
3. *Investigation* is defined as a formal examination and evaluation of all relevant facts to determine if an instance of misconduct has taken place. If misconduct is confirmed, the investigation should determine the seriousness of the offense and the extent of any adverse effects resulting from the misconduct.
4. *Falsification of data* ranges from fabrication to deceptively selective reporting, including the purposeful omission of conflicting data with the intent to falsify results.
5. *Plagiarism* is defined as the representation of another person's work as one's own.
6. *Misappropriation of Other's Ideas* is defined as the unauthorized use of privileged information (such as the violation of confidentiality of peer view), however obtained.

Appointments Pertaining to Research Misconduct

Ad Hoc Committee on Research Misconduct

The Provost/Vice President for Academic Affairs at Grambling State University shall appoint a Committee on Research Misconduct consisting of seven (7) members. The Committee shall include tenured faculty members and/or senior administrators with one at-large student/trainee or staff member. The Provost shall appoint one member as chairperson.

Misconduct Policy Officer

The Provost shall appoint an individual to serve as the Misconduct Policy Officer. This individual shall be responsible for (1) working with an individual who wishes to pursue an allegation of research misconduct to develop a specific, formal, written complaint; (2) providing staff and other support assistance for inquiries and investigation; (3) maintaining records of all allegations and institutional responses; and (4) serving ex-officio (without vote) on any inquiry or investigative groups considering allegations of misconduct. The Provost/Vice President for Academic Affairs shall provide the Misconduct Policy Officer with sufficient resources to carry out the functions of the office.

Grievances Pertaining to Sexual Harassment

Any faculty member, employee, or student who believes that he or she has been the victim of sexual harassment or retaliation is encouraged to consult with the University Equal Employment Opportunity/Wage and Salary Officer (EEO/WSO) or an appropriate University official (a vice president, dean, department head, director, etc.) to gain an understanding of the University's Sexual Harassment Policy and Complaint Procedures as well as the options and resources the University makes available. (See Chapter V, "Faculty Personnel Policies," section on "Sexual Harassment" for the complete statement of the policy.) In all cases, University officials (including faculty) have the responsibility of alerting the University EEO/WSO about the allegation. The University will make every effort to maintain confidentiality to the extent possible with a thorough investigation. To address sexual harassment and retaliation, the University has in place a procedure for handling sexual harassment complaints, both informally and formally. Either procedure may be used.

Informal Procedures for Sexual Harassment and Retaliation Complaints

1. The complainant shall be asked to provide information on the Informal Sexual Harassment/Retaliation Complaint Form, a copy of which follows this section. If the University official determines that the allegation involves conduct that may violate the policy, an informal investigation shall proceed. (See Chapter V, "Faculty Personnel Policies," section on "Sexual Harassment" for the complete statement of the policy.) The University official shall contact the supervisor of the alleged harasser; for example, if a student makes a complaint to the Vice President for Student Affairs about a faculty member, the Vice President shall notify the faculty member's dean and/or department head relative to the complaint. In addition, the University official shall conduct

a preliminary investigation and fact-finding deemed necessary, including, but not limited to, meeting with the complainant and the alleged harasser separately.

2. If, during the preliminary investigation, the complainant changes his/her mind and decides to drop the charges, the University official shall report the incident and forward all related documents to the EEO/WSO within ten business days.
3. If, after the preliminary investigation is concluded, the University official believes that sexual harassment or retaliation in violation of the policy has *not* occurred, the official shall inform the complainant of this finding. The complainant may still utilize the Formal Complaint Procedures if he/she wishes. The University official shall forward all documents related to the alleged incident(s) to the EEO/WSO within ten business days.
4. If, during or after the investigation, a resolution is reached, a dated copy of the terms of the resolution and all related documents shall be forwarded to the EEO/WSO within ten business days.
5. If a resolution cannot be obtained through the informal procedure, the complainant may file a formal complaint with the EEO/WSO. The University official involved shall forward all related documents to the EEO/WSO within ten business days.

GRAMBLING STATE UNIVERSITY

INFORMAL SEXUAL HARASSMENT/RETALIATION COMPLAINT FORM

I, _____, do wish to bring an informal complaint of sexual harassment / retaliation against _____ for the following reason(s):

I agree to have a University official(s) review and informally investigate the above statement(s).

Complainant Signature

Date

University Official Signature

Date

Formal Procedures for Sexual Harassment and Retaliation Complaints

1. To begin the Formal Complaint procedures, the complainant shall complete a Formal Sexual Harassment/Retaliation Complaint Form, a copy of which follows this section. This form shall be submitted to the EEO/WSO by the complainant within ten business days, if possible, if an informal complaint procedure has been initiated and concluded.
2. Within fifteen days, if possible, of receiving the formal complaint, the EEO/WSO shall convene the University's Sexual Harassment Committee to establishing hearing procedures concerning the complaint. The committee shall be comprised of nine University employees appointed by the President.
3. The Sexual Harassment Committee chairperson/designee shall contact the person who allegedly engaged in the sexual harassment or retaliation, inform the alleged harasser of the basis of the complaint, and allow him/her the opportunity to respond in writing to the alleged harassment. The alleged harasser shall, if possible, respond in writing within ten business days to the complaint. The response shall contain full, direct, and specific responses to each claim in the complaint.
4. If the alleged harasser at this point informs the EEO/WSO or the committee chairperson/designee that he/she is guilty as charged, the appropriate University officials shall address the necessary disciplinary action and forward a recommendation to the President.
5. If the alleged harasser denies the allegations made by the complainant, the Sexual Harassment Committee shall hear and consider testimony and other evidence for the purpose of fact-finding and making a recommendation as to the merits of the allegation.
6. If the Sexual Harassment Committee believes that a violation of the policy has occurred such that discipline is warranted, any such action shall reflect such corrective and remedial action that is appropriate under the particular circumstances at issue. Appropriate corrective and remedial action shall end the conduct complained of and shall serve to prevent it in the future. Such remedial or corrective action can include, but is not limited to, the following: (a) oral and/or written reprimand; (b) counseling; (c) reassignment of duties, transfer, demotion, etc.; (d) suspension; (e) termination; and (f) any combination of the foregoing.
7. Within five business days, if possible, following the conclusion of its investigation and hearing, the University Sexual Harassment Committee shall forward its findings and recommendation for action to the President. When the recommendation concerns a classified employee, the President shall consult with the Director of Human Resources. If a tenured faculty member is recommended for termination, the President shall consult with the Provost/Vice President for Academic Affairs. Within twenty-one business days, if possible, the President or his/her designee shall review the Sexual Harassment Committee's recommendation and determine an appropriate course of action. The decision shall be communicated to the appropriate

parties. The written ruling of the President or his/her designee shall constitute the final decision of the University. The Sexual Harassment Committee's findings and the President's decision shall be forwarded to the EEO/WSO.

In all cases, the complainant and/or the witnesses involved in the investigation of conduct alleged to be in violation of the Sexual Harassment Policy shall be protected against retaliation by the alleged harasser or any other individual attempting retaliation based on the filing of a complaint under the policy. Retaliatory words or behavior that punish or threaten to punish a complainant or witness in this investigation for making a good faith complaint of sexual harassment under the policy are expressly prohibited by the Sexual Harassment Policy.

(revision effective 3/16/2001)

GRAMBLING STATE UNIVERSITY

FORMAL SEXUAL HARASSMENT/RETALIATION COMPLAINT FORM

Date:

Name/Title/Dept. or Unit of person receiving complaint:

Name/Title/Dept. or Unit of person filing the complaint:

Status of the complainant (student__ faculty__ staff__)

- A. Name/Title/Dept. or Unit of person who harassed you or retaliated against you:
- B. How did the harassment/retaliation take place?
- C. Where?
- D. When? (give the date and approximate time)
- E. If more than once, how often?
- F. What was your reaction/response?
- G. Witnesses? If so, who:
- H. What is your current relationship with the alleged harasser? Past, present, etc.:
- I. Has the alleged harasser informed you or suggested that negative consequences would occur if you reported the harassment/retaliation? If so, explain:
- J. Whom, if anyone, did you tell?
- K. When?
- L. Where?
- M. What did you tell her/him?
- N. What was her/his response?
- O. Do you think there might be other complainants?
- P. Do you think you did anything to encourage the harasser? If yes, explain.
- Q. Do you think the harasser misinterpreted any of your actions? If so, describe the actions.
- R. What relief are you seeking?

My signature below indicates my willingness to have this complaint investigated.

Signature: _____

Date: _____

University Official Signature: _____

Date: _____

Academic Policies and Regulations

In addition to the policies, procedures, and regulations of this *Faculty Handbook*, faculty members are also responsible for knowledge of, and shall be guided by, the academic policies and regulations contained in the current University Catalog and the *Student Handbook*.

CHAPTER XI

PROBATION, SUSPENSION, AND GRADING OF STUDENTS

All faculty members are responsible for being aware of and implementing the following policies, procedures, and guidelines.

Academic Status Policy

A student's academic status is a general indication of the student's eligibility to remain in school. It may affect a student's eligibility for scholarships, financial aid, participation in intercollegiate athletics, and other student activities. A student's academic status is determined at the end of the each semester and summer session. Although students will usually receive official notification of academic status, such notice is not a prerequisite to a student being placed on probation or suspension.

Academic Probation

A student will be placed on academic probation whenever his/her cumulative grade point average (GPA) is ten or more quality points below a 2.0 GPA. Once placed on academic probation, a student will remain on probation (as long as each semester or summer session's average is at least 2.0) until the cumulative GPA of 2.0 or higher is achieved. While on probation, a student should be limited to no more than 15 hours in the Fall and Spring semesters, if the GPA is 1.5 or higher, but to no more than 12 hours if the GPA is below 1.5. A student should be limited to 8 or 9 hours in the Summer session, if the cumulative GPA is above 1.5, but to no more than 6 hours if the cumulative GPA is below 1.5.

Academic Suspension

A student on academic probation will be suspended from the University at the conclusion of any semester or summer session in which a GPA of at least 2.0 is not obtained. However, a first-time freshman, admitted in good standing, will not be suspended prior to the completion of two semesters of enrollment. Otherwise, registration will be canceled for a student who registers during early or regular registration (prior to the end of a Fall or Spring semester or a Summer session) and, then, the student will be suspended.

First Suspension

The first period of suspension will be for one regular semester. A student suspended from the University for the first time at the end of the Spring semester may attend the Summer session without appeal. If, following the Summer session, the cumulative GPA is raised to 2.0 or higher, the student is placed in academic good standing and the suspension period is lifted. The student may then attend the Fall semester without appeal. If, following the Summer session, the cumulative GPA is not raised to a 2.0 or higher, the suspension for the Fall semester will remain in effect. In this case, only one suspension is counted.

Second or Subsequent Suspensions

A student suspended from the University for a second or subsequent time at the end of the Spring semester may not automatically attend summer school. To be readmitted to any Fall or Spring semester or Summer session, the student must appeal. A student must remain out of the University or any other University of Louisiana System institution for one calendar year. The student may then apply for readmission, which may be granted, delayed, or denied.

A student suspended from a University of Louisiana System institution may not enroll in another university within the System, but the student may enroll in a community college, with the approval of both the suspending institution and the community college. Credits earned under these conditions will not be accepted for a degree at the suspending institution and will not be accepted for degree credit at another System institution.

Transfer students who have been suspended from other systems may appeal to enroll at a University of Louisiana System institution during the academic suspension period, but only if they have a 2.0 cumulative average. Appeals may be granted or denied.

Appeal of Suspension

If a student is on academic suspension due to extenuating circumstances, he/she may send a written appeal for immediate reinstatement to his/her academic dean. Supporting documents for the extenuating circumstances must be sent along with the letter of appeal. Gaining readmission by appeal does not remove the suspension from the academic records.

Probation/Suspension Policy for Graduate Students

A graduate student whose cumulative GPA falls below 3.0 will be placed on probation. A graduate student who is readmitted on probation may remove such status by raising his/her cumulative GPA to 3.0 or better. Failure to make a semester average of "B" or better while on probation will result in suspension. A graduate student who accumulates more than six semester hours of "C" grades will be suspended. No grade below "C" is acceptable for a graduate student. A graduate student with a grade of "D" or "F" is automatically dropped from the program and must petition the Graduate Council through the individual department and college (or school) for consideration for readmission. Petitions are accepted after the expiration

of one Fall or Spring semester or Summer session. A suspended graduate student cannot be readmitted more than one time while pursuing a graduate degree.

Attendance

Faculty members are required to state in writing and explain to students their expectations regarding class attendance and participation prior to the close of the drop and add period. Faculty members are also required to maintain accurate permanent records of attendance in support of final evaluations and assignment of semester grades. Permanent records are subject to inspection by appropriate University officials.

Excused Absences

Faculty must explain minimum requirements regarding attendance to students as well as include this information in course syllabi. Students who wish to be excused for absences must submit an *application for an excused absence* with verification or documentation to the Attendance Officer within three days of return to the University. Acceptable documentation includes affidavits provided by physicians, attorneys, parents, and other officials, as appropriate. Applications for excused absences will be reviewed for a decision at the discretion of the administration.

Unexcused Absences

Faculty members are required to send Freshmen and Sophomore students a warning notice after three unexcused absences. Copies of the warning notice are to be sent to the Attendance Officer and to the student's academic dean. Failure by the student to receive the warning notice does not alter the student's status. After four unexcused absences and with agreement of the faculty member, department head, and academic dean, students may be dropped from classes with a grade of "F." Copies of the *Notification to Drop* may be sent to the parents and appropriate University officials. Following the accumulation from all classes of ten unexcused absences, Freshmen and Sophomore students will be placed on probation by the academic dean. Upon the eleventh unexcused absence, Freshmen and Sophomore students will be suspended from the University with a grade of "F" recorded for each class pursued. Copies of the *Suspension Notification* will be sent to the parents and appropriate University officials. *Any student penalized for excessive absences may appeal to the academic dean.*

Attendance is not required for Junior, Senior, or Graduate students. However, it is the student's responsibility to understand that class attendance is regarded as an obligation as well as a privilege. Regular and punctual attendance of classes is expected, and failure to do so may jeopardize a student's scholastic standing. *This attendance policy does not exempt students from responsibility for covered work, tests, or assignments.* An absence which occurs on the day of an examination or assignment may result in failure. Faculty members are not obligated to make provisions for the completion of missed work, assignments, or examinations. However, it is incumbent upon faculty members to explain to students any procedures which faculty members offer for such make-up work. It is the student's responsibility to request the opportunity to complete missed work, assignments, or examinations.

Unexcused absences that are accumulated in a class which the student plans to drop have the same penalties as do other absences. *It is incumbent upon faculty members to explain to students that failure to attend class is not equivalent to official withdrawal from a course.*

Tardiness

For undergraduate students, tardiness is regarded as an absence unless excused by the faculty member at the end of the class period. It is the student's responsibility to request to be excused for late arrival to class.

For graduate students, it is incumbent upon faculty members to explain their expectations regarding tardiness and to include this information in course syllabi.

Grading System

Faculty members are responsible for maintaining complete and accurate records of criteria used to evaluate students for semester work and the assignment of semester grades. All criteria used for grading must be clearly explained in course syllabi. Faculty shall maintain records utilized for grading, such as roll books and tally sheets. A faculty member shall follow the policy of his/her immediate academic unit (department or school) for turning in grade books and shall, upon leaving the University, turn in grade books to his/her immediate academic unit head (department or school).

The University has a 4.00 quality point scale. A grade of "W" is given for courses which students have dropped or from which they have withdrawn. Assignment of grades shall be as follows:

Letter Grade	Description	Quality Points Per Credit Hour
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
IP	In Progress	Not Computed
W	Withdrawn	Not Computed
I	Incomplete	Not Computed
P	Passing	Not Computed
NC	No Credit	Not Computed
AU	Audit	Not Computed

Quality points earned for each course shall be calculated by multiplying the number of quality points for each grade by the number of hours the course carries. A student's GPA shall be computed by adding the total number of quality points for all courses and dividing by the number of GPA hours (divisor).

Grade of "Passing"

The grade "P" shall only be awarded for non-traditional credit and non-credit courses. Courses graded in this manner shall not be used in computing the GPA.

Grade of "Incomplete"

A grade of "I" indicates that a relatively small part of the work assigned during the semester or session remains to be done and that a student experienced unavoidable circumstances, such as illness, that prevented the work from being completed. A grade of "I" shall be given only in cases where a student is passing the course and evidences the ability to pass the course if granted the opportunity to complete an assignment he/she could not complete by the termination of the course.

Grades of "I" shall not be given without careful consideration of the student's circumstances and performance in the course. In no instances shall a faculty member award a grade of "I" to a student in order to extend the time required to do a major portion of the assignments in the semester or session.

For undergraduate students, a grade of "I" must be removed by mid-term of the

next semester; otherwise, the "I" will automatically be converted to a grade of "F."

For graduate students, a grade of "I" must be removed before the expiration of one year or the "I" will automatically be converted to a grade of "F."

No credit shall be given for grades of "I" nor shall grades of "I" be calculated as part of a student's GPA. In the event that a grade of "I" is converted to "F," the GPA shall be re-calculated to include the "F" as part of the overall GPA. Re-enrollment in a class will not prevent a grade of "I" from being automatically converted to an "F" if the mid-term deadline has passed. However, re-enrollment and successfully completing the course shall remove a grade of "F" from the adjusted GPA.

Faculty members electing to assign a grade of "I" must complete an *Incomplete Grade Assignment Form* prior to assigning the grade. The faculty member's immediate academic unit head (head of department or school) must first approve the assigning of a grade of "I" and then provide the Incomplete Grade Assignment Form to the faculty member. Once the faculty member completes the form, the academic unit head shall give one copy of the Incomplete Grade Assignment Form to the faculty member for his/her records, retain one copy for the office, and hold one copy to be submitted to the Registrar's Office if a *Grade Change Form* is submitted. The academic unit head shall retain a copy of the Grade Change Form and the Incomplete Grade Assignment Form in the unit's files for five years.

If a faculty member deems it necessary to request an extension of a grade of "I" beyond the mid-term deadline, the request shall be written in a letter submitted for the approval of the faculty member's department head (if applicable), dean, and Provost/Vice President for Academic Affairs. The letter of request must be approved at least fifteen days before the mid-term deadline for converting grades of "I" to "F." Requests for extension shall not be accepted in the Office of the Registrar after a grade of "I" has been converted to a grade of "F."

Grade of "Withdrawn"

The grade of "W" indicates a student's withdrawal from a course by a date after the mid-term point in a semester or session. The deadline for withdrawing or dropping a course is published in the University calendar. After the deadline, a student may not withdraw from a course. In extraordinary cases, students may appeal to the Registrar by submitting a letter of appeal accompanied by documents substantiating the extraordinary circumstances. "Extraordinary" circumstances do not include such things as dissatisfaction with an anticipated grade, the decision to change a major, or unawareness of the "drop" date.

Grade of "Audit"

The grade of "AU" indicates a student has audited a course. Audited coursework carries no credit.

Grade of "In Progress"

The grade of "IP" (In Progress) is awarded to students in courses (such as a practicum or internship) that are not normally completed within one semester or session. The grade of "IP" shall remain until course requirements have been completed by the entire class. At that time, a regular grade shall be awarded. No credit shall be given until the "IP" is converted to a regular grade.

Grade Changes

After a faculty member has submitted grades to the Registrar's Office, grades can only be changed by the instructor of record and only if the faculty member provides verification that he/she made a mistake when reporting the grade or that a grade of "I" should be converted to a regular grade because a student has completed the work (as described above).

The faculty member of record must initiate the grade change on a Grade Change Form. The academic dean shall provide the faculty member with a Grade Change Form. The faculty member shall obtain the signatures of the department head (if applicable), the dean, and the Provost/Vice President for Academic Affairs. The faculty member must take the Grade Change Form (with all required signatures) to the Registrar's Office. The Registrar's Office shall record the change only after the faculty member of record makes the grade change on the original grade sheet.

Send comments, questions, or suggestions pertaining to the Faculty Handbook to sallykcarroll@hotmail.com (last updated 09/09/2001)

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APPENDICES

TENURE AND PROMOTION APPLICATION PACKETS

Appendix A

Tenure Application Packet for Teaching Faculty

General Instructions for Faculty Applying for Tenure and/or Promotion

These "general instructions" constitute an attempt to concisely describe the tenure and/or promotion process; this document is meant as a supplement to, rather than replacement for, what is presented in the *Faculty Handbook*.

Initial Timetable

1. Become thoroughly familiar with the requirements and procedures for applying for promotion and/or tenure as described in the *Faculty Handbook*.
2. No later than September 15th (or the next regular business day, if applicable), submit a "Letter of Intent" to apply for promotion and/or tenure to your department/unit Head; also, send a copy of that letter to your academic Dean; include a copy of your "Letter of Intent" in your Formal Portfolio (described below and in the *Faculty Handbook*).
3. No later than October 15th (or the next regular business day, if applicable), submit your Formal Portfolio and Supporting Documentation (described below and in the *Faculty Handbook*) to your department/unit Head. If you do not promptly receive written confirmation that your materials have been received in a timely manner, contact the Head.
4. No later than October 22nd (or the next regular business day, if applicable), your Formal Portfolio should have been received by your academic Dean. If you do not promptly receive written confirmation that your materials have been received in a timely manner, contact the Dean.
5. No later than November 22nd (or the next regular business day, if applicable), your Formal Portfolio should have been received in the Office of the Vice President for Academic Affairs. If you do not promptly receive written confirmation from the Chair of the University's Promotion and Tenure Committee that your materials have been received in a timely manner, contact the Chair or Vice President for Academic Affairs.

The Application:

1. There are separate application forms for promotion and tenure; be sure to complete the appropriate one and include it in the Formal Portfolio.
2. Some faculty may apply simultaneously for promotion and tenure. Because the composition of the departmental/unit promotion and tenure review committees varies, applicants should completely fill out both forms even though much of the information is redundant.
3. Application forms are available for downloading on the University's web site (go to www.gram.edu and click on "GSU Information," then on "Administration," then on "Tenure Application Packet" or "Promotion Application Packet" and print the packets you need). Applicants should download the .pdf version(s) if they will use a typewriter but the Microsoft Word version(s) if they wish to use a computer to complete the forms rather than a typewriter. Applicants unfamiliar with Microsoft Word may need to seek either training or assistance from someone who can use the program.

The Formal Portfolio:

1. The Formal Portfolio should be neatly and systematically organized in (a) 3-ring binder(s) with the major subdivisions (i.e., Letter of Intent to Apply for Promotion and/or Tenure; Appropriate Application Form(s) and Essential Documentation; Current Vitae; Current Evaluations by Peers, Head, and Dean; Teaching Evaluations (by Students) or, for library faculty, Library Instruction Evaluations; Professional Work Experience; University Service Experience; and Community/Social Service Experience) clearly marked. Verification of credentials (copies of transcripts, etc.) and professional work experience (Personnel Action forms, University budget pages showing years of experience, etc.) should be included in the Formal Portfolio as part of the Essential Documentation. The use of clear vinyl protectors is not encouraged unless the documentation cannot be held in a binder (as in the case of books, manuals, etc.)
2. Only the Formal Portfolio will automatically be forwarded from the Head's office; the Supporting Documentation file shall remain in the Head's office or in a secure place to be specified by the Head.

3. Applicants for tenure should include information/documentation only from the last five (5) years in the Formal Portfolio (and Supporting Documentation). Applicants for promotion in rank who already have been tenured should include in the Formal Portfolio (and Supporting Documentation) only accomplishments and documentation from the last five (5) years or since the date of the last promotion (whichever is less).
4. All information included on the application and vitae should be adequately documented in the Formal Portfolio. It is helpful, too, to clearly identify relevant information on documentation (e.g., memoranda, minutes of meetings, presentations at meetings, etc.) by using a highlighter pen to indicate your name, committee name, paper title, etc.
5. Pay very close attention to your vitae. All information should be fully but concisely described.

Supporting Documentation

A "second" portfolio ("Supporting Documentation") may be compiled in any manner you choose. The Supporting Documentation should consist of such material as described in the *Faculty Handbook* section, "Factors Considered in Evaluating an Application for Tenure and Promotion", and especially the "Teaching Excellence, Advisement, Counseling, and Other Student-Impact Activities" subsection.

The contents of the Supporting Documentation portfolio are likely best evaluated by members of the department/unit's promotion and tenure review committees rather than deans, the University Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President of the University. Additionally, this should assist in expediting the promotion and tenure review process at and beyond the Dean's level by reducing the volume of material submitted for review.

The Supporting Documentation shall be available for review by all persons involved in the promotion and/or tenure process but will remain in the department/unit Head's office (or in a secure place specified by the Head) until a final decision has been reached by the President and the University of Louisiana System Board of Supervisors.

Final Advice

1. Make certain that your vitae is up-to-date, complete, and accurate, as it is one of the single most important documents in your Formal Portfolio.
2. Never include originals in either the Formal Portfolio or the Supporting Documentation; keep the originals in your possession.
3. Feel free to contact your Faculty Senator to direct you to a faculty member who can offer guidance and advice; also, the members of the University's Promotion and Tenure Committee may likewise be consulted.
4. Pay close attention to the fact that teaching and research are the most heavily weighted factors that enter into the decision to grant or deny promotion and/or tenure—document relevant activities and accomplishments appropriately.
5. If your highest degree is not obviously in your current teaching field/academic department, be sure to fully explain how your degree is appropriate for tenure and/or promotion purposes in that field (note: this is generally problematic only for interdisciplinary or multidisciplinary academic areas). Effective Fall 2000, a faculty member who pursues an advanced degree that may later be included among credentials submitted with promotion and/or tenure applications must first receive written agreement from the department/unit Head (after consultation with departmental faculty) and Dean that acknowledges the appropriateness of the degree to the needs and missions of the Department/Unit and University. If you have such a letter, include a copy of it in your Formal Portfolio, as described in the *Faculty Handbook*.

**Application for Tenure
Grambling State University**

(To be completed by applicant; attach additional pages if necessary)

Name: _____ Date: _____
 First Middle Last

Department/Unit: _____ College/School: _____

Present Rank: _____ Are you simultaneously applying for promotion in rank? Yes No

Primary Teaching Responsibilities at the University Within Last 5 Years (Identify by catalog number and title those courses routinely taught). [Use additional pages if necessary.]

Academic Preparation (Begin with most recently earned degree). [Use additional pages if necessary.]

Degree	Academic Discipline	Major Area(s) of Study	Institution	Year

Full-Time College-Level Teaching Experience (Do not include summer, overload, adjunct, or graduate assistant teaching). [Use additional pages if necessary.]

Rank	Academic Discipline, Department, or Program	Institution	Month/Year Employment Began	Month/Year Employment Ended	No. of Years at Institution

Other Related Full-Time Professional Experience (Non-college level teaching should be included here, if relevant). [Use additional pages if necessary.]

Title/Position	Employing Agency	Month/Year Employment Began	Month/Year Employment Ended	Number of Years Experience

Research and Grant Activities Within Last 5 Years. Briefly describe each significant research activity and note its current status (e.g., in conceptualization stage, gathering data stage, data analysis completed, grant written and under review, etc.). [Use additional pages if necessary.]

Publications, Presentations at Professional Meetings, and Other Academically or Artistically Relevant Creative Efforts Within Last 5 Years. [Note: Be certain that full citations are listed in vitae that is to be included in the Formal Tenure Portfolio. Use additional pages if necessary.]

Professional Meetings, Workshops, and Other Activities Attended Within Last 5 Years. Include no activities that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Meeting/Workshop/Activity	Location	Date(s)

Memberships in Professional Organizations and Academic Honor Societies Within Last 5 Years. Include no memberships in organizations that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Organization/Honor Society (include brief description if not self-evident)	Dates of Membership

Administrative Services, Committees, and/or Other Responsibilities at the University Within Last 5 Years. [Use additional pages if necessary.]

Level of Service (Departmental, College/School, University)	Title or Role Performed (e.g., Chair, Member)	Type of Administrative Service, Name of Committees, Description of Other University Responsibilities	Dates of Service (Semesters / Years)

Social Service and Community Involvement Activities Within Last 5 Years. [Use additional pages if necessary.]

Description of Activity (e.g. role played, name of organization, etc.)	Location	Dates of Service

Please use this space or additional pages to add additional items or clarifications that you would like those reviewing this application to know. For example, if your terminal degree and/or major area(s) of study is/are not obviously related to the academic discipline in which you teach at the University, explain how your academic preparation qualifies you to be tenured in this department/unit. [For example, suppose you are a faculty member in the Criminal Justice Dept. and have a Ph.D. in Sociology with a specialization in research methods but no specific expertise in traditional areas of Criminal Justice—crime, delinquency, police, courts, or prisons. Because research methods are required in both undergraduate and graduate programs in Criminal Justice at GSU and those are the courses you teach, you are qualified to receive tenure.]

Further Instructions: Submit this completed application along with the Formal Tenure Portfolio and Supporting Documentation to the department/unit Head by the deadline date published in the Faculty Handbook. The Head shall make copies of this application, distribute one to each member of the department/unit’s Tenure Review Committee, and make arrangements for members of the Committee to review the Portfolio and Supporting Documentation in a private and secure environment. By affixing his/her signature (below), the applicant attests that s/he is familiar with and understands the Promotion and Tenure process as outlined in the Faculty Handbook. The applicant further attests that all information contained in this application, the Formal Tenure Portfolio, and Supporting Documentation, are complete and accurate.

Signature of Applicant

Date

**Instructions to Department/Unit Head Regarding
Faculty Member's Application for Tenure in Rank**

1. Immediately upon the timely receipt of a faculty member's Letter of Intent to Apply for Tenure, compose a Departmental Tenure Review Committee. The Committee is to be composed of all tenured faculty members. In the event that there are no tenured faculty members in the department/unit, the departmental-level tenure review committee shall consist of all tenure-track, full-time faculty employed within the department for at least the preceding two (2) years.
2. By September 15th (or the next regular business day, if applicable), the Head shall have received a faculty member's Letter of Intent to Apply for Tenure; immediately thereafter, the Head shall notify members of the Tenure Review Committee by sending each a copy, or facsimile, of the "Memorandum—Composition of Departmental Tenure Review Committee."
3. By October 15th (or the next regular business day, if applicable), the faculty member seeking tenure must have submitted his/her (1) Formal Tenure Portfolio (including Application) and (2) Supporting Documentation to the Head. The Head shall send each member of the Departmental Tenure Review Committee a copy, or facsimile, of the "Memorandum—Availability for Review of Tenure Materials" and the "Peer Evaluation of Applicant for Tenure in Rank." These materials shall be made available to committee members only in a secured location (e.g., the Head's office).
4. Immediately after receiving the Formal Tenure Portfolio (which includes the application) and Supporting Documentation, the Head shall acknowledge in writing to the applicant that the tenure-related materials were received in a timely fashion.
5. By October 22nd (or the next regular business day, if applicable), the Head shall conduct his own evaluation (by utilizing the attached form, "Department Head's Evaluation of Applicant for Tenure"), collect the evaluations/recommendations of the Tenure Review Committee members, and add them to Section IV of the Formal Portfolio before promptly sending the Formal Tenure Portfolio to the Dean. Any Supporting Documentation is to be kept in a secure place (e.g., the Head's office) and returned to the applicant after a final decision on tenure has been reached by the President of the University and the University of Louisiana System Board of Supervisors.

Memorandum—Composition of Departmental Tenure Review Committee

To: Members of the Departmental Tenure Review Committee for _____
Applicant's Name

From: _____
Department Head

Date: _____

Re: EVALUATION OF APPLICANT FOR TENURE IN RANK

I have received from our colleague his/her Letter of Intent to Apply for Tenure in rank. As specified in the Faculty Handbook, the following faculty members shall constitute the Departmental Tenure Review Committee for this applicant.

Please thoroughly review the requirements for tenure as outlined in the Faculty Handbook.

As soon as I receive the Formal Tenure Portfolio, which will include the application, and Supporting Documentation, I shall notify you and you shall have only a short period of time in which to review them before completing your evaluation and making your recommendation.

In the meantime, please make arrangements with our colleague to evaluate his/her classroom teaching if you are not already intimately familiar with it.

Thank you for your cooperation.

Memorandum—Availability for Review of Tenure Materials

To: Members of the Departmental Tenure Review Committee for _____
Applicant's Name

From: _____
Department Head

Date: _____

Re: EVALUATION OF APPLICANT'S TENURE PORTFOLIO AND SUPPORTING DOCUMENTATION

I have received our colleague's Formal Tenure Portfolio and Supporting Documentation. I have attached a copy of his/her Application for Tenure to this memorandum as well as a Peer Evaluation for Tenure form. As I must forward these materials to the Dean by the October 22nd deadline, please contact me as soon as possible so that you can review these materials and submit your recommendations in a timely fashion.

Thank you for your prompt attention to this matter.

PEER EVALUATION OF APPLICANT FOR TENURE IN RANK

Applicant's Name: _____

Evaluator's Name: _____ Rank: _____

Before completing this evaluation and recommendation, please review the relevant sections on tenure in the Faculty Handbook as well as more stringent standards that may be mandatory by discipline-related accrediting agencies. Then, based upon your experience within the profession, please assess the applicant's qualifications and performance on each of the following:

1. Are the applicant's academic credentials appropriate for tenure? Yes No Questionable
If "No" or "Questionable", please comment:

2. Has the applicant completed at least five (5) years of full-time teaching at the college level (note: do not count teaching as an adjunct, summers, overloads, or as a graduate assistant)? Yes No Questionable
If "No" or "Questionable", please comment:

3. Please evaluate the applicant's overall performance during his/her employment at the University in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's Academic Training and Teaching Effectiveness are exceptionally good.					
The Applicant's Research, Publications, Professional Activities, and Creative Efforts are exceptionally good.					
The Applicant's Service to the University, College, Department, and Students is exceptionally good.					
The Applicant's Social Service and Community Involvement is exceptionally good.					
The Applicant clearly deserves to receive tenure.					

4. Please feel free to add additional comments and recommendations (use separate sheet if necessary).

Signature of Evaluator Date

DEPARTMENT HEAD'S EVALUATION OF APPLICANT FOR TENURE

Applicant's Name: _____

1. List by name and rank, all members in the Department who are tenured. [Use additional pages if necessary.]

Name	Rank			Name	Rank

2. Did all of the faculty listed in #1 (above) participate in evaluating the applicant for purposes of tenure? Yes No
If "No", please explain:

3. Do you personally attest that the applicant's academic credentials are appropriate for tenure? Yes No Questionable
If "No" or "Questionable", please explain:

4. Has the applicant completed at least five (5) years of full-time teaching at the college level (note: do not count teaching as an adjunct, summers, overloads, or as a graduate assistant)? Yes No Questionable
If "No" or "Questionable", please comment:

5. Please evaluate the applicant's overall performance during his/her employment as a faculty member at the University in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's Academic Training and Teaching Effectiveness are exceptionally good.					
The Applicant's Research, Publications, Professional Activities, and Creative Efforts are exceptionally good.					
The Applicant's Service to the University, College, Department, and Students is exceptionally good.					
The Applicant's Social Service and Community Involvement is exceptionally good.					
The Applicant clearly deserves to receive tenure.					

6. In narrative form, provide additional comments about the applicant's qualifications, work performance, standing in the profession, service to the University, and/or service to the community. In your assessment, describe the function or role the applicant performs or plays in your Department; in other words, describe the applicant's greatest strengths and weaknesses as they relate specifically to your Department, its operations, its faculty, and its students. [Use additional pages if necessary.]

The average of the scores submitted by the Department/Unit Review Committee is _____.

Signature of Department/Unit Head

Date

**Instructions to Dean Regarding
Faculty Member's Application for Tenure**

1. By September 15th (or the next regular business day, if applicable), the Dean shall have received a copy of a faculty member's Letter of Intent to Apply for Tenure.
2. By October 22nd (or the next regular business day, if applicable), the Formal Tenure Portfolio shall have been delivered to the Dean; immediately notify the applicant in writing upon the timely receipt of those materials.
3. Between October 22nd and November 21st, please review the application and accompanying documents, complete the "Dean's Evaluation of Applicant for Tenure in Rank" form, and add it to the appropriate Portfolio in Section IV. At your discretion, you may seek the advice, counsel, and recommendations of faculty from your college/school in assisting you in the evaluation and decision-making process.
4. By November 22, submit the Formal Tenure Portfolio to the Office of the Vice President for Academic Affairs.

DEAN'S EVALUATION OF APPLICANT FOR TENURE IN RANK

Applicant's Name: _____ Rank: _____

Having reviewed the applicant's Formal Portfolio for Tenure, the Department Head's evaluation and recommendation, the evaluations and recommendations of members of the Departmental Tenure Review Committee, and, if applicable, the evaluations and recommendations of the College/School Promotion and Tenure Review Committee, it is my judgment that:

1. The applicant's academic credentials are appropriate to receive tenure. Yes No Questionable

2. The applicant meets or exceeds the requisite number of years of professional experience (either full-time collegiate-level teaching or in combination with other professionally-related work experience) to receive tenure. Yes No Questionable

3. It is my conclusion and recommendation that the applicant

_____ is an exceptionally strong candidate and definitely should be tenured.

_____ is a strong candidate and should be tenured.

_____ should not be tenured at this time.

Other Comments?

The average of the scores submitted by the academic unit Tenure Review Committee is _____.

Signature of Dean

Date

Appendix B

Promotion Application Packet for Teaching Faculty

General Instructions for Faculty Applying for Tenure and/or Promotion

These "general instructions" constitute an attempt to concisely describe the tenure and/or promotion process; this document is meant as a supplement to, rather than replacement for, what is presented in the *Faculty Handbook*.

Initial Timetable

1. Become thoroughly familiar with the requirements and procedures for applying for promotion and/or tenure as described in the *Faculty Handbook*.
2. No later than September 15th (or the next regular business day, if applicable), submit a "Letter of Intent" to apply for promotion and/or tenure to your department/unit Head; also, send a copy of that letter to your academic Dean; include a copy of your "Letter of Intent" in your Formal Portfolio (described below and in the *Faculty Handbook*).
3. No later than October 15th (or the next regular business day, if applicable), submit your Formal Portfolio and Supporting Documentation (described below and in the *Faculty Handbook*) to your department/unit Head. If you do not promptly receive written confirmation that your materials have been received in a timely manner, contact the Head.
4. No later than October 22nd (or the next regular business day, if applicable), your Formal Portfolio should have been received by your academic Dean. If you do not promptly receive written confirmation that your materials have been received in a timely manner, contact the Dean.
5. No later than November 22nd (or the next regular business day, if applicable), your Formal Portfolio should have been received in the Office of the Vice President for Academic Affairs. If you do not promptly receive written confirmation from the Chair of the University's Promotion and Tenure Committee that your materials have been received in a timely manner, contact the Chair or Vice President for Academic Affairs.

The Application:

1. There are separate application forms for promotion and tenure; be sure to complete the appropriate one and include it in the Formal Portfolio.
2. Some faculty may apply simultaneously for promotion and tenure. Because the composition of the departmental/unit promotion and tenure review committees varies, applicants should completely fill out both forms even though much of the information is redundant.
3. Application forms are available for downloading on the University's web site (go to www.gram.edu and click on "GSU Information," then on "Administration," then on "Tenure Application Packet" or "Promotion Application Packet" and print the packets you need). Applicants should download the .pdf version(s) if they will use a typewriter but the Microsoft Word version(s) if they wish to use a computer to complete the forms rather than a typewriter. Applicants unfamiliar with Microsoft Word may need to seek either training or assistance from someone who can use the program.

The Formal Portfolio:

1. The Formal Portfolio should be neatly and systematically organized in (a) 3-ring binder(s) with the major subdivisions (i.e., Letter of Intent to Apply for Promotion and/or Tenure; Appropriate Application Form(s) and Essential Documentation; Current Vitae; Current Evaluations by Peers, Head, and Dean; Teaching Evaluations (by Students) or, for library faculty, Library Instruction Evaluations; Professional Work Experience; University Service Experience; and Community/Social Service Experience) clearly marked. Verification of credentials (copies of transcripts, etc.) and professional work experience (Personnel Action forms, University budget pages showing years of experience, etc.) should be included in the Formal Portfolio as part of the Essential Documentation. The use of clear vinyl protectors is not encouraged unless the documentation cannot be held in a binder (as in the case of books, manuals, etc.)
2. Only the Formal Portfolio will automatically be forwarded from the Head's office; the Supporting Documentation file shall remain in the Head's office or in a secure place to be specified by the Head.

3. Applicants for tenure should include information/documentation only from the last five (5) years in the Formal Portfolio (and Supporting Documentation). Applicants for promotion in rank who already have been tenured should include in the Formal Portfolio (and Supporting Documentation) only accomplishments and documentation from the last five (5) years or since the date of the last promotion (whichever is less).
4. All information included on the application and vitae should be adequately documented in the Formal Portfolio. It is helpful, too, to clearly identify relevant information on documentation (e.g., memoranda, minutes of meetings, presentations at meetings, etc.) by using a highlighter pen to indicate your name, committee name, paper title, etc.
5. Pay very close attention to your vitae. All information should be fully but concisely described.

Supporting Documentation

A "second" portfolio ("Supporting Documentation") may be compiled in any manner you choose. The Supporting Documentation should consist of such material as described in the *Faculty Handbook* section, "Factors Considered in Evaluating an Application for Tenure and Promotion", and especially the "Teaching Excellence, Advisement, Counseling, and Other Student-Impact Activities" subsection.

The contents of the Supporting Documentation portfolio are likely best evaluated by members of the department/unit's promotion and tenure review committees rather than deans, the University Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President of the University. Additionally, this should assist in expediting the promotion and tenure review process at and beyond the Dean's level by reducing the volume of material submitted for review.

The Supporting Documentation shall be available for review by all persons involved in the promotion and/or tenure process but will remain in the department/unit Head's office (or in a secure place specified by the Head) until a final decision has been reached by the President and the University of Louisiana System Board of Supervisors.

Final Advice

1. Make certain that your vitae is up-to-date, complete, and accurate, as it is one of the single most important documents in your Formal Portfolio.
2. Never include originals in either the Formal Portfolio or the Supporting Documentation; keep the originals in your possession.
3. Feel free to contact your Faculty Senator to direct you to a faculty member who can offer guidance and advice; also, the members of the University's Promotion and Tenure Committee may likewise be consulted.
4. Pay close attention to the fact that teaching and research are the most heavily weighted factors that enter into the decision to grant or deny promotion and/or tenure—document relevant activities and accomplishments appropriately.
5. If your highest degree is not obviously in your current teaching field/academic department, be sure to fully explain how your degree is appropriate for tenure and/or promotion purposes in that field (note: this is generally problematic only for interdisciplinary or multidisciplinary academic areas). Effective Fall 2000, a faculty member who pursues an advanced degree that may later be included among credentials submitted with promotion and/or tenure applications must first receive written agreement from the department/unit Head (after consultation with departmental faculty) and Dean that acknowledges the appropriateness of the degree to the needs and missions of the Department/Unit and University. If you have such a letter, include a copy of it in your Formal Portfolio, as described in the *Faculty Handbook*.

**Application for Promotion in Rank
Grambling State University**

(To be completed by applicant; attach additional pages if necessary)

Name: _____ Date: _____
 First Middle Last

Department/Unit: _____ College/School: _____

Present Rank: _____ Years in Present Rank: ____ Rank Requested: _____

Primary Teaching Responsibilities at the University *Within Last 5 Years or since date of last promotion (whichever is less)*
 (Identify by catalog number and title those courses routinely taught). [Use additional pages if necessary.]

Academic Preparation (Begin with most recently earned degree). [Use additional pages if necessary.]

Degree	Academic Discipline	Major Area(s) of Study	Institution	Year

Full-Time College-Level Teaching Experience (Do not include summer, overload, adjunct, or graduate assistant teaching). [Use additional pages if necessary.]

Rank	Academic Discipline, Department, or Program	Institution	Month/Year Employment Began	Month/Year Employment Ended	No. of Years at Institution

Other Related Full-Time Professional Experience (Non-college level teaching should be included here, if relevant). [Use additional pages if necessary.]

Title/Position	Employing Agency	Month/Year Employment Began	Month/Year Employment Ended	Number of Years Experience

Research and Grant Activities Within Last 5 Years or since date of last promotion (whichever is less). Briefly describe each significant research activity and note its current status (e.g., in conceptualization stage, gathering data stage, data analysis completed, grant written and under review, etc.). [Use additional pages if necessary.]

Publications, Presentations at Professional Meetings, and Other Academically or Artistically Relevant Creative Efforts Within Last 5 Years or since date of last promotion (whichever is less). [Note: Be certain that full citations are listed in vitae that is to be included in the Formal Promotion Portfolio. Use additional pages if necessary.]

Professional Meetings, Workshops, and Other Activities Attended *Within Last 5 Years or since date of last promotion (whichever is less)*. Include no activities that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Meeting/Workshop/Activity	Location	Date(s)

Memberships in Professional Organizations and Academic Honor Societies *Within Last 5 Years or since date of last promotion (whichever is less)*. Include no memberships in organizations that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Organization/Honor Society (include brief description if not self-evident)	Dates of Membership

Administrative Services, Committees, and/or Other Responsibilities at the University *Within Last 5 Years or since date of last promotion (whichever is less)*. [Use additional pages if necessary.]

Level of Service (Departmental, College/School, University)	Title or Role Performed (e.g., Chair, Member)	Type of Administrative Service, Name of Committees, Description of Other University Responsibilities	Dates of Service (Semesters / Years)

Social Service and Community Involvement Activities *Within Last 5 Years or since date of last promotion (whichever is less).*
 [Use additional pages if necessary.]

Description of Activity (e.g. role played, name of organization, etc.)	Location	Dates of Service

Please use this space or additional pages to add additional items or clarifications that you would like those reviewing this application to know.

Further Instructions: Submit this completed application along with the Formal Promotion Portfolio and Supporting Documentation to the department/unit Head by the deadline date published in the Faculty Handbook. The Head shall make copies of this application, distribute one to each member of the department/unit's Promotion Review Committee, and make arrangements for members of the Committee to review the Portfolio and Supporting Documentation in a private and secure environment. By affixing his/her signature (below), the applicant attests that s/he is familiar with and understands the Promotion and Tenure process as outlined in the Faculty Handbook. The applicant further attests that all information contained in this application, the Formal Promotion Portfolio, and Supporting Documentation, are complete and accurate.

 Signature of Applicant

 Date

Instructions to Department/Unit Head Regarding Faculty Member's Application for Promotion in Rank

1. Immediately upon the timely receipt of a faculty member's Letter of Intent to Apply for Promotion, compose a Departmental Promotion Review Committee. The Committee is to be composed of all faculty members (regardless of tenure status) who are at or above the rank to which the applicant is applying. In the event that there are no faculty members in the department/unit at or above the rank to which the applicant is applying, the Departmental Review Committee shall consist of tenured and non-tenured faculty members holding the same academic rank as the applicant. Should neither of these be possible, the Departmental Promotion Review Committee shall consist of all tenured faculty irrespective of academic rank. In the rare event that none of the preceding is possible, the Departmental Promotion Review Committee shall consist of all tenure-track, full-time faculty who have been employed within the department for at least the preceding two (2) years. Composition of the Departmental Promotion Review Committee may vary with different applicants.
2. By September 15th (or the next regular business day, if applicable), the Head shall have received a faculty member's Letter of Intent to Apply for Promotion; immediately thereafter, the Head shall notify members of the Promotion Review Committee by sending each a copy, or facsimile, of the "Memorandum—Composition of Departmental Promotion Review Committee."
3. By October 15th (or the next regular business day, if applicable), the faculty member seeking promotion must have submitted his/her (1) Formal Promotion Portfolio (including Application) and (2) Supporting Documentation to the Head. The Head shall send each member of the Departmental Promotion Review Committee a copy, or facsimile, of the "Memorandum—Availability for Review of Promotion Materials" and the "Peer Evaluation of Applicant for Promotion in Rank." These materials shall be made available to committee members only in a secured location (e.g., the Head's office).
4. Immediately after receiving the Formal Promotion Portfolio (which includes the application) and Supporting Documentation, the Head shall acknowledge in writing to the applicant that the promotion-related materials were received in a timely fashion.
5. By October 22nd (or the next regular business day, if applicable), the Head shall conduct his own evaluation (utilizing the attached form, "Department Head's Evaluation of Applicant for Promotion in Rank"), collect the evaluations/recommendations of the Promotion Review Committee members, and add them to Section IV of the Formal Portfolio before promptly sending the Formal Promotion Portfolio to the Dean. Any Supporting Documentation is to be kept in a secure place (e.g., the Head's office) and returned to the applicant after a final decision on promotion has been reached by the President of the University and the University of Louisiana System Board of Supervisors.

Memorandum—Composition of Departmental Promotion Review Committee

To: Members of the Departmental Promotion Review Committee for _____
Applicant's Name

From: _____
Department Head

Date: _____

Re: EVALUATION OF APPLICANT FOR PROMOTION IN RANK

I have received from our colleague his/her Letter of Intent to Apply for Promotion in rank. As specified in the Faculty Handbook, the following faculty members shall constitute the Departmental Promotion Review Committee for this applicant.

Please thoroughly review the requirements for promotion as outlined in the Faculty Handbook.

As soon as I receive the Formal Promotion Portfolio, which will include the application, and Supporting Documentation, I shall notify you and you shall have only a short period of time in which to review them before completing your evaluation and making your recommendation.

In the meantime, please make arrangements with our colleague to evaluate his/her classroom teaching if you are not already intimately familiar with it.

Thank you for your cooperation.

Memorandum—Availability for Review of Promotion Materials

To: Members of the Departmental Promotion Review Committee for _____
Applicant's Name

From: _____
Department Head

Date: _____

Re: EVALUATION OF APPLICANT'S PROMOTION PORTFOLIO AND SUPPORTING DOCUMENTATION

I have received our colleague's Formal Promotion Portfolio and Supporting Documentation. I have attached a copy of his/her Application for Promotion to this memorandum as well as a Peer Evaluation for Promotion form. As I must forward these materials to the Dean by the October 22nd deadline, please contact me as soon as possible so that you can review these materials and submit your recommendations in a timely fashion.

Thank you for your prompt attention to this matter.

PEER EVALUATION OF APPLICANT FOR PROMOTION IN RANK

Applicant's Name: _____

Evaluator's Name: _____ Rank: _____

Before completing this evaluation and recommendation, please review the relevant sections on promotion in the Faculty Handbook as well as more stringent standards that may be mandatory by discipline-related accrediting agencies. Then, based upon your experience within the profession, please assess the applicant's qualifications and performance on each of the following:

1. Are the applicant's academic credentials appropriate for promotion? Yes No Questionable
If "No" or "Questionable", please comment:

2. Does the applicant meet or exceed the years of experience (full-time collegiate-level teaching and/or "other" related) to satisfy the requirements for this promotion? Yes No Questionable
If "No" or "Questionable", please comment:

3. Please evaluate the applicant's overall performance during the last 5 years or since date of last promotion (whichever is less) in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's Academic Training and Teaching Effectiveness are exceptionally good.					
The Applicant's Research, Publications, Professional Activities, and Creative Efforts are exceptionally good.					
The Applicant's Service to the University, College, Department, and Students is exceptionally good.					
The Applicant's Social Service and Community Involvement is exceptionally good.					
The Applicant clearly deserves promotion to the next academic rank.					

4. Please feel free to add additional comments and recommendations (use separate sheet if necessary).

 Signature of Evaluator Date

**DEPARTMENT HEAD'S EVALUATION OF APPLICANT FOR
PROMOTION IN RANK**

Applicant's Name: _____ Rank Sought: _____

1. List by name and rank, all members in the Department who are at or above the rank to which the applicant seeks promotion. [Use additional pages if necessary.]

Name	Rank			Name	Rank

2. Did all of the faculty listed in #1 (above) participate in evaluating the applicant for purposes of promotion in rank? Yes No
If "No", please explain:
3. Do you personally attest that the applicant's academic credentials are appropriate for this promotion? Yes No Questionable
If "No" or "Questionable", please explain:
4. Does the applicant meet or exceed the years of experience (full-time collegiate-level teaching)? Yes No Questionable
If "No" or "Questionable", please explain in detail
 what other Professional experience is being used to qualify the applicant for promotion.

5. Please evaluate the applicant's overall performance during the last *5 years or since date of last promotion (whichever is less)* in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's Academic Training and Teaching Effectiveness are exceptionally good.					
The Applicant's Research, Publications, Professional Activities, and Creative Efforts are exceptionally good.					
The Applicant's Service to the University, College, Department, and Students is exceptionally good.					
The Applicant's Social Service and Community Involvement is exceptionally good.					
The Applicant clearly deserves promotion to the next academic rank.					

6. In narrative form, provide additional comments about the applicant's qualifications, work performance, standing in the profession, service to the University, and/or service to the community. In your assessment, describe the function or role the applicant performs or plays in your Department; in other words, describe the applicant's greatest strengths and weaknesses as they relate specifically to your Department, its operations, its faculty, and its students. [Use additional pages if necessary.]

The average of the scores submitted by the Department/Unit Review Committee is _____.

Signature of Department/Unit Head

Date

Instructions to Dean Regarding

Faculty Member's Application for Promotion in Rank

1. By September 15th (or the next regular business day, if applicable), the Dean shall have received a copy of a faculty member's Letter of Intent to Apply for Promotion.
2. By October 22nd (or the next regular business day, if applicable), the Formal Promotion Portfolio shall have been delivered to the Dean; immediately notify the applicant in writing upon the timely receipt of those materials.
3. Between October 22nd and November 21st, please review the application and accompanying documents, complete the "Dean's Evaluation of Applicant for Promotion in Rank" form, and add it to the appropriate Portfolio in Section IV. At your discretion, you may seek the advice, counsel, and recommendations of faculty from your college/school in assisting you in the evaluation and decision-making process.
4. By November 22, submit the Formal Promotion Portfolio to the Office of the Vice President for Academic Affairs.

DEAN'S EVALUATION OF APPLICANT FOR PROMOTION IN RANK

Applicant's Name: _____ Rank: _____

Having reviewed the applicant's Formal Portfolio for Promotion, the Department Head's evaluation and recommendation, the evaluations and recommendations of members of the Departmental Promotion Review Committee, and, if applicable, the evaluations and recommendations of the College/School Promotion and Tenure Review Committee, it is my judgment that:

1. The applicant's academic credentials are appropriate for this promotion. Yes No Questionable

2. The applicant meets or exceeds the requisite number of years of professional experience (either full-time collegiate-level teaching or in combination with other professionally-related work experience). Yes No Questionable

3. It is my conclusion and recommendation that the applicant
_____ is an exceptionally strong candidate and definitely should be promoted.
_____ is a strong candidate and should be promoted.
_____ should not be promoted at this time.

Other Comments?

The average of the scores submitted by the academic unit Promotion Review Committee is _____.

Signature of Dean

Date

Appendix C

Tenure Application Packet for Library Faculty

General Instructions for Library Faculty Applying for Tenure and/or Promotion

These "general instructions" constitute an attempt to concisely describe the tenure and/or promotion process; this document is meant as a supplement to, rather than replacement for, what is presented in the *Faculty Handbook*.

Initial Timetable

1. Become thoroughly familiar with the requirements and procedures for applying for promotion and/or tenure as described in the *Faculty Handbook*.
2. No later than September 15th, submit a "Letter of Intent" to apply for promotion and/or tenure to the Dean of Library Services; also, send a copy of that letter to your immediate head/supervisor; include a copy of your "Letter of Intent" in your Formal Portfolio (described below and in the *Faculty Handbook*).
3. No later than October 15th, submit your Formal Portfolio and Supporting Documentation (described below and in the *Faculty Handbook*) to the Dean of Library Services. If you do not promptly receive written confirmation that your materials have been received in a timely manner, contact the Dean of Library Services.
4. No later than November 22nd, your Formal Portfolio should have been received in the Office of the Vice President for Academic Affairs. If you do not promptly receive written confirmation from the Chair of the University's Promotion and Tenure Committee that your materials have been received in a timely manner, contact the Chair or Vice President for Academic Affairs.

The Application:

1. There are separate application forms for promotion and tenure; be sure to complete the appropriate one and include it in the Formal Portfolio.
2. Some faculty may apply simultaneously for promotion and tenure. Because the composition of the library promotion and tenure review committees varies, applicants should completely fill out both forms even though much of the information is redundant.
3. Application forms are available for downloading on the University's web site (go to www.gram.edu and click on "GSU Information," then on "Administration," then on "Tenure Application Packet" or "Promotion Application Packet" and print the packets you need). Applicants should download the .pdf version(s) if they will use a typewriter but the Microsoft Word version(s) if they wish to use a computer to complete the forms rather than a typewriter. Applicants unfamiliar with Microsoft Word may need to seek either training or assistance from someone who can use the program.

The Formal Portfolio:

1. The Formal Portfolio should be neatly and systematically organized in (a) 3-ring binder(s) with the major subdivisions (i.e., Letter of Intent to Apply for Promotion and/or Tenure; Appropriate Application Form(s) and Essential Documentation; Current Vitae; Current Evaluations by Peers, Head (immediate supervisor), and the Dean of Library Services; Evaluations of your library instruction by students or faculty who were instructed by you; Professional Work Experience; Service (University and Community) clearly marked. Verification of credentials (copies of transcripts, etc.) and professional work experience (Personnel Action forms, University budget pages showing years of experience, etc.) should be included in the Formal Portfolio as part of Essential Documentation. The use of clear vinyl protectors is not encouraged unless the documentation cannot be held in a binder (as in the case of books, manuals, etc.)
2. Only the Formal Portfolio will automatically be forwarded from the Dean of Library Services; the Supporting Documentation file will normally remain in the Dean's office or in a secure place to be specified by the Dean.
3. Applicants for tenure should include information/documentation only from the last five (5) years in the Formal Portfolio (and Supporting Documentation). Applicants for promotion in rank who already have been tenured should include in the Formal Portfolio (and Supporting Documentation) only accomplishments and documentation from the last five (5) years or since the date of the last promotion (whichever is less).

4. All information included on the application and vitae should be adequately documented in the Formal Portfolio. It is helpful, too, to clearly identify relevant information on documentation (e.g., memoranda, minutes of meetings, presentations at meetings, etc.) by using a highlighter pen to indicate your name, committee name, paper title, etc.
5. Pay very close attention to your vitae. All information should be fully but concisely described.

Supporting Documentation

A "second" portfolio ("Supporting Documentation") may be compiled in any manner you choose. The Supporting Documentation should consist of such material as described in the *Faculty Handbook* section, "Factors Considered in Evaluating an Application for Tenure and Promotion", and especially the "Librarianship" subsection pertaining to the effectiveness of your instructional techniques and educational resource management.

The contents of the Supporting Documentation portfolio are likely best evaluated by members of the library's promotion and tenure review committees and the Dean of Library Services, rather than the University Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President of the University. Additionally, this should assist in expediting the promotion and tenure review process beyond the Dean's level by reducing the volume of material submitted for review.

The Supporting Documentation shall be available for review by all persons involved in the promotion and/or tenure process but will remain in the Dean of Library Services' office until a final decision has been reached by the President and the University of Louisiana System Board of Supervisors.

Final Advice

1. Make certain that your vitae is up-to-date, complete, and accurate, as it is one of the single most important documents in your Formal Portfolio.
2. Never include originals in either the Formal Portfolio or the Supporting Documentation; keep the originals in your possession.
3. Feel free to contact your Faculty Senator to direct you to a faculty member who can offer guidance and advice; also, the members of the University's Promotion and Tenure Committee may likewise be consulted.
4. Pay close attention to the fact that, according to the Faculty Handbook, librarianship (50%) and service (30%) are the most heavily weighted factors that enter into the decision to grant or deny promotion and/or tenure—document relevant activities and accomplishments appropriately.
5. If your highest degree is not a master's degree from a program accredited by the American Library Association (ALA), be sure to fully explain how your degree is appropriate for tenure and/or promotion purposes. (Note: Because Library Science is an interdisciplinary or multidisciplinary academic area, you should explain how a non-library-science degree relates to your job responsibilities.) If you held a second graduate degree before joining the GSU Library Faculty, explain how it supports your tenure and/or promotion application. Effective Fall 2000, a faculty member who pursues an advanced degree that may later be included among credentials submitted with promotion and/or tenure applications must first receive written agreement from the Dean of Library Services (after consultation with library faculty) that acknowledges the appropriateness of the degree to the needs and missions of the library and University. If you have such a letter, include a copy of it in your Formal Portfolio, as described in the *Faculty Handbook*.

Other Related Full-Time Professional Experience (Non-college level teaching or librarianship should be included here, if relevant). [Use additional pages if necessary.]

Title/Position	Employing Agency	Month/Year Employment Began	Month/Year Employment Ended	Number of Years Experience

Research and Grant Activities Within Last 5 Years. Briefly describe each significant research activity and note its current status (e.g., in conceptualization stage, gathering data stage, data analysis completed, grant written and under review, etc.). [Use additional pages if necessary.]

Publications, Presentations at Professional Meetings, and Other Academically Relevant Efforts Within Last 5 Years. [Note: Be certain that full citations are listed in vitae that is to be included in the Formal Tenure Portfolio. Use additional pages if necessary.]

Professional Meetings, Workshops, and Other Activities Attended Within Last 5 Years. Include no activities that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Meeting/Workshop/Activity	Location	Date(s)

Memberships in Professional Organizations and Academic Honor Societies Within Last 5 Years. Include no memberships in organizations that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Organization/Honor Society (include brief description if not self-evident)	Dates of Membership

Administrative Services, Committees, and/or Other Responsibilities at the University Within Last 5 Years. [Use additional pages if necessary.]

Level of Service (Library or University)	Title or Role Performed (e.g., Chair, Member)	Type of Administrative Service, Name of Committees, Description of Other University Responsibilities	Dates of Service (Semesters / Years)

Community Involvement Activities Within Last 5 Years. [Use additional pages if necessary.]

Description of Activity (e.g. role played, name of organization, etc.)	Location	Dates of Service

Please use this space or additional pages to add additional items or clarifications that you would like those reviewing this application to know. For example, if your 2nd master’s degree and/or major area(s) of study is/are not a master’s degree from a program accredited by the American Library Association (ALA), explain how your academic preparation qualifies you to be tenured. [For example, suppose you have a 2nd master’s degree in Education with a specialization in school librarianship but no specific coursework in traditional areas of academic librarianship—subject bibliography or cataloging, for example. Because the University offers both undergraduate and graduate programs in Education, and those are the programs for which you provide collection development and reference services, your degree strongly supports your tenure application.]

Further Instructions: Submit this completed application along with the Formal Tenure Portfolio and Supporting Documentation to the Dean of Library Services by the deadline date published in the Faculty Handbook. The Dean shall make copies of this application, distribute one to each member of the Library Tenure Review Committee, and make arrangements for members of the Committee to review the Portfolio and Supporting Documentation in a private and secure environment. By affixing his/her signature (below), the applicant attests that s/he is familiar with and understands the Promotion and Tenure process as outlined in the Faculty Handbook. The applicant further attests that all information contained in this application, the Formal Tenure Portfolio, and Supporting Documentation, are complete and accurate.

Signature of Applicant

Date

**Instructions to Dean of Library Services Regarding
Faculty Member's Application for Tenure in Rank**

1. Immediately upon the timely receipt of a faculty member's Letter of Intent to Apply for Tenure, compose a Library Tenure Review Committee. The Committee is to be composed of all tenured faculty members. In the event that there are no tenured faculty members in the library, the Library Tenure Review Committee shall consist of all tenure-track, full-time faculty employed within the library for at least the preceding two (2) years.
2. By September 15th (or the next regular business day, if applicable), the Dean shall have received a faculty member's Letter of Intent to Apply for Tenure; immediately thereafter, the Dean shall notify members of the Library Tenure Review Committee by sending each a copy, or facsimile, of the "Memorandum—Composition of Library Tenure Review Committee."
3. By October 15th (or the next regular business day, if applicable), the faculty member seeking tenure must have submitted his/her (1) Formal Tenure Portfolio (including Application) and (2) Supporting Documentation to the Dean of Library Services. The Dean shall send each member of the Library Tenure Review Committee a copy, or facsimile, of the "Memorandum—Availability for Review of Tenure Materials" and the "Peer Evaluation of Applicant for Tenure in Rank." These materials shall be made available to committee members only in a secured location (to be specified by the Dean).
4. Immediately after receiving the Formal Tenure Portfolio (which includes the application) and Supporting Documentation, the Dean shall acknowledge in writing to the applicant that the tenure-related materials were received in a timely fashion.
5. By November 22nd (or the next regular business day, if applicable), the Dean shall conduct his/her own evaluation (by utilizing the attached form, "Dean of Library Service's Evaluation of Applicant for Tenure"), collect the evaluations/recommendations of the Tenure Review Committee members, and add them to Section IV of the Formal Portfolio before promptly sending the Formal Tenure Portfolio to the Vice President for Academic Affairs. Any Supporting Documentation is to be kept in a secure place (to be specified by the Dean) and returned to the applicant after a final decision on tenure has been reached by the President of the University and the University of Louisiana System Board of Supervisors.

Memorandum—Composition of Library Tenure Review Committee

To: Members of the Library Tenure Review Committee for _____
Applicant's Name

From: _____
Dean of Library Services

Date: _____

Re: EVALUATION OF APPLICANT FOR TENURE IN RANK

I have received from our colleague his/her Letter of Intent to Apply for Tenure in rank. As specified in the Faculty Handbook, the following faculty members shall constitute the Library Tenure Review Committee for this applicant.

Please thoroughly review the requirements for tenure as outlined in the Faculty Handbook.

As soon as I receive the Formal Tenure Portfolio, which will include the application, and Supporting Documentation, I shall notify you and you shall have only a short period of time in which to review them before completing your evaluation and making your recommendation.

In the meantime, please make arrangements with our colleague to evaluate his/her group instruction if you are not already intimately familiar with it.

Thank you for your cooperation.

Memorandum—Availability for Review of Tenure Materials

To: Members of the Library Tenure Review Committee for _____
Applicant's Name

From: _____
Dean of Library Services

Date: _____

Re: EVALUATION OF APPLICANT'S TENURE PORTFOLIO AND SUPPORTING DOCUMENTATION

I have received our colleague's Formal Tenure Portfolio and Supporting Documentation. I have attached a copy of his/her Application for Tenure to this memorandum as well as a "Peer Evaluation of Applicant for Tenure in Rank" form. As I must forward these materials to the Vice President for Academic Affairs by the November 22nd deadline, please contact me as soon as possible so that you can review these materials and submit your recommendations in a timely fashion.

Thank you for your prompt attention to this matter.

PEER EVALUATION OF APPLICANT FOR TENURE IN RANK

Applicant's Name: _____

Evaluator's Name: _____ Rank _____

Before completing this evaluation and recommendation, please review the relevant sections on tenure in the Faculty Handbook as well as more stringent standards that may be mandatory by discipline-related accrediting agencies. Then, based upon your experience within the profession, please assess the applicant's qualifications and performance on each of the following:

1. Are the applicant's academic credentials appropriate for tenure? Yes No Questionable
If "No" or "Questionable", please comment:

2. Has the applicant completed at least five (5) years of full-time teaching or librarianship at the college level? (note: do not count teaching as an adjunct, summers, overloads, or as a graduate assistant) Yes No Questionable
If "No" or "Questionable", please comment:

3. Please evaluate the applicant's overall performance during his/her employment at the University in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's Academic Training and Effectiveness of Instructional Techniques and/or Educational Resource Management are exceptionally good.					
The Applicant's Research, Publications, and Professional Activities are exceptionally good.					
The Applicant's Service to the University, Library, Students and non-Library Faculty and/or Community Involvement are exceptionally good.					
The Applicant clearly deserves to receive tenure.					

4. Please feel free to add additional comments and recommendations (use separate sheet if necessary).

Signature of Evaluator

Date

DEAN OF LIBRARY SERVICES' EVALUATION OF APPLICANT FOR TENURE

Applicant's Name: _____

1. List by name and rank, all members in the Library who are tenured. [Use additional pages if necessary.]

Name	Rank			Name	Rank

2. Did all of the faculty listed in #1 (above) participate in evaluating the applicant for purposes of tenure? Yes No
If "No", please explain:
3. Do you personally attest that the applicant's academic credentials are appropriate for tenure? Yes No Questionable
If "No" or "Questionable", please explain:
4. Has the applicant completed at least five (5) years of full-time teaching and/or librarianship at the college level? (note: do not count teaching as an adjunct, summers, overloads, or as a graduate assistant)? Yes No Questionable
If "No" or "Questionable", please comment:

5. Please evaluate the applicant's overall performance during his/her employment at the University in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's Academic Training and Effectiveness of Instructional Techniques and/or Educational Resource Management are exceptionally good.					
The Applicant's Research, Publications, and Professional Activities are exceptionally good.					
The Applicant's Service to the University, Library, Students and non-Library Faculty and/or Community Involvement are exceptionally good.					
The Applicant clearly deserves to receive tenure.					

6. In narrative form, provide additional comments about the applicant's qualifications, work performance, standing in the profession, service to the University, and/or service to the community. In your assessment, describe the function or role the applicant performs or plays in the Library; in other words, describe the applicant's greatest strengths and weaknesses as they relate specifically to the Library, its operations, the library faculty, and to students and non-library faculty. [Use additional pages if necessary.]

The average of the scores submitted by the Library Review Committee is _____.

Signature of Dean of Library Services

Date

Appendix D

Promotion Application Packet for Library Faculty

General Instructions for Library Faculty Applying for Tenure and/or Promotion

These "general instructions" constitute an attempt to concisely describe the tenure and/or promotion process; this document is meant as a supplement to, rather than replacement for, what is presented in the *Faculty Handbook*.

Initial Timetable

1. Become thoroughly familiar with the requirements and procedures for applying for promotion and/or tenure as described in the *Faculty Handbook*.
2. No later than September 15th, submit a "Letter of Intent" to apply for promotion and/or tenure to the Dean of Library Services; also, send a copy of that letter to your immediate head/supervisor; include a copy of your "Letter of Intent" in your Formal Portfolio (described below and in the *Faculty Handbook*).
3. No later than October 15th, submit your Formal Portfolio and Supporting Documentation (described below and in the *Faculty Handbook*) to the Dean of Library Services. If you do not promptly receive written confirmation that your materials have been received in a timely manner, contact the Dean of Library Services.
4. No later than November 22nd, your Formal Portfolio should have been received in the Office of the Vice President for Academic Affairs. If you do not promptly receive written confirmation from the Chair of the University's Promotion and Tenure Committee that your materials have been received in a timely manner, contact the Chair or Vice President for Academic Affairs.

The Application:

1. There are separate application forms for promotion and tenure; be sure to complete the appropriate one and include it in the Formal Portfolio.
2. Some faculty may apply simultaneously for promotion and tenure. Because the composition of the library promotion and tenure review committees varies, applicants should completely fill out both forms even though much of the information is redundant.
3. Application forms are available for downloading on the University's web site (go to www.gram.edu and click on "GSU Information," then on "Administration," then on "Tenure Application Packet" or "Promotion Application Packet" and print the packets you need). Applicants should download the .pdf version(s) if they will use a typewriter but the Microsoft Word version(s) if they wish to use a computer to complete the forms rather than a typewriter. Applicants unfamiliar with Microsoft Word may need to seek either training or assistance from someone who can use the program.

The Formal Portfolio:

1. The Formal Portfolio should be neatly and systematically organized in (a) 3-ring binder(s) with the major subdivisions (i.e., Letter of Intent to Apply for Promotion and/or Tenure; Appropriate Application Form(s) and Essential Documentation; Current Vitae; Current Evaluations by Peers, Head (immediate supervisor), and the Dean of Library Services; Evaluations of your library instruction by students or faculty who were instructed by you; Professional Work Experience; Service (University and Community) clearly marked. Verification of credentials (copies of transcripts, etc.) and professional work experience (Personnel Action forms, University budget pages showing years of experience, etc.) should be included in the Formal Portfolio as part of Essential Documentation. The use of clear vinyl protectors is not encouraged unless the documentation cannot be held in a binder (as in the case of books, manuals, etc.)
2. Only the Formal Portfolio will automatically be forwarded from the Dean of Library Services; the Supporting Documentation file will normally remain in the Dean's office or in a secure place to be specified by the Dean.
3. Applicants for tenure should include information/documentation only from the last five (5) years in the Formal Portfolio (and Supporting Documentation). Applicants for promotion in rank who already have been tenured should include in the Formal Portfolio (and Supporting Documentation) only accomplishments and documentation from the last five (5) years or since the date of the last promotion (whichever is less).
4. All information included on the application and vitae should be adequately documented in the Formal Portfolio. It is helpful, too, to clearly identify relevant information on documentation (e.g., memoranda, minutes of meetings, presentations at meetings, etc.) by using a highlighter pen to indicate your name, committee name, paper title, etc.
5. Pay very close attention to your vitae. All information should be fully but concisely described.

Supporting Documentation

A “second” portfolio (“Supporting Documentation”) may be compiled in any manner you choose. The Supporting Documentation should consist of such material as described in the *Faculty Handbook* section, “Factors Considered in Evaluating an Application for Tenure and Promotion”, and especially the “Librarianship” subsection pertaining to the effectiveness of your instructional techniques and educational resource management.

The contents of the Supporting Documentation portfolio are likely best evaluated by members of the library's promotion and tenure review committees and the Dean of Library Services, rather than the University Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President of the University. Additionally, this should assist in expediting the promotion and tenure review process beyond the Dean's level by reducing the volume of material submitted for review.

The Supporting Documentation shall be available for review by all persons involved in the promotion and/or tenure process but will remain in the Dean of Library Services' office until a final decision has been reached by the President and the University of Louisiana System Board of Supervisors.

Final Advice

1. Make certain that your vitae is up-to-date, complete, and accurate, as it is one of the single most important documents in your Formal Portfolio.
2. Never include originals in either the Formal Portfolio or the Supporting Documentation; keep the originals in your possession.
3. Feel free to contact your Faculty Senator to direct you to a faculty member who can offer guidance and advice; also, the members of the University's Promotion and Tenure Committee may likewise be consulted.
4. Pay close attention to the fact that, according to the Faculty Handbook, librarianship (50%) and service (30%) are the most heavily weighted factors that enter into the decision to grant or deny promotion and/or tenure—document relevant activities and accomplishments appropriately.
5. If your highest degree is not a master's degree from a program accredited by the American Library Association (ALA), be sure to fully explain how your degree is appropriate for tenure and/or promotion purposes. (Note: Because Library Science is an interdisciplinary or multidisciplinary academic area, you should explain how a non-library-science degree relates to your job responsibilities.) If you held a second graduate degree before joining the GSU Library Faculty, explain how it supports your tenure and/or promotion application. Effective Fall 2000, a faculty member who pursues an advanced degree that may later be included among credentials submitted with promotion and/or tenure applications must first receive written agreement from the Dean of Library Services (after consultation with library faculty) that acknowledges the appropriateness of the degree to the needs and missions of the library and University. If you have such a letter, include a copy of it in your Formal Portfolio, as described in the *Faculty Handbook*.

**Application for Promotion in Rank
Grambling State University**

(To be completed by Library Faculty applicant; attach additional pages if necessary)

Name: _____ Date: _____
 First Middle Last

Unit: Library Check your department: Public Services _____ Technical Services _____

Present Rank: _____ Years in Present Rank: _____ Rank Requested: _____

Primary Librarianship Responsibilities at the University *Within Last 5 Years or since date of last promotion (whichever is less).*
 (Enter your Job Title and place an "X" under Public Services or Technical Services to indicate your major area of responsibility.)
 (Attach a copy of your Job Description.)

Job Title	Public Services	Technical Services
	Responsibilities are related to Instruction (Reference, Circulation, Microtext & Media, African-American Center)	Responsibilities are related to Educational Resources Management (Acquisitions, Serials, Cataloging)

Academic Preparation (Begin with most recently earned degree). [Use additional pages if necessary.]

Degree	Academic Discipline	Major Area(s) of Study	Institution	Year

Full-Time College-Level Teaching and/or Librarianship Experience (Do not include summer, overload, adjunct, or graduate assistant teaching). [Use additional pages if necessary.]

Rank	Academic Discipline, Department, or Program	Institution	Month/Year Employment Began	Month/Year Employment Ended	No. of Years at Institution

Other Related Full-Time Professional Experience (Non-college level teaching or librarianship should be included here, if relevant). [Use additional pages if necessary.]

Title/Position	Employing Agency	Month/Year Employment Began	Month/Year Employment Ended	Number of Years Experience

Research and Grant Activities *Within Last 5 Years or since date of last promotion (whichever is less)*. Briefly describe each significant research activity and note its current status (e.g., in conceptualization stage, gathering data stage, data analysis completed, grant written and under review, etc.). [Use additional pages if necessary.]

Publications, Presentations at Professional Meetings, and Other Academically Relevant Efforts *Within Last 5 Years or since date of last promotion (whichever is less)*. [Note: Be certain that full citations are listed in vitae that is to be included in the Formal Promotion Portfolio. Use additional pages if necessary.]

Professional Meetings, Workshops, and Other Activities Attended *Within Last 5 Years or since date of last promotion (whichever is less).* Include no activities that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Meeting/Workshop/Activity	Location	Date(s)

Memberships in Professional Organizations and Academic Honor Societies *Within Last 5 Years or since date of last promotion (whichever is less).* Include no memberships in organizations that are not directly related to one's academic position at the University. [Use additional pages if necessary.]

Organization/Honor Society (include brief description if not self-evident)	Dates of Membership

Administrative Services, Committees, and/or Other Responsibilities at the University *Within 5 Years or since date of last promotion (whichever is less).* [Use additional pages if necessary.]

Level of Service (Library or University)	Title or Role Performed (e.g., Chair, Member)	Type of Administrative Service, Name of Committees, Description of Other University Responsibilities	Dates of Service (Semesters / Years)

Community Involvement Activities *Within Last 5 Years or since date of last promotion (whichever is less).* [Use additional pages if necessary.]

Description of Activity (e.g. role played, name of organization, etc.)	Location	Dates of Service

Please use this space or additional pages to add additional items or clarifications that you would like those reviewing this application to know.

Further Instructions: Submit this completed application along with the Formal Promotion Portfolio and Supporting Documentation to the Dean of Library Services by the deadline date published in the Faculty Handbook. The Dean shall make copies of this application, distribute one to each member of the Library Promotion Review Committee, and make arrangements for members of the Committee to review the Portfolio and Supporting Documentation in a private and secure environment. By affixing his/her signature (below), the applicant attests that s/he is familiar with and understands the Promotion and Tenure process as outlined in the Faculty Handbook. The applicant further attests that all information contained in this application, the Formal Promotion Portfolio, and Supporting Documentation, are complete and accurate.

Signature of Applicant

Date

**Instructions to Dean of Library Services Regarding
Faculty Member's Application for Promotion in Rank**

1. Immediately upon the timely receipt of a faculty member's Letter of Intent to Apply for Promotion, compose a Library Promotion Review Committee. The Committee is to be composed of all faculty members (regardless of tenure status) who are at or above the rank to which the applicant is applying. In the event that there are no faculty members in the library at or above the rank to which the applicant is applying, the Library Promotion Review Committee shall consist of tenured and non-tenured faculty members holding the same academic rank as the applicant. Should neither of these be possible, the Library Promotion Review Committee shall consist of all tenured faculty irrespective of academic rank. In the rare event that none of the preceding is possible, the Library Promotion Review Committee shall consist of all tenure-track, full-time faculty who have been employed within the library for at least the preceding two (2) years. Composition of the Library Promotion Review Committee may vary with different applicants.
2. By September 15th (or the next regular business day, if applicable), the Dean of Library Services shall have received a faculty member's Letter of Intent to Apply for Promotion; immediately thereafter, the Dean shall notify members of the Library Promotion Review Committee by sending each a copy, or facsimile, of the "Memorandum—Composition of Library Promotion Review Committee."
3. By October 15th (or the next regular business day, if applicable), the faculty member seeking promotion must have submitted his/her (1) Formal Promotion Portfolio (including Application) and (2) Supporting Documentation to the Dean. The Dean shall send each member of the Library Promotion Review Committee a copy, or facsimile, of the "Memorandum—Availability for Review of Promotion Materials" and the "Peer Evaluation of Applicant for Promotion in Rank." These materials shall be made available to committee members only in a secured location (to be specified by the Dean).
4. Immediately after receiving the Formal Promotion Portfolio (which includes the application) and Supporting Documentation, the Dean shall acknowledge in writing to the applicant that the promotion-related materials were received in a timely fashion.
5. By November 22nd (or the next regular business day, if applicable), the Dean shall conduct his/her own evaluation (utilizing the attached form, "Dean of Library Services' Evaluation of Applicant for Promotion in Rank"), collect the evaluations/recommendations of the Library Promotion Review Committee members, and add them to Section IV of the Formal Portfolio before promptly sending the Formal Promotion Portfolio to the Vice President for Academic Affairs. Any Supporting Documentation is to be kept in a secure place (to be specified by the Dean) and returned to the applicant after a final decision on promotion has been reached by the President of the University and the University of Louisiana System Board of Supervisors.

Memorandum—Composition of Library Promotion Review Committee

To: Members of the Library Promotion Review Committee for _____
Applicant's Name

From: _____
Dean of Library Services

Date: _____

Re: EVALUATION OF APPLICANT FOR PROMOTION IN RANK

I have received from our colleague his/her Letter of Intent to Apply for Promotion in rank. As specified in the Faculty Handbook, the following faculty members shall constitute the Library Promotion Review Committee for this applicant.

Please thoroughly review the requirements for promotion as outlined in the Faculty Handbook.

As soon as I receive the Formal Promotion Portfolio, which will include the application, and Supporting Documentation, I shall notify you and you shall have only a short period of time in which to review them before completing your evaluation and making your recommendation.

In the meantime, please make arrangements with our colleague to evaluate his/her group instruction if you are not already intimately familiar with it.

Thank you for your cooperation.

Memorandum—Availability for Review of Promotion Materials

To: Members of the Library Promotion Review Committee for _____
Applicant's Name

From: _____
Dean of Library Services

Date: _____

Re: EVALUATION OF APPLICANT'S PROMOTION PORTFOLIO AND SUPPORTING DOCUMENTATION

I have received our colleague's Formal Promotion Portfolio and Supporting Documentation. I have attached a copy of his/her Application for Promotion to this memorandum as well as a "Peer Evaluation of Applicant for Promotion in Rank" form. As I must forward these materials to the Vice President for Academic Affairs by the November 22nd deadline, please contact me as soon as possible so that you can review these materials and submit your recommendations in a timely fashion.

Thank you for your prompt attention to this matter.

PEER EVALUATION OF APPLICANT FOR PROMOTION IN RANK

Applicant's Name: _____

Evaluator's Name: _____ Rank: _____

Before completing this evaluation and recommendation, please review the relevant sections on promotion in the Faculty Handbook as well as more stringent standards that may be mandatory by discipline-related accrediting agencies. Then, based upon your experience within the profession, please assess the applicant's qualifications and performance on each of the following:

1. Are the applicant's academic credentials appropriate for promotion? Yes No Questionable
If "No" or "Questionable", please comment:

2. Does the applicant meet or exceed the years of experience (full-time collegiate-level teaching and/or "other" related experience) to satisfy the requirements for this promotion? Yes No Questionable
If "No" or "Questionable", please comment:

3. Please evaluate the applicant's overall performance during the last *5 years or date of last promotion (whichever is less)* in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's Academic Training and Effectiveness of Instructional Techniques and/or Educational Resource Management are exceptionally good.					
The Applicant's Research, Publications, and Professional Activities are exceptionally good.					
The Applicant's Service to the University, Library, Students and non-Library Faculty and/or Community Involvement are exceptionally good.					
The Applicant clearly deserves promotion to the next academic rank.					

4. Please feel free to add additional comments and recommendations (use separate sheet if necessary).

Signature of Evaluator

Date

DEAN OF LIBRARY SERVICES' EVALUATION OF APPLICANT FOR PROMOTION IN RANK

Applicant's Name: _____ Rank Sought: _____

1. List by name and rank, all members in the Library who are at or above the rank to which the applicant seeks promotion. [Use additional pages if necessary.]

Name	Rank		Name	Rank

2. Did all of the faculty listed in #1 (above) participate in evaluating the applicant for purposes of promotion in rank? Yes No
If "No", please explain:
3. Do you personally attest that the applicant's academic credentials are appropriate for this promotion? Yes No Questionable
If "No" or "Questionable", please explain:
4. Does the applicant meet or exceed the requisite number of years of professional experience (either full-time collegiate-level teaching or librarianship or in combination with other professionally related work experience) to be promoted? Yes No Questionable
If "No" or "Questionable", please explain in detail
 List "other Professional experience" that is being used to qualify the applicant for promotion.

5. Please evaluate the applicant's overall performance during the last *5 years or since date of last promotion (whichever is less)* in each of the categories that follow. Please refer to the Faculty Handbook for examples of the types of activities to be taken into consideration.

	Strongly Agree (5)	Agree (4)	Neither Agree nor Disagree (3)	Disagree (2)	Strongly Disagree (1)
The Applicant's Academic Training and Effectiveness of Instructional Techniques and/or Educational Resource Management are exceptionally good.					
The Applicant's Research, Publications, and Professional Activities are exceptionally good.					
The Applicant's Service to the University, Library, Students and non-Library Faculty and/or Community Involvement are exceptionally good.					
The Applicant clearly deserves promotion to the next academic rank.					

6. In narrative form, provide additional comments about the applicant's qualifications, work performance, standing in the profession, service to the University, and/or service to the community. In your assessment, describe the function or role the applicant performs or plays in the Library; in other words, describe the applicant's greatest strengths and weaknesses as they relate specifically to the Library, its operations, its library faculty, and to students and non-library faculty. [Use additional pages if necessary.]

7. It is my conclusion and recommendation that the applicant

_____ is an exceptionally strong candidate and definitely should be tenured.
 _____ is a strong candidate and should be tenured.
 _____ should not be tenured at this time.

Other Comments?

The average of the scores submitted by the Library Review Committee is _____.

 Signature of Dean of Library Services

 Date

Send comments, questions, or suggestions pertaining to the *Faculty Handbook* to sallykcarroll@hotmail.com (last updated 09/23/2001)