

## Document XVI

### POLICIES FOR OFF-CAMPUS FACULTY

**Teaching Assignments** - All faculty for off-campus University College courses must meet the same SACS qualifications as regular on-campus faculty. The Office of Academic Planning and Faculty Development has the criteria and can give information on academic credential requirements for teaching in disciplines or for teaching at graduate/undergraduate levels.

**Salary** - Off-campus faculty are paid at the same rate as other adjunct or regular faculty members teaching on-campus classes or overload classes. Checks normally will be issued at the end of September, October, November and early December in the Fall; and at the end of February, March, April and early May in the Spring; and at the end of June and the end of July or early August in the Summer. Final checks for each semester are issued when grades have been turned in to the Registrar.

**Travel** - Instructors usually will be reimbursed for out of parish travel for each class with one check at the end of the semester. Travel will be reimbursed at the standard University rate of (currently) \$.30 per mile. A form will be sent to each instructor after mid-semester to report round trip mileage.

**Registration** - University College releases a tentative schedule and collects requests for off-campus classes beginning mid-March for Summer and Fall classes and mid-October for Spring classes. When enough requests for a specific section are received, University College adds the class to the telephone registration system, and the class becomes accessible to all students. Instructors are not responsible for student registration and should refer all inquiries to University College.

**Class Times** - Classes are scheduled to meet one night per week for Fall and Spring or two nights per week for Summer at a site in the parish where the class is being offered. Class meeting times are set by the University in order to meet the minimum minutes required for academic credit. Any change from the original class times requires the agreement of all students enrolled and the approval of University College.

**Office Hours** - Instructors for off-campus classes need to be available to assist students as needed. It is recommended that instructors be at the class site at least one-half hour prior to the beginning of the class. Instructors should list a phone number on the class syllabus so that students may contact them outside of class. It is advisable to list appropriate hours for phone calls so that the instructor is not interrupted during work hours at another job.

**Keys** - Keys for off-campus class meeting rooms will be given to each instructor at the beginning of the semester. Keys need to be returned to University College at the end of the semester when grades are turned in.

**Textbooks** - Texts used in off-campus sections are the same as those used for on-campus sections. If more than one text is used by multi-section on-campus courses, the instructor may choose the one he/she prefers to use after consultation with the academic department head. University College should be notified of the choice, so that office can inform the bookstores of the potential need for additional copies of the text selected. Instructors are not responsible for assisting students to secure the texts. Students should be referred to the bookstores in Lafayette (UL Lafayette Bookstore, Follett's, and TRI Textbooks) for text purchase/rental.

**Assignments** - Students taking off-campus classes are expected to complete the same homework and library research assignments as those students taking courses on campus.

**Dupre Library** – In the Fall and Spring, the University library is open from 7:30 a.m. to 12 a.m. Monday through Thursday; 7:30 a.m. to 6 p.m. on Friday; and 10 a.m. to 6 p.m. on Saturday; and from 2 p.m. to 11 p.m. on Sunday. In the Summer, the University library is open from 7:30 a.m. to 9 p.m. Monday through Thursday; 7:30 a.m. to 4:30 p.m. on Friday; and 10 a.m. to 2 p.m. on Saturday; and from 2 p.m.

to 9 p.m. on Sunday. Please check for special holiday hours between semesters. Students may use the library without an I.D. card, but the card is needed to check out books.

**Class Rosters** - Rosters will be forwarded to the instructors by University College. Any discrepancies should be reported to University College.

**Class Handouts** - Copies of appropriate class handouts can be duplicated in the University College office for off-campus classes. We would appreciate at least five days advance notice for any copies needed. **NOTE:** Copyrighted material which is to be duplicated for sale to students must be cleared either through the Media Center or with an approved vendor with which the University has a signed agreement. The Media Center can furnish the necessary information for this procedure.

**Absence Policy** - The instructor's absence policy must be clearly stated in the class syllabus.

**Grading** - The instructor's grading policy must be stated in the course syllabus. The grade standards must be the same as for on-campus sections of the same course.

**Final Exam** - A final exam schedule will be sent to each instructor prior to the start of the semester. The final exam is to be given during the specified final exam week at the regular time of the class. No exams may be given early.

**Grade Reports** - Final grades are to be recorded on a form sent to each off-campus instructor one week prior to the end of the semester. The names on the final grade form should agree with the second official roster. Any differences should be reported to the University College office, Martin Hall 169, 482-6729, before turning in the grade reports. Grades are due within 48 hours of giving the final exam. The last salary check for the semester and the travel reimbursement check will be given to the instructor when grades and building keys are turned in to the University College office.

**Faculty Evaluation** - Student Evaluation of Instruction forms will be distributed to each off-campus class. An analysis of these student evaluations will be available to off-campus faculty one semester after completion of the course.

**I.D. Cards** – UL Lafayette I.D. cards are issued for all students and full-time faculty and staff. Part-time adjunct faculty may be issued a non-photo I.D. by Dupré Library at the circulation desk **for library privileges only**.

**Credit Union** - Part-time faculty are permitted to join the UL Federal Credit Union. The Credit Union is located on McKinley Street beside Hamilton Hall.