

Document A

Faculty Handbook Change Log

1. Appendix Document XI. University Policy Regarding Sexual Behavior and Sexual Harassment. Deleted section I. False Accusations Forbidden to comply with University of Louisiana System Policy change. Approved by Dr. E. Joseph Savoie. May 6, 2014, Robert McKinney.
2. Section V. Tenure. Probationary Period. Tenure and promotion will usually be considered simultaneously. Approved by Faculty Senate and Dr. James Henderson. November 10, 2014. Robert McKinney.
3. Appendix B-3. Graduate Council. Grammar change “minimal” to “minimum.” Approved by Faculty Senate and Dr. James Henderson. November 10, 2014. Robert McKinney.
4. Section II Organizational Chart. Update to 2014 chart. Approved by Faculty Senate and Dr. James Henderson. November 10, 2014. Robert McKinney.
5. Appendix Documents XXIV. Procedure for selecting Academic Deans. Addition of section on the size and selection of the Q-S-N Committee for the Dean of University College. Approved by Faculty Senate and Dr. James Henderson. April 15, 2015. Robert McKinney
6. Section II, Organization, and Administration: Updating the members of the Board of Regents and the Board of Supervisors, and the university structure to reflect recent changes. Under “Boards Which Govern Higher Education in Louisiana” in reference to the University of Louisiana System changed from eight to **nine** colleges and institutions. Under “The University Council” added **the Faculty Senate, and other areas of**. On page I-5 in the section “The Provost and Vice President for Academic Affairs,” “The Vice President for Student Affairs,” and “The Vice President for Administration and Finance” updated the organization to reflect recent changes and match the organizational chart of the university. Updates on I-6 in the section on Academic Deans and Directors of Administrative Units” added **and three (3) assistant vice presidents lead**. The organizational char on page I-7 has been updated for 2015-2016. Approved by Faculty Senate and Dr. James Henderson. December 10, 2015. Robert McKinney
7. Section III, Fiscal Policies: Updating travel priorities and removing references to typewriters. On page 1 under “Travel Allowances” updated the travel priorities. Under “University Budget” on page 2 deleted references to *typewriters*, *typewriter repair*, and *duplicator paper* and updated with **computers, toner, and paper**. The web address for Faculty Affairs has been updated under “General Consideration.” Approved by Faculty Senate and Dr. James Henderson. December 10, 2015. Robert McKinney
8. Section IV, Instructional, and Research Policies: Updated references to catalog and allowing a digital version of the syllabus to be submitted to departmental offices. In the section on “Class Attendance” changed references to the bulletin to **Undergraduate and Graduate Catalog**. Under “Classroom Visiting, Privileges” added **department head or director**. In the section on “Office Hours, Grading and Attendance Policies, Texts, and Syllabi” *paper* has been deleted permitting faculty to submit a paper or digital copy depending on the departmental requirements. Approved by Faculty Senate and Dr. James Henderson. December 10, 2015. Robert McKinney
9. Section V, Faculty Personnel Policies: On page 3 removing reference to annual letters which were discontinued many years ago. The change on page six is to match UL

System policy that defines the probationary period for tenure as 6 years, with a 12-month notice (7th year) if tenure is denied. The current UL Lafayette language results in a one-year delay of when tenure becomes effective. Under “Promotions” the ranks of **Senior Instructor** and **Master Instructor** were added. In the section on “Performance Evaluation and Merit Pay” the rating scale has been updated from the previous matrix of Category I, Category II, etc. to 5, 4, etc. Other changes add the summer commencement ceremony, update the name of the Office of Faculty Affairs, and web links. Approved by Faculty Senate and Dr. James Henderson. December 10, 2015. Robert McKinney

10. Section VII, Educational Services and Other Resources: Changes include deleting references to Junior Division, and updating the Study Abroad Programs. Approved by Faculty Senate and Dr. James Henderson. December 10, 2015. Robert McKinney.
11. Section V, Faculty Personnel: Changes in sub-section on Performance Evaluation and Merit Pay incorporate the amendment language about rubrics into the handbook section about annual performance evaluations. Approved by the Faculty Senate and Dr. Jaimie Hebert. June 1, 2022. Robert McKinney
12. New Section IX, Procedures for Making Changes in the Faculty Handbook added to the Handbook as a new section. Robert McKinney
13. New Appendix C, Faculty Handbook Change Log added to the Handbook as a new appendix. Robert McKinney
14. Combined Documents 9, 10, 16-19, 21, 23, 24, 26, 35, 36, 39 into a new Section IX labeled “Additional Policies and Procedures”. Renumbered “Procedure for Modifying Handbook” currently Section IX to Section X. 01-10-2024. Dianne Olivier
15. Consolidated separate sections into single document.
16. Section IV. Faculty Personnel Policies: Tenure and Promotion: Faculty Senate, in coordination with the Provost, submitted an updated Tenure and Promotion sub-section. The existing sub-section was archived as “[Document L](#). Tenure and Promotion Policy through 02/28/2025.” 2-27-2025 Dianne Olivier
17. Section III. Instructional and Research Policies: Faculty Senate, in coordination with the Provost, approve a change to the “Office Hours, Grading and Attendance Policies, Texts and Syllabi” subsection. This addition also clarifies what items are class-specific and provided by the faculty member to the students in a class, and what items are standardized across the university, college, or department and may be provided more centrally. This addition also protects the right of faculty to adapt their syllabi as needed through the semester and to add additional information, policies, or regulations not described here. 3-31-2025 Dianne Olivier