



UNIVERSITY *of*
LOUISIANA
L A F A Y E T T E[®]

Faculty Handbook

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Faculty Handbook

UL Lafayette's Faculty Handbook contains information on employment policies and procedures for all categories of faculty. The Faculty Handbook defines and describes the structures and process through which the faculty participates in institutional decision-making and governance, and the academic policies of the University in accordance with the University of Louisiana System and Board of Regents. The provisions of the Faculty Handbook are binding on the University and on individual faculty members. The Faculty Handbook governs the employment relationship of individual faculty members, and sets forth the rights, privileges, and responsibilities of faculty members and of the University. Faculty and academic administrators are expected to read the Faculty Handbook and to be familiar with its contents.

University policies are available online, as are many important procedures maintained by purchasing, human resources, and the environmental health and safety office. These websites will be updated as policies and procedures change. Please refer to them for issues not addressed in the Faculty Handbook.

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Section I. Organization and Administration

Boards Which Govern Higher Education in Louisiana

The organization of higher education is described in Article VIII of the Constitution of the State of Louisiana. Section 5 creates the Louisiana Board of Regents and prescribes that it shall plan, coordinate, and have budgetary responsibility for all of public higher education. Section 6 creates the Board of Supervisors for the University of Louisiana System and vests within it powers of management over nine (9) state colleges and universities, one of which is the University of Louisiana at Lafayette.

The Louisiana State University System and the Southern University System have separate management boards which are also responsible to the Board of Regents.

The Constitution of the State of Louisiana provides the state legislature with ample powers to assign authority and responsibility to the boards which govern UL Lafayette.

[Louisiana Board of Regents](#)

[Board of Supervisors for the University of Louisiana System](#)

[Board of Supervisors for the Louisiana State University System](#)

[Board of Supervisors for the Southern University System](#)

[Board of Supervisors for the Louisiana Community and Technical College System](#)

Organizational Structure of UL Lafayette

The University administration is divided into six major areas. These are: Academic Affairs, Research, Student Affairs, Administration and Finance, University Advancement, and Enrollment Management. The [organization chart](#) shows the relationship within and among these units.

Qualifications of Administrators

UL Lafayette's administrators perform a critical role in supporting the University's goals and strategic initiatives. They facilitate and enable high quality teaching, research, and service, ensure maximum efficiency and integrity in the University's operations, and collaborate in defining the vision and future of the institution. Because of their significant role, UL Lafayette's senior administrators must meet defined qualifications, including academic preparation of at least a baccalaureate degree and experiential preparation for the positions to which they are appointed. Senior administrators who serve within the academic affairs area are generally

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expected to hold a terminal degree. Particular qualifications for each administrative position on campus are provided in the vacancy announcements prepared as part of the hiring process.

The University Council

The University Council is composed of the President, Vice Presidents, others who represent areas of Vice Presidential, the Faculty Senate, and other areas of responsibility. The chair of the University Council is the Provost/Vice President for Academic Affairs.

The President

The President is responsible for the execution of the administrative and educational policies of the Board of Regents and the Board of Supervisors. The President's the chief executive officer of the University. Additional information about the expectations of university presidents may be found in the [UL System Board Rules](#).

The Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the chief academic officer of the University and coordinates the work of the other University Vice Presidents (also referred to as Provost). The Provost also acts as chief administrative officer in the absence of the University President. The Provost oversees the implementation of the University's academic mission and has broad responsibility for its faculty, academic programs, and academic policies. The Provost administers the Graduate School and the University's eight degree-granting colleges: the B. I. Moody III College of Business Administration; the Ray P. Authement College of Sciences; and the Colleges of the Arts, Liberal Arts, Education and Human Development, Engineering, University College, and Nursing and Health Sciences. Also included in the Academic Affairs are the Office of Institutional Effectiveness, Office of Student and Faculty Excellence, that assist with academic functions and student support services administered through units that include: Academic Success Center; the University Honors Program; The Registrars' Office, the Student-Athlete Academic Center; the University Libraries; the University Art Museum; University Connection; Continuing Education, Global Engagement, Louisiana Educate, Academic Programs, Distance Learning, First Year Experience, Institutional Assessment, Planning and Academic Initiatives, Service Learning, Student Center for Research, Creativity, and Scholarship, the Learning Center and Institutional Research.

The Vice President for Research

The Vice President for Research oversees research activities, economic development, and technology transfer activities of the University. Within this area, the Office of Research and Sponsored Programs assists faculty who seek external funding for their research. The Office of the Vice President for Research also builds alliances with local, regional, state, and national business, governmental and industrial leaders that will result in bringing funding, equipment,

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services, and other resources to the University. The VPR oversees the operation of a total of 26 research centers and institutes.

The Vice President for Student Affairs

The Vice President for Student Affairs administers all non-academic student programs, facilities, and services. The various offices of the Student Affairs area strive to ensure the welfare of all students and to enhance the quality of student life. The VPSA oversees student affairs, housing programs, Student Union programming, student publications, student health services, and student government, among other programs and functions. Additional information about these and other student programs and services can be found on the Student Affairs Division website at <https://studentaffairs.louisiana.edu/>.

The Vice President for Administration and Finance

The Vice President for Administration and Finance administers the business and information technology functions of the University. Business functions include budgeting, internal auditing, payroll, purchasing, personnel services, accounting, physical facilities, and some auxiliary enterprises such as the campus public radio station KRVS, the University Bookstore, food services, housing facilities, continuing education, and farm operations. Within information technology, the VPAF oversees computing support services and information systems.

The Vice President for University Advancement

The Vice President for University Advancement has broad responsibility for offices through which the University interfaces with its various external constituencies, particularly in the interest of building knowledge of and support for the University's programs and initiatives. The University Advancement area includes Alumni Affairs; Advancement Services; the Office of Development; Communications and Marketing. The VPUA serves as the University's liaison with the UL Lafayette Foundation.

The Vice President for Enrollment Management

The Vice President for Enrollment Management administers the student recruitment and enrollment support services of the University. The VPEN oversees the offices of Enrollment Services, Admissions, Scholarships, Financial Aid, and Orientation. The VPEN works with the academic affairs area to improve students' academic performance and completion of their degree.

Organization of Academic Affairs

Academic Deans and Directors of Administrative Units

The deans of the eight (8) undergraduate colleges, the Dean of the Graduate School, and two (2) associate vice presidents and one assistant vice president lead [academic functions and student support services](#) administered through the Academic Success Center, and the Directors of the University Honors Program, the Student-Athlete Academic Center, the University Libraries, the University Art Museum, University College, Continuing Education, Global Engagement, and Student Center for Research, Creativity, and Scholarship and Institutional Research are responsible to the Provost/Vice President for Academic Affairs for the leadership and administration of academic programs within their area.

Directors of Schools, Department Heads, and Coordinators

These officers are responsible to the deans of their respective colleges for the academic, personnel, financial and material needs of their academic units. They must function as a two-way communication channel, carrying their views and the views of the faculty convincingly to the administration and leading their faculty to understand and embrace the administration's institutional goals and procedures.

Departmental Governance

The directors of schools or department heads are the chief administrative officers of the schools or departments and should also be the leaders of their faculty. Administrative decisions at the school or departmental level are the responsibility of these officials; however, advice from other members of the department is essential in the formation of decisions. Matters directly concerning curricula and/or course descriptions and content should generally be decided in favor of recommendations of appropriate committees.

Administrative officers are urged to call frequent faculty meetings so that all members may be kept informed and may participate in the formulation of decisions.

Chain of Authority

The line of administrative authority is from the department head or school director, where appropriate), to the Dean of the College, to the Provost/Vice President for Academic Affairs and, finally, to the President. This sequence of official review should be respected in all cases of disagreement. Only when a resolution of differences proves impossible at any given level should the matter be taken to the next higher authority.

Section II. Fiscal Policies

Faculty Salaries

The starting salary of a new faculty member is decided by the President of the University. The President's decision is based on a recommendation of the Provost/Vice President for Academic Affairs who, in turn, obtains recommendations from the academic dean and department head/school director involved in the hiring process. Starting salaries are determined by the needs of the departments, the general availability of persons qualified to hold the vacant position, previous experience of the new person, and other factors that may be deemed important.

Payroll Deductions

Required deductions include payment to the Teachers Retirement System or to an optional retirement plan, payments for state and federal income tax, and other approved deductions. Optional deductions can be made upon written request by a faculty member for approved purposes. Among the approved deductions are payments for various insurance programs available to the faculty through the University, deposits to the UL Federal Credit Union, payments for annuity programs available through the University, and contributions to the United Givers Fund.

Travel Allowances

Each department is allocated a travel budget. A faculty member can apply to use travel funds by completing a Chrome River Pre-Approval report. Additional information can be found on <https://purchasing.louisiana.edu/travel/chrome-river> (including training videos).

Travel funds are limited, and the University has set priorities for faculty travel. These are listed in an order of decreasing priority:

1. Mandated travel
2. Travel for the formal presentation of research results or reading of papers at major professional meetings
3. Travel for which there is a significant educational or professional benefit to the faculty member
4. Travel involved with holding elective office in a major professional organization
5. Travel for the purpose of participating in a major professional meeting as a chairperson or discussant
6. Travel for which there is a clear benefit to the department or University

University Travel Regulations

Please refer to the current issue of the Louisiana Travel Guide for detailed or specific travel regulations. The State Travel Office has an Internet home page that contains the Louisiana Travel Guide as well as other information for State and University travelers. This site can be accessed at <https://www.doa.la.gov/doa/ost/>.

If you have any questions concerning these travel regulations, please see <https://purchasing.louisiana.edu/travel> or contact purchasing@louisiana.edu.

University Budget

The University is a state-supported institution; therefore, a portion of the income is from legislative appropriation. Each year the administration submits a proposed budget for the next fiscal year to its management board (the Board of Supervisors) and the Board of Regents. This budget is based on a funding formula which uses the student credit hour production for the current fiscal year plus anticipated income from tuition, athletic event revenues, and other sources. The Board of Supervisors and the Board of Regents review the budget and make appropriate changes. The Board of Regents combines the budgets for all institutions of higher education and submits the total budget to the Division of Administration. The Division of Administration reviews the recommendations, examines the revenues expected to be available for education and presents recommendations to the Governor. The Governor reviews these recommendations and presents a total education package to the legislature during each annual session. The appropriation is generally passed near the end of the legislative session in June. After the University's appropriation has been determined, a line-item operating budget is prepared and submitted to the management board for approval. It is at this point that dollar values are attached to merit raise categories.

University funds are distributed throughout the university to support all its functions. Each department is allocated a budget in several areas. The Personal Services budget is the sum of salaries and fringe benefits of all personnel in the department. Departments have a travel budget for uses described earlier. The Operating Services budget pays for telephone bills, contractual services by organizations outside the university and services by campus organizations such as the Print Shop. The Supplies budget is used to purchase consumable items such as paper, toner, paper, laboratory supplies, etc.

When budgetary funds permit, a department may receive Capital Outlay funds to purchase items such as computers, desks, file cabinets, laboratory equipment and other items which become part of the permanent University inventory.

Compensation Limitations for Faculty Members and Unclassified Employees

General Considerations

In accordance with Louisiana Revised Statutes and policies of the Board of Supervisors for the University of Louisiana System each full-time employee of the University of Louisiana at Lafayette must report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid. Each employee must disclose such employment annually on the “Disclosure of Outside Employment” form available under “Policies, Procedures, and Forms” at <https://academicaffairs.louisiana.edu/resources/forms-processes/outside-employment-disclosure-form>. Any unforeseen employment contracted during the year and not reported on the regular annual form MUST be reported on a separate form submitted prior to the employment.

The work for which such compensation is paid must not interfere or conflict with the employee’s regular university duties and must be approved in advance through the university’s administrative processes, including, for many types of employment, a written agreement between the employee and the outside entity to be approved by the University President.

In addition, employees cannot receive extra compensation for work that has already been compensated by or through other university sources. Any use of external funds must be allowable under the terms of the sponsored program or contract. For example, using federal funds to compensate employees beyond their base salaries is largely prohibited. Questions about a particular program or contract should be directed to the Office of Research and Sponsored Programs.

For details on these requirements, see the University of Louisiana System Policy at <https://www.ulsystem.edu/wp-content/uploads/2017/11/FS-III.VII.-1-Outside-Employment-Procedures.pdf>

Academic Year Employees: Summer Compensation

A faculty member or other academic year employee may receive compensation paid by or through the university during the summer period between the end of one academic year and the start of the next. The maximum monthly rate for such compensation is 1/9 of the individual’s salary for the previous academic year, the total of such compensation may not exceed 1/3 of the individual’s academic year salary, and the total amount of compensated effort in any period may not exceed 100%. Thus, a person who is appointed full-time to the University’s summer faculty or who is awarded a University Research Award through an academic college may not receive additional compensation during the approximately two-month summer session.

Academic Year Employees: Additional Compensation During an Academic Year

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A faculty member or other academic year employee may receive additional compensation paid by or through the University during an academic year provided that external funding is available to purchase all the individual's university-supported research time. There are a few programs for which this purchase requirement is waived (for example, small stipends for mentoring students in the McNair program or for teaching continuing education short courses). Total additional compensation paid by or through the university during an academic year may not exceed 25% of the individual's academic year salary. Note: The use of federal funds for such additional compensation is largely prohibited.

Fiscal Year Employees

A fiscal year (twelve month) employee may receive additional compensation, at their current salary rate, paid by or through the University for work that is performed during evenings, weekends, or official holidays, or during a period of official leave (the minimum leave period for this purpose is 2 days). The total of such compensation in a fiscal year may not exceed 20% of the individual's annual salary. Note: The use of federal funds for such additional compensation is largely prohibited.

Section III. Instructional and Research Policies

Academic Freedom

The University of Louisiana at Lafayette subscribes to the joint “1940 Statement of Principles of Academic Freedom” of the Association of American Colleges and the American Association of University Professors. See the AAUP website for the complete text of the document at www.aaup.org.

Faculty members should be cognizant that Academic Freedom implies standards of professional responsibility and limitations as well as freedom from restraint in the pursuit of research and publication, and in classroom teaching.

Policy documents will be issued by appropriate University officials which deal in detail with matters of academic freedom. See Pre-Approval Report ([Appendix A](#), Document I) “Board of Regents Bylaws & Rules Part Two – Chapter III – Faculty and Staff – Section I. Rights Duties and Responsibilities of Academic Staff.”

Class Attendance

Faculty members are expected to hold and attend physical class meetings for all scheduled classes unless the terms of the faculty appointment specify otherwise. Faculty who must miss class because of official University travel—travel for a conference presentation, e.g.—must complete and have approved a “Pre-Approval Report” processed through Chrome River at <https://purchasing.louisiana.edu/travel/chrome-river>. Absences for medical reasons should be reported to the faculty member’s departmental office, as well as on the University’s “Request for Leave of Absence and Sabbatical Agreement” form located at <https://academicaffairs.louisiana.edu/faculty/faculty-development/sabbatical>.

Rules regarding student class attendance are published online in the University’s *Undergraduate and Graduate Catalog* found at <https://catalog.louisiana.edu>. In accordance with University of Louisiana System rules, faculty members shall maintain permanent attendance records for each class. These are subject to inspection by appropriate college and University officials. Faculty members are required to state in writing and explain to students their expectations in regard to class attendance and make-up work due to all absences prior to the close of the drop and add period each semester. The absences of students who miss class while engaged in University-sanctioned activities are excused, and faculty are urged to accommodate those students’ needs to make up missed examinations and other work. See [Appendix A](#), Document VIII.

Campus Presence

All full-time, continuing faculty, even if teaching distance courses, must maintain a physical presence on campus and in their departments during regular semesters unless they are on sabbatical or approved leave or have been granted an exception to this requirement approved by their department head and by the Provost/Vice President for Academic Affairs. Faculty are expected to hold regular, face-to-face office hours, to serve on committees and attend their meetings, to perform other regular duties such as advising and attending departmental meetings and workshops, and to be regularly available to students and colleagues for face-to-face consultation.

Class Field Trips

Faculty members who plan to lead classes on field trips that will require students to be absent from other classes shall, after obtaining approval for such trips from their department head and college dean, submit a list of the names of the students to the Office of the Dean of Students at least four days prior to the trip so that excuses for the students may be issued to other instructors in advance of the absences. In addition, students who are to miss other classes should be urged to consult in advance with their instructors concerning classwork which will be missed.

Because of the possible legal liability involved, the University has drawn up other procedures for faculty and staff to follow when taking class field trips. A copy of the policy may be obtained from the department head.

Faculty Control of Classes

Classroom disruption and acts of academic dishonesty (cheating and plagiarism) are violations of the [Code of Student Conduct](#). Such academic misconduct is determined by the faculty member under whom it occurs. The [Office of Student Rights & Responsibilities](#) is available to assist in the handling of all discipline-related cases. All cases of cheating or plagiarism as well as cases of major disruption should be reported to the department head and the Office of Student Rights and Responsibilities. Instructors participate in the determination of sanctions to be imposed on a student found guilty of cheating or plagiarism, both of which the University considers to be serious offenses. The minimum penalty for a student guilty of either dishonest act is a grade of "zero" for the assignment in question. The maximum penalty is dismissal from the University. Faculty members should familiarize themselves with the UL Lafayette *Code of Student Conduct* and Appeal Procedures in order to further understand the University's disciplinary processes and the operations of the Student Discipline Committee. Faculty members who handle cases of academic dishonesty should use the [Academic Dishonesty Report Form](#) and forward the appropriate copy to the Office of Student Rights and Responsibilities to allow for cross-checking, discovery of repeat offenders, and central record-keeping.

Illness or Injury

Cases of serious student illness or injury on campus should be reported to the University Police, who will initiate appropriate emergency procedures, including calling an ambulance if necessary. The Office of the Dean of Students should also be notified. Similar circumstances involving a faculty or staff member should be handled in the same manner. Illness or injury, on or off campus, of a faculty or staff member which necessitates absence from normal duties should be reported to the department head who will notify the dean of the college.

Classroom Visiting

Privileges

Visitors to the campus may, with the prior written consent of the Provost/Vice President for Academic Affairs, academic dean, department head/school director, and the instructor of the class, visit specific classes in session. Such visitors should, of course, have valid reasons for attending classroom sessions and must refrain from interrupting or otherwise interfering with normal classroom routine.

Visiting Lecturers

An instructor who wishes to invite off-campus lecturers to appear before their class should make prior arrangements with the department head at least one week in advance where feasible. If additional information is requested, the instructor should provide in writing to the department head the invited lecturer's name and the subject of the presentation, the class(es) to which the presentation will be made, along with the date(s), time(s), and place(s), of the on-campus lectures.

Faculty sponsors of student organizations are responsible for approving off-campus speakers who appear before such organizations.

Office Hours, Grading and Attendance Policies, Texts and Syllabi

All regularly scheduled courses must have a syllabus, and it must be submitted electronically to the instructor's Department Head or Director by the end of the eighth day of class each semester. The syllabus must be made available to all students in the course via the digital course platform used, no later than the first day of instruction. A paper copy is not required. Colleges and Departments may have additional requirements. A syllabus must contain essential information, such as:

- Course title and number, and credit hours earned

Section III. Instructional and Research Policies

- When, where, and how the class will meet
- Faculty name and contact information, and the semester in which the course is being offered
- Course description and objectives
- Office/student hours
- Any pre/corequisite requirements
- Grading policy/methods of evaluation, including types and number of assignments/assessments
- Attendance policy

A syllabus for a 4XXG course that includes both graduate and undergraduate students must identify course objectives and requirements for both undergraduate and graduate students.

The syllabus schedule is subject to change, but it must be communicated clearly to the students. All regularly scheduled courses must communicate the university required classroom policies to students each semester. Colleges and Departments may have additional requirements.

Faculty must post and keep office hours. As a rule, faculty who teach a full load of courses should schedule no fewer than ten hours per week for at least three days each week, accommodating students on both the MWF and TTh schedules. Within the first week of class, faculty must post their syllabus, which includes a course description, their grading policies, and attendance policies, on Moodle or a comparable course management system. A faculty member should provide to the department head a copy of each course syllabus for departmental files. Faculty should place their departmental and/or office phone numbers and e-mail addresses on their syllabi. Those who teach only in the evening must advise students how best to contact them outside of class. The practice of posting grades is governed by the provisions of federal law (the "Buckley amendment") protecting individual privacy. In brief, this law requires that faculty eliminate the possibility of one person discovering another person's final grades. Faculty who post grades must use a method that ensures that others cannot discover them. Posting grades by social security number, even a partial social security number, is not appropriate. Faculty who use Moodle or a comparable course management program may post grades there, as the security of a student's private information is guaranteed.

Faculty are prohibited by the Family Educational Rights and Privacy Act (FERPA) from providing access to or discussing grades of students eighteen years or older with parents or anyone other than the student without the written consent of the student (for exceptions and the full policy, see [Appendix A](#), Document X).

The selection of textbooks and other course materials is the prerogative of the department and course instructor. Texts are ordered through the Barnes & Noble AIP adoption software.

Generally, a faculty member is discouraged from requiring their own text in a course unless there is no viable alternate text available. Should a faculty member derive royalties from the sale of their own text, it is expected that those royalties will be put into a departmental account for the use of the department.

Registration

Faculty members are to be available during the registration period for consultation with colleagues, administrative officers of the University, and students who need guidance or counseling. An officially approved leave of absence is required when a faculty member must be absent during the registration period.

The term of appointment for faculty members coincides with the University Calendar as listed in the current issue of the University *Bulletin* and includes registration periods.

Testing and Examinations

Faculty give examinations during the semester at their discretion. Faculty submit progress reports, interim grades, and attendance reports with other optional commentary for all first-year students and second-year students through Student Success Manager, and students athletes through GradesFirst during the fourth and eighth weeks of classes each Fall and Spring semester. In the eleventh week of the semester, faculty conduct a third grade check of students who were found to be at risk during the first two grade checks.

Beginning and ending dates of final examinations can be found on the Office of the University Registrar website under the heading Academic Calendar. All classes may meet only during the scheduled exam period for that course and only for the purpose of final examinations. A detailed final examination schedule is available on the Office of the University Registrar website. Any deviation from the published examination schedule must have the approval of the department head, the dean of the college, and the Provost/Vice President for Academic Affairs.

During the final examination schedule, a time period is designated “Study Day.” The purpose of “Study Day” is to provide students an opportunity to study for their final examinations. During this period, no campus organizations should schedule activities or events, nor can students be required to attend class activities or examinations on “Study Day,” except for make-up exams.

The University designates a period before final exams as “Dead Days.” “Dead Days” commence on the Wednesday before finals begin and continue through the Sunday before finals. During this time period, no campus organization should schedule official activities or events. Additionally, faculty should not schedule examinations in their classes, except for make-up exams and final exams in laboratory courses, which consist of laboratory experience only.

Faculty members must acquaint themselves with the regulations concerning credit examinations in the current issue of the *Undergraduate and Graduate Catalog* found at <https://catalog.louisiana.edu>.

Students with Disabilities

The Office of Disability Services (ODS) provides academic accommodations and support to students with disabilities to comply with the American with Disabilities ACT Amendments Act (ADAAA). All students requiring accommodation must be registered through ODS, which requires thorough documentation for registration. It is the student's responsibility to provide notification to faculty members of the accommodations required at the beginning of the semester. For exams to be taken at ODS, students must also submit a request before each exam. Faculty members are expected to work with students and with ODS to provide reasonable accommodation wherever possible. More information, including detailed statements of rights and responsibilities, can be found at <https://disability.louisiana.edu/content/student-information/student-rights-and-responsibilities>.

Teaching Load

The professional staff of the University are employed for full-time service and are expected to give fully of their time and ability. Yet, it is difficult to measure professional performance in terms of objective criteria; consequently, the teaching load, expressed in terms of semester credit hours, will vary from one faculty member to another. Factors that may be considered in determining individual teaching loads are research involvement, laboratory teaching, administrative assignments, professional rank, contact hours, student load, involvement in graduate programs, committee assignments, and other University-related activities. In assigning teaching loads, the department heads, with the approval of their academic deans and the Provost/Vice President for Academic Affairs, make every effort to adjust the loads to meet the needs of the faculty member, as well as those of the department and the University in order to provide the best possible teaching and research environment. See [Appendix A](#), Document VII, for additional information regarding faculty workload.

Research Policies

The advancement of knowledge through research and scholarship is a primary mission of universities. The Office of the Vice President for Research works with the various colleges and departments to promote and encourage basic and applied research. Its responsibilities include administrative support for externally sponsored research projects, stimulation of technology transfer and other economic development activities, operation of specialized research centers, liaison with federal and state research and development agencies, and support for the institution's graduate programs.

Information about the office and its activities, including policies and procedures related to research administration, are available at www.louisiana.edu/Research/.

Proposals and Applications for External Funding

All proposals and applications for external funding must be reviewed and approved by the university administration prior to submission to any funding authority. This also holds true for:

- Proposals submitted to funding agencies by other entities in which UL Lafayette is a sub recipient, sub awardee or named collaborator.
- Pre-proposals, letters of intent, notices of intent, etc., committing university resources or requiring institutional endorsement.
- Proposals submitted to programs intended for individual applicants requesting support during a sabbatical or time away from typical university service. Examples include applications to NEH Fellowship Program, Institute of International Education Fulbright Program, and other similar programs.

Investigators are free to contact potential funders for information and advice about program guidelines, requirements, and deadlines, but must be aware that all commitments must be approved in advance through the official University channels of review.

In order to ensure that each proposal is reviewed properly and completely, proposals should be submitted to the Office of Research and Sponsored Programs (ORSP) at least three (3) working days prior the intended postmark or electronic receipt date.

The University expects that proposals will be reviewed substantively and academically within departments and colleges/schools. It is expected that research projects proposed will meet the standards of rigorous peer review within respective disciplines. The University review process, beyond the departmental or college level, is more concerned with the feasibility and appropriateness of projects given University priorities and pursuant to granting agency guidelines, as well as commitments of space, equipment, personnel, and funding expected of the University.

The grant proposal review process begins with submission of a complete proposal package and the Internal Proposal Approval Form (available on the website of the Office of Research and Sponsored Programs). The Internal Proposal Approval Form must be completed and signed in the appropriate spaces by the Principal Investigator, all Co-Investigators, department heads/school directors and/or center directors, and College Deans prior to submission to the Office of Research and Sponsored Programs. The signatures on this form signify that the Investigators are eligible for the funding, and compliant with and willing to abide by all relevant laws, regulations and policies as listed on the form. Signatures by University officials signify that the signers are familiar with the proposal, believe that it is within, and does not compromise, the stated purpose of the University, and are satisfied with and are responsible for all

commitments of funds, space, personnel, and any other University resources in the proposal as they relate to their areas of responsibility.

The Provost/Vice President for Academic Affairs is the authorized representative for the University and only they can commit the University to contractual obligations involving funded research or any other sponsored program. Proposals are presented to the Provost only after being fully reviewed by the appropriate academic Department and Dean's Office, Office of Research and Sponsored Programs, Sponsored Programs Finance Administration, and Compliance, and the VP Business and Administration.

Consulting on a Non-University Research Project

As per the University of Louisiana System Policy Number FS-III.VII.-1 entitled, "Outside Employment/Procedures," (https://www.ulsystem.edu/wp-content/uploads/2017/11/FS-III.VII_-1-Outside-Employment-Procedures.pdf) a university employee may be engaged as a consultant on a non-university research project or on projects conducted by an outside employer, provided the employee neither supervises nor performs the research. In these instances, the university employee is responsible for obtaining approval and disclosing the consulting relationship through the appropriate channels as required by university policy. If the university employee supervises non-university research or performs the research, they are considered a participant or a part of the outside research team rather than a consultant. In such instances, the employee may not be employed by, nor contracted directly with the outside agency unless it is not feasible or practical to seek a contract through the university under established procedures for sponsored research.

Application to Institutional Research Review Committees

Research projects involving human subjects, non-human animal subjects, radiation/radioactive materials or biohazards must be reviewed and approved by the appropriate university institutional review committee prior to initiation of the research whether the research is funded by an external sponsor or not. Four research review committees are charged with ensuring the protection of researchers and the subjects of research at the University, and are responsible for compliance with applicable federal and state regulations:

[Institutional Review Board](#)

Reviews research protocols involving human subjects.

[Institutional Animal Care and Use Committee](#)

Reviews research protocols involving animal subjects.

[Institutional Biosafety Committee](#)

Reviews research protocols involving biohazards, rDNA, & select agents.

[University Radiation Safety Committee](#)

Monitors the use, purchase, and disposal of radioactive materials.

On its website (<https://vpresearch.louisiana.edu/pre-award>), the Office of Research and Sponsored Programs maintains information about each committee, contact information for the committee chairperson and links to committee policies, procedures, forms, and required training.

For unfunded or university funded projects involving human subjects, non-human animal subjects, radiation/radioactive materials or biohazards, the researcher must submit an application to and receive clearance from the appropriate review committee prior study initiation.

When a researcher submits a proposal to an external funding agency for a project involving human subjects, non-human animal subjects, radiation/radioactive materials or biohazards, review committee applications should be submitted at the proposal stage. Some funding agencies such as NSF, NIH, and other DHHS programs require that application be submitted to the review committee at the time of official proposal submission, indicating either approved or pending status on the proposal documents. In almost all cases, sponsors require submission of a letter of approval from the appropriate review committee before an award can be made.

Graduate Faculty Membership

The Graduate Faculty

Appointment to the University of Louisiana at Lafayette Graduate Faculty recognizes significant scholarly and/or professional accomplishments and the ability to work constructively with graduate students. It confers upon a faculty member the authority to direct theses and dissertations, to serve on advisory committees for graduate students, and the right to participate in the governance of graduate education at the departmental, college, and university levels. Also, only members of the Graduate Faculty may serve as a departmental Graduate Coordinator.

All faculty members, including academic deans, department heads, and directors, who wish to be a member of the Graduate Faculty must apply. Faculty who have completed a terminal degree within the previous three years are typically awarded an initial appointment at a membership level in accordance with that defined in the individual college's criteria. The level of Graduate Faculty membership required of Graduate Coordinators is also left to the discretion of individual colleges and departments.

Appointments to the Graduate Faculty are made by the Graduate Council, in consultation with the academic colleges, in accordance with the following policy and procedures.

Associate Membership (formerly Level One)

Associate Membership is available to all faculty members who hold a terminal degree and demonstrate evidence of scholarly and/or professional engagement. Holding Associate Membership qualifies individuals to direct master's theses and to serve on master's and doctoral committees.

Full Membership (formerly Level Two)

Full Membership qualifies individuals to direct both dissertations and theses and to serve on both master's and doctoral committees. The primary criterion for Full Membership is a consistent record of scholarly activities evidenced by peer-reviewed publications in strong professional journals, conference proceedings, and other venues commonly recognized by the academic community.

Recognizing that the nature of scholarly activities varies among academic disciplines and the recognized peer review process of the work that constitutes sufficient research activity to qualify a faculty member to mentor a graduate student, eligibility for membership on the Graduate Faculty is further defined by specific criteria developed by each academic college and approved by the Provost and Vice President for Academic Affairs. The academic colleges may formulate these criteria in any manner they choose as long as the criteria are consistent with the University guidelines established here by the Graduate Council and approved by the Provost/Vice-President of Academic Affairs. The criteria of any academic college may be more

stringent than the University guidelines, but it may not offer a term of appointment that is in conflict with the University guidelines. All college criteria and these University guidelines for graduate faculty membership shall be reviewed by the involved entities at least once every five years.

The term of appointment to the Graduate Faculty is five years. The Graduate Council may, in unusual circumstances and at its discretion, make an emergency appointment for a shorter term; likewise, the Dean of the Graduate School may grant an emergency one-semester appointment to the Graduate Faculty at their discretion. Any current chair or member of a thesis or dissertation committee who no longer holds the appropriate membership level during the time they serve on that committee shall be allowed to continue to chair or to serve on the committee for two years following their change in membership status. Any member of the Graduate Faculty on University-approved leave, including sick leave, may request an extension of their appointment equivalent to the time of their official University leave.

Each college, guided by its own Graduate Faculty membership criteria, will conduct three independent and concurrent reviews—by a College Peer Review Committee, the Department Head, and the Academic Dean—of each application and provides a recommendation for appointment to the Graduate School for each. Each College Peer Review Committee shall include a member of the Committee on Graduate Faculty Membership from the affiliated college to serve as an ex-officio member. The three college entities are responsible for submitting their independent recommendations for every application to the Dean of the Graduate School in a timely manner that is consistent with the deadlines established by the Graduate School. The Committee on Graduate Faculty Membership will review applications and recommendations for appointment to the Graduate Faculty only when any one of these aforementioned academic college entities (1) recommends denial of membership to the Graduate Faculty, (2) recommends appointment at a different membership level than applied for by the faculty member, and/or (3) offers recommendations that are inconsistent in any way or absent.

Application Procedures

To apply, the applicant must complete the Application for Appointment to the Graduate Faculty on the Graduate School website and upload the required shortened curriculum vitae (and any supplemental materials) by the appropriate deadline.

The Graduate Council has mandated that a shortened curriculum vitae covering only the most recent five years accompany each Application for Appointment to the Graduate Faculty. This document is to be separate from one's regular curriculum vitae. On the CV/supplemental materials submitted, applicants are required to include evidence of their ability to work constructively with graduate students, including students from historically marginalized and/or underrepresented communities, and/or their participation in professional development

activities aimed at improving their ability to do so. Publications must be referenced in formal bibliographic style in reverse chronological order; also, refereed publications must be clearly identified as such. The Graduate Council further mandated precision and fidelity in the matter of authorship; that is, all authors of a publication shall be listed in the manner appearing on the title page or by-line.

1. For Associate Membership, documentation of scholarly and/or professional engagement must be highlighted.
2. For Full Membership, scholarly and/or professional publications should be listed separately from conference presentations and grant proposals. The applicant may add additional supplemental materials including, for example, a cover letter to call attention to information that may help those involved in the review process and/or copies of publications and grants.
3. For all membership levels, work with graduate students and/or participation in professional development as described above must be clearly identified.

The process for review of an application is as follows:

A. Following the application deadline, applications, shortened CVs, and any supporting materials are routed by the Graduate School through three concurrent and independent review processes.

1. Applications are reviewed by the appropriate Department Head who then submits recommendations with narratives supporting those recommendations to the Graduate School.
2. Applications are reviewed by the appropriate Academic Dean who then submits recommendations with narratives supporting those recommendations to the Graduate School.
3. Applications are reviewed by the appropriate College Peer Review Committee; the chair of this committee then forwards recommendations with narratives supporting those recommendations to the Graduate School (with a copy of these recommendations being sent at this time to the appropriate Academic Dean).

B. Upon receipt of recommendations and the related narratives from the three academic college review entities (the College Peer Review Committee, the Department Head, and the Academic Dean), the Dean of the Graduate School and the chairperson of the Committee on Graduate Faculty Membership shall perform an administrative review of all applications along with the college recommendations; they shall forward applications that require review as specified above to the Committee on Graduate Faculty Membership for review. Those

Section III. Instructional and Research Policies

applications that do not require review by the Committee on Graduate Faculty Membership shall be submitted directly to the Graduate Council for final University approval.

C. The Committee on Graduate Faculty Membership shall assess these applications and all three recommendations from the academic college and then submit its recommendations for appointment to the Graduate Council on all applications considered. The Graduate Council shall then make a final decision, although subject to appeal, on the basis of these recommendations for appointment to the Graduate Faculty.

D. At all levels of review, a recommendation for appointment at a different membership level than applied for by the applicant may be made.

E. If a faculty member's application for Graduate Faculty membership is not approved, the Graduate Council will provide explanation of the basis for its decision to the Dean of the Graduate School. In the case of a denial of an application, the applicant shall be provided with a brief description of the reason for the denial.

F. The Dean of the Graduate School and the Chair of the Graduate Council will jointly provide the decision in writing to all applicants in a timely fashion.

G. After the recommendations of the Committee on Graduate Faculty Membership are submitted to the Graduate Council and the faculty member is notified of the decision, the applicant for graduate membership or the academic college may appeal the decision advanced by the Committee on Graduate Faculty Membership. This appeal will be heard by the Graduate Council with appropriate input from all involved parties and the full application file available for review. The appeal decision by the Graduate Council will be submitted to the Provost and Vice-President of Academic Affairs for final University approval.

Policy revised by the Graduate Council on May 13, 2014, October 14, 2014 and December 16, 2014;
approved by the Provost and Vice President for Academic Affairs (December 19, 2014).

Policy revised by the Graduate Council on March 10, 2015; revised per Provost's recommendations on June 24, 2015;
approved by the Provost and Vice President for Academic Affairs (July 6, 2015).

Policy revised by the Graduate Council on March 8, 2016;
approved by the Office of the Provost and Academic Affairs (March 30, 2016) and the President (April 8, 2016).

Policy revised by the Graduate Council on April 13, 2021, May 11, 2021, September 14, 2021;
approved by the Provost and Vice President (September 29, 2021).

Section IV. Faculty Personnel Policies

Appointment to Faculty and Other Academic Staff

Every appointment, promotion and special salary increase of a member of the academic staff shall be upon the basis of merit and the special fitness of the individual for the work demanded by the position. All appointments, reappointments, promotions, and dismissals of members of the academic staff shall be made by the University President or their designee with approval by the Board of Supervisors. For general information regarding the qualifications required to hold a faculty teaching position, see [Appendix A](#), Document XII, "UL Lafayette Faculty Teaching Qualifications Policy." Respective instructional discipline can be found by contacting the Office of Student and Faculty Excellence. An overview of faculty credentials can be found at the SAACSCOC website at <https://sacscoc.org/app/uploads/2019/07/faculty-credentials.pdf>.

Procedures

When there is a vacancy in an existing or a new position in an academic unit, the head of the unit, in consultation with appropriate faculty and/or staff, shall make a recommendation for filling the position to the Dean of the College who transmits the recommendation to the Provost/Vice President for Academic Affairs. The Provost in turn makes a recommendation to the President of the University. The President then makes recommendations of appointment to the University of Louisiana System Board of Supervisors. The recruitment process is done through a collegial Qualifications-Screening-Nominating Committee (Q-S-N Committee), with appropriate public notification of vacancies (including qualifications), and scrupulous adherence to EEO and immigration regulations. No appointment is valid until the Board has given its formal approval of the applicant, the rank, the salary, and the period of employment.

Appointment Letters

The faculty member's appointment is contingent on the approval of the Board of Supervisors.

Types of Appointments

There are two major categories of appointments to the faculty: regular continuing faculty appointments and temporary and/or special appointments. The academic support staff includes Laboratory Assistants, who do not hold faculty rank.

Regular Continuing Faculty

Non-tenure track Appointments.

Continuing Instructor appointments are for regular full-time faculty who are not on tenure-track. Instructors are not eligible for tenure, nor does service in this rank normally count toward the tenure probationary period upon appointment to a tenure-track rank (See [Appendix A](#), Document I). Instructor appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal of any other type of appointment, and shall be subject to annual renewal by the University.

Tenure-track (Probationary) Appointments.

Tenure-track appointments are for regular full-time faculty with academic rank of Assistant Professor or higher. These appointments require faculty members to serve a probationary period of employment before a consideration for tenure is made. Tenure-track appointments shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment and shall be subject to annual renewal by the University.

Tenured Academic Appointments.

Tenure appointments are for regular full-time faculty with academic rank of Assistant Professor or higher who have been awarded tenure by the Board of Supervisors. Tenure appointments include the assurance of continued employment for the academic year, subject to termination for cause or as a result of financial exigency.

Special Appointments

Temporary and Special appointments as described below carry no assurance of reappointment, promotion, or tenure. All appointments or reappointments of these types are made by the University with the understanding that the condition of employment shall terminate on the ending date indicated in the appointment agreement.

Temporary

Temporary special appointments are those that are awarded for a specific time and in response to a specific need. There is no guarantee of continued employment for persons in this category.

Adjunct Faculty

The title of "adjunct" (e.g., Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor) refers to appointments of persons who serve the University in an advisory capacity, whose principal employer may be other than UL Lafayette (but who make a substantial regular contribution to the academic activities of the University), and/or who fill positions of instruction created by enrollment demand. An adjunct appointment need not be salaried. The qualifications for adjunct rank shall be comparable to those of the corresponding regular faculty ranks. Adjunct appointments are individually negotiated and may be renewed. Adjunct appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal of any other type of appointment, and shall be subject to semester or annual renewal by the University.

Visiting Faculty

The term "Visiting" (Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor) refers to a temporary appointment (usually for one year) subject to limited renewals with the approval of the President. Visiting appointments are appropriate only in cases in which association with the University is temporary and brief. The qualifications for Visiting Faculty rank shall be comparable to those for appointment at the corresponding regular faculty ranks. Names will not be listed in either the Graduate or Undergraduate Bulletins of the University.

Lecturer

Faculty appointed with a title of Lecturer are usually hired for a specified time. Faculty in this category may apply for a regular, continuing appointment. The title of Lecturer may also be given to a visiting faculty member who is on a limited appointment. An appointment as Lecturer need not be salaried. The qualifications for these appointments shall be comparable to those of the regular faculty. Lecturer appointments are individually negotiated and may be renewed.

Off-Campus Faculty

Off-campus or extension faculty teach at sites separate from the main campus. They may not enjoy many of the usual amenities (e.g., office space, telephone, etc.) of on-campus faculty; however, they will have access to some location for sending and receiving official University mail, including communication with students in their classes. They will also have faculty library privileges and may purchase parking

stickers for access to the main campus library. Remuneration to these faculty is usually on a per-course basis.

Research Scientist/Research Associate

A person hired as a “Research Scientist” or “Research Associate” does research on projects usually funded from external grants or contracts. The appointment may be for a specific limited period of time, usually coinciding with the funding period of a project, or the appointment may be an ongoing appointment, contingent on continuing successful performance and continued funding. The qualifications of such researchers are related to skill in doing specific required research tasks. Most of these research positions require a Ph.D. or other terminal degree. The appointment as a Research Scientist or Research Associate does not carry tenure.

Laboratory Assistants (Part-time/Full-time)

Appointments for laboratory assistants, whether part-time or full-time, are subject to the same criteria as those governing unclassified employees. Laboratory assistants may be invited to teach appropriate sections only under the supervision of a regular faculty member. Laboratory Assistants are not members of the faculty; their appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal of any other type of appointment, and shall be subject to annual renewal by the University.

Specifications for an “Ideal University Professor”

The following description of an ideal or model university professor delineates characteristics, activities, and values that the University considers important in its faculty. The composite description provides benchmarks for assessing faculty performance in annual evaluations and merit raise considerations, as well as in tenure and promotion decisions.

Teaching

The primary function of the University of Louisiana at Lafayette is education. A sound educational program is one in which capable students are guided, engaged, and inspired by outstanding teachers. Superior physical plant and equipment carefully developed curricula and effective administration are useless without master teachers. It is expected that all faculty members will be active educators in their fields. This requires more than routine meeting of classes and being popular with students. The teacher should be personally interested in students as individuals, recognizing their potentialities, limitations, and difficulties, and should serve as mentor to them. The teacher should be flexible in pedagogical approaches and methods and should create classes that maximize active

student learning. An outstanding teacher can always number outstanding graduates and alumni among former students. The teacher should join their colleagues in actively seeking to improve undergraduate and graduate courses and curricula. The teacher should keep courses up to date technically and should be an authority in their major fields of interest. The teacher should do research in their areas of competence.

Research and Scholarship

University faculty are teacher-scholars. As such, they should conduct research and produce scholarship and/or creative works in their respective areas of specialization. The usual expectation is that faculty will produce scholarly articles, monographs, and textbooks that are current and well-written and recognized by colleagues and peers as worthwhile contributions to the literature in the field. Additionally, they are active in professional and related societies on both the local and national levels.

The objectives of faculty research, scholarship, and creative endeavors should be to improve both humanity and the faculty member's own effectiveness by generating new knowledge and understanding and by providing opportunity for their students to learn. There is no substitute for a research program at the forefront of knowledge.

In many disciplines, external support acquired through a process of peer review provides a direct measure of the relevance and quality of research. Refereed research publications of high quality are generally far more important than other publications. Model university professors should be recognized among their colleagues for distinguished contributions to the discipline, in the form of literature, exhibits, and/or performance, and for the accomplishments of their students. Additionally, such faculty are research leaders within their department and college, often collaborating with and mentoring other faculty.

Citizenship and Service

Membership in the University community requires support of and active engagement in the operation of the institution, the college, and the department. The ideal faculty member is a model citizen of that community, helping to create an environment of collegiality. Such citizenship is manifested, for instance, in assuming administrative and leadership roles and in committee work at the department, college, and university levels. Institutional citizenship is displayed by assuming responsibility for improving the educational and research efforts of the institution, in counseling students about academic and personal matters, and in participating in the department's and University's outreach efforts in the community. Faculty are expected to treat all members of the campus community with respect and civility.

Faculty members should be leaders in their chosen professions. They should participate in professional and related activities at the local, state, and national levels. They should also be conscious of the role of the teaching profession in public life and should seek to use their

skills toward improvement of the professional and public environment of their communities. When faculty members are asked to serve on various governmental, industrial, or non-profit agencies' committees and advisory boards, they should give freely of their time and energy. They should be highly regarded consultants to government, education, and industry on matters within their expertise. They should have a strong sense of ethics, and their personal conduct and professional activities and relations should be such that students and colleagues recognize them as professionals in the highest sense of the term.

Tenure and Promotion Policy

The University's tenure policies and practices follow prescriptions contained in the UL System Board Rules ([Part Two, Chapter III](#)). Unless explicitly stated otherwise in the appointment letter, temporary faculty members may not be granted tenure.

Definitions for purposes of this Policy include:

College: is the academic college or library in which the faculty member's home department resides.

Department: is the academic department or school in which the faculty member resides.

Department Head: is the administrative supervisor of the faculty member and the programs in which the faculty member resides. It includes School Director.

Research: is the scholarly output or creative activity produced by the faculty member. It can include patents, grants, and more, as determined by the department or college.

Teaching: is the instruction and/or librarianship provided by the faculty member.

Tenure Unit: is the college and/or department.

1. Tenure and Promotion Criteria

Each college and department will establish written criteria describing the performance expectations for tenure in the unit and promotions to all applicable faculty ranks (see section III B of this policy for further detail on Promotion Criteria, specifically non-performance based criteria). These criteria are established by the faculty and are specific to their disciplines. Faculty will be provided these criteria at the time of hire.

The criteria must address expectations in teaching, research, and service. The criteria may include expectations in additional discipline-specific areas (such as librarianship in lieu of teaching).

Departments are encouraged to use rubrics and to have multiple ways for a candidate to demonstrate success in these areas during evaluations, but these rubrics should clearly reflect the departmental and college expectations.

II. Tenure Process and Procedure

A. Probationary Period for Tenure

Full-time academic personnel hired at the rank of Assistant Professor shall serve a probationary period of six years of continuous service.

Credit may be granted for prior service with the recommendation of the dean and the approval of the Provost and the President of the University. Faculty members initially appointed at the rank of associate professor must serve a probationary period with a minimum of 1 year and maximum of 4 years. Faculty members initially appointed at the rank of professor will serve a maximum 1 year probationary period, but may be granted tenure upon their appointment. Under University of Louisiana System policy, only faculty appointed at the rank of professor may be granted tenure upon their appointment.

Credit for prior service will result in an irreversible modification of the probationary period for that faculty member. The details concerning such a modification, including a timeline for intermittent reviews and date of final tenure decision, shall be specified in the offer letter. Except in extraordinary, well-documented cases, prior credit for service in a position that is ineligible for tenure will not be granted.

A faculty member of extraordinary merit may request early consideration for tenure.

B. Annual Probationary Reviews

Each tenure unit will establish a formal annual review process for faculty members on the tenure track that clearly documents progress toward expectations.

The annual review of each individual probationary faculty member shall include a written report or otherwise documented review prepared by the department head that addresses the faculty member's progress towards tenure and any areas in need of improvement. The review must address all criteria for tenure including, but not limited to teaching, research, and service. The annual review shall be discussed in a

formal meeting between the tenure-track faculty member and the department head of the tenure unit. A copy of the written review shall be provided to the tenure-faculty member during the formal meeting.

The department head's report will be transmitted to the appropriate dean annually as a supplement to the Annual Performance Evaluation (APE) and will be focused exclusively on the department and/or college tenure guidelines. In departments where APE criteria align with tenure criteria, the two reviews may be conducted simultaneously using the faculty member's annual performance documentation. These tenure progress reports, as well as regular annual performance evaluations, will be included in the faculty member's tenure dossier. Departments will keep copies of these reports for the duration of the faculty member's probationary period, however, it is the responsibility of the faculty member to maintain copies and include them in the tenure review dossier.

C. Mid-tenure Review

Faculty on the tenure track shall have a more extensive review process at the midway point of their probationary period, which will usually be in the third year of the standard probationary period. Faculty on an extended or abbreviated probationary period will undergo a mid-tenure review at a date agreed upon with their department head and dean upon employment.

For the mid-tenure review, faculty will submit a dossier of materials, following the college and department guidelines for tenure review, documenting their progress. All annual reviews to that point will be included in this dossier. There is no external evaluation at the mid-tenure review, unless specified in the departmental or college guidelines. The department head and entire tenured faculty of the department will review the dossier. The department head's annual review report for the midyear review shall include input from the tenured faculty and a vote from the faculty indicating whether the faculty member is making satisfactory progress toward tenure. The department head's report will also include clear steps the candidate needs to take to achieve a successful tenure vote at the end of the probationary period. Upon transmittal of the midyear review packet to the Dean, the college may conduct a college-level review, if the college guidelines specify that process.

D. Tenure Decision

Each fall semester, deans will notify faculty who are in their final year of probation that they shall undergo final tenure review deliberations. This notification shall include a deadline for faculty submission of the tenure dossier to the college. Deans will work with department heads to establish appropriate deadlines for departments.

Each application for tenure will go through independent reviews by: 1) all tenured faculty in the tenure unit; 2) department peer-review committee and/or college peer-review committee, if applicable; 3) department head, 4) dean of the college.

The faculty member's application for tenure will be a dossier prepared according to guidelines specified by the relevant department and/or college. At a minimum, the dossier will include the following elements:

- Cover letter summarizing the applicant's record of achievement.
- The faculty member's full CV.
- Evidence of success in teaching, as defined by the department and/or college.
- Evidence of success in research, as defined by the department and/or college.
- Evidence of success in service, as defined by the department and/or college.
- Copies of all previous annual and mid-tenure reviews conducted during the probationary period, including annual performance evaluations, and annual letters of assessment by department heads and/or deans.

E. External Review

Each college and/or department may choose to establish guidelines for conducting external review of candidates applying for tenure. Whether external reviews are required or not must be clearly stated in the college and or department guidelines for tenure and promotion. If established, the guidelines should specify the means for selecting external reviewers, including whether the tenure candidate recommends names or whether reviewers are selected by the department or college, or some combination thereof. It is the duty of the department head or appropriate chair of a tenure and promotion committee to request the letters and send appropriate documents to the external reviewers. The letters will be kept in a confidential file separate from the rest of the dossier.

F. Tenure Deliberations and Voting

Deliberations begin with a review and discussion of the tenure candidate's dossier by all tenured faculty within the department. Unless otherwise specified, the senior member of the faculty will convene this group and transmit a decision, with recorded vote and written report of deliberations, to the department head.

The department head conducts an independent review of the dossier and transmits their written recommendation and the tenured faculty's recommendation to the dean. The Dean conducts an independent review and forwards all recommendations to the Provost, who then transmits their decision to the President.

Some units may use committees to assist department heads and/or deans in their deliberations and decision making. In these cases, the committee recommendations must be included in the transmitted materials.

G. Tenure Notification

Final authority for granting or denying tenure shall rest with the Board of Supervisors of the University of Louisiana System. Prior to formal board consideration, the Provost's office will notify faculty in writing of the results of their evaluation and the recommendation that has been transmitted to the System.

Tenured faculty shall retain their status until they retire, resign, or are terminated for cause. The loss of tenure and/or termination may occur as a result of failure to follow state and federal laws, neglect of duty, or other causes described in the UL System Board Rules ([Part Two, Chapter III](#)). Faculty who are terminated or demoted for cause have the right to file a grievance with the UL System Board within 30 days and to file a grievance with the university's Grievance Committee.

In the event tenure is denied, 12-month advance written notice of termination shall be given in accordance with The University of Louisiana System Policy and the University's non-reappointment deadlines, as explained in the UL System Board Rules ([Part Two, Chapter III](#)).

A faculty member may raise concerns about the process or decisions with the Faculty Grievance Committee and/or the appropriate Human Resources Office.

III. Promotion in Rank Process and Procedures

Academic ranks at the University are used to recognize the faculty member's contributions and to the mission and accomplishments relative to the expectations of the academic unit. Advancement in academic rank is not awarded on the basis of longevity, although minimal service times may be required prior to promotion to subsequent ranks.

A. Instructor Ranks

Instructor ranks are non-tenurable and focus primarily on teaching and service. Because these faculty do not typically have a research expectation, their teaching/librarianship load is often higher than that of tenure-earning faculty in their unit. Because teaching, advising, and service are the primary focuses of

instructors, it is understood that faculty employed as instructors will demonstrate continued intellectual competence and professional development, as well as effectiveness in their teaching activities.

While the primary mission of all instructor ranks is teaching/librarianship, some colleges may have additional expectations of service, advising, and scholarly activity for Senior and Master Instructors. These expectations should be clearly explained in the unit's Tenure and Promotion Criteria.

Department heads shall annually consider all Instructors and Senior Instructors to identify those who are eligible to apply for promotion. No Instructor or Senior Instructor is required to apply for promotion. Faculty holding the rank of Master Instructor cannot advance to a tenurable rank via a promotion process although they can apply for open tenurable faculty positions and go through the traditional hiring process.

In the College of Nursing and Health Sciences, in exceptional cases, an instructor of any level may be recommended for promotion to Assistant Professor, so long as they possess suitable credentials, including the terminal degree and a strong record of scholarly, creative, and/or research productivity.

The University recognizes three levels of Instructor: Instructor, Senior Instructor, and Master Instructor.

B. Requirements for Promotion in Instructor Ranks

1. Instructor

Instructors must meet the minimum criteria for the position as stated in departmental hiring notices. This typically includes professional experience and an advanced degree beyond the bachelor's degree.

2. Senior Instructor

Candidates for Senior Instructor should generally have served a minimum of five years as Instructor at the University of Louisiana at Lafayette or elsewhere and should demonstrate current disciplinary expertise and effective teaching/librarianship and student learning outcomes. The candidate should demonstrate a professional contribution and commitment to high quality undergraduate teaching at several levels, and engagement in course and curriculum development within the department and/or college. A Senior Instructor is typically eligible for promotion to Master Instructor after serving a minimum of five years as Senior Instructor.

3. Master Instructor

Master Instructors will generally have served a minimum of five years at a Senior Instructor level at the University of Louisiana at Lafayette or at an equivalent position at other higher education institutions elsewhere and continued to demonstrate the criteria for promotion to Senior Instructor. They should be recognized as model teaching faculty.

C. Professor Ranks and Minimum Criteria for Promotion

Professor ranks are tenured/tenure-track positions focused on all facets of expectations for the tenure unit as defined in the unit's Tenure and Promotion Criteria. The University recognizes three levels of Professor.

1. Assistant Professor

The rank of Assistant Professor is typically an entry rank and is based upon performance or potential performance. The candidate must have a strong academic record and hold the appropriate terminal degree.

2. Associate Professor

Promotion to Associate Professor is based upon actual performance as well as future potential. A demonstrated, sustained record of excellence in teaching/librarianship, research, and service is necessary. Promotion to Associate Professor is awarded in conjunction with tenure as described above. The advancement to the rank of Associate Professor carries no presumption of further promotion.

3. Professor

Promotion to full Professorship implies that the individual is recognized by peers in the profession as an authority in a field of specialization, and by associates and students as an outstanding teacher/librarian and researcher. The Professor will have made major, nationally recognized contributions in the area of research and have a sustained record of excellence in teaching and professional service.

Deans and department heads shall annually identify those faculty at the associate rank in their colleges and departments whom they recommend should apply for promotion. Faculty are not required to apply if recommended, and faculty do not need to be recommended to apply.

D. Procedure for Promotion in Professor Ranks

Each department or college/library will establish deadlines and requirements for reviewing candidates for promotion that will be available to all faculty.

Candidates for promotion to full professor may undergo external review. The specifics of how external reviewers will be selected and how many are required are to be determined by each department or college and communicated to all faculty. The department head or appropriate head of the promotion committee is responsible for communicating with external reviewers and sending them an electronic copy of the faculty member's dossier.

Each application for promotion will go through independent reviews by: 1) all faculty in the tenure unit who hold the rank that is sought or higher; 2) department review committee and/or college review committee, if applicable; 3) department head, 4) dean of the college, 5) Provost and Vice President for Academic Affairs, and 6) President.

E. Promotion Application Dossier

The faculty member applying for promotion will prepare a dossier according to guidelines specified by the relevant department or college. The complete dossier must be submitted by the deadline determined by the individual college/library. Departments will keep dossiers on file for at least five years. At a minimum the dossier will include the following elements:

- Cover letter summarizing the applicant's record of achievement.
- The faculty member's full CV.
- Evidence of success in teaching, as defined by the department or college.
- Evidence of success in research, as defined by the department or college (if applicable to the faculty member's position).
- Evidence of success in service, as defined by the department or college (if applicable to the faculty member's position).
- Copies of annual performance evaluations from at least the previous five years.

If a faculty member is simultaneously being considered for tenure and promotion, the same dossier may be used.

F. Promotion Notification and Reapplication

Final authority for granting or denying promotion shall rest with the Board of Supervisors of the University of Louisiana System. Prior to formal board consideration, the Provost's office will notify faculty in writing of the results of their evaluation and the recommendation that has been transmitted to the UL System.

Faculty shall retain their rank until they retire, resign, are terminated for cause, or until they are promoted to a subsequent rank.

In the event of promotion denial, the faculty member may apply again for promotion without prejudice so long as they remain employed at the University.

IV. Changes to Tenure and Promotion Criteria and Procedures

Departments and colleges should periodically review their criteria and procedures for evaluating faculty. To ensure that both departmental and college level goals are being addressed, all department criteria, policies, and guidelines on tenure and promotion must be approved by the dean of the college.

Faculty who are already in their probationary period when tenure and promotion criteria are changed shall have the option of being reviewed under the criteria in effect at the time of their hire, or under the new criteria. If faculty wish to change criteria, they must notify their department head and Dean in writing. Subsequent changes in criteria are subject to supervisor approval.

Faculty applying for the rank of Professor are required to meet the most current expectations for that rank.

Performance Evaluation and Merit Pay

The University conducts an annual performance evaluation which rates a faculty member's performance. A faculty member's department head or immediate supervisor, sometimes with the assistance of a departmental personnel committee, evaluates that person's performance in the areas of teaching, research and professional activities, and service based on college and/or departmentally created evaluation rubrics. The department head's evaluation is ultimately reviewed by the dean of the college and by the Provost/Vice President for Academic Affairs, both of whom may adjust the faculty member's overall evaluation relative to other members of the college or the University.

The faculty within each college and/or department are responsible for creating rubrics for use in annual performance evaluations, subject to their dean's approval. Rubrics may be revised by faculty annually with effective date of the following calendar year. The evaluation instrument, which a faculty member completes at the beginning of the calendar year, summarizes their activities for the preceding calendar year. Faculty members are judged on the basis of their overall merit in all activity areas.

Rating Scale (to be used in conjunction with college and/or departmental rubrics)

- 5 = Exceptional—distinction, extraordinary productivity/performance beyond annual expectations

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- 4 = Exceeds expectations—high quality, performance/productivity that can be sustained annually
- 3 = Meets expectations—quality, performance/productivity can be strengthened and sustained annually
- 2 = Needs Improvement—requires improvement in one or more areas
- 1 = Unsatisfactory performance—requires significant improvement in one or more areas

Rating below a two (2) twice in any consecutive three-year period indicates continuing serious problems that must be addressed by the faculty member, the department head, and the dean. A faculty member rated below a two (2) for two consecutive years or three times in a five-year period is subject to a formal remediation process, as delineated in Remediation Procedures for UL Lafayette Personnel with Annual Performance Evaluation Scores of Two (2) or Below ([Appendix A](#), Document XI).

Merit-based salary increases awarded by the University are based on these evaluations and are generally awarded at the beginning of the academic year. However, the dollar amount of the raises cannot be set until the Legislature distributes funds to higher education (usually in the Summer) and the Board of Supervisors approves the University's proposed operating budget (usually in August).

Non-Reappointment

Reappointments are made solely at the discretion of the University. Non-reappointment of a faculty member does not necessarily carry an implication that their work or conduct has been unsatisfactory. Other factors are generally taken into account in determining whether or not a reappointment should be made. These factors may pertain to matters such as the particular needs of a department or other academic division, changes in the role or scope of the University, or financial constraints. Because of such considerations, the determination by the University to reappoint or not to reappoint a particular employee is based upon a review of the specific conditions relating to their position.

Regular Continuing Faculty

Non-tenure track Appointments

Unless otherwise specified in the appointment form, continuing instructor appointments are annual appointments for an academic year. They are automatically renewed by the University if need and resources permit. Instructors who will not be reappointed will be notified three months before their termination.

Tenure-track (Probationary) Appointments

Unless an appointment is of a temporary and special nature for a fixed term, 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 follows:

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 an academic year, at least three months in advance of its termination;

Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year;

At least 12 months before the expiration of an appointment after two or more years of service at the institution.

Non-reappointments of tenure-track personnel generally originate at the departmental level with recommendations passing successively to the Dean, the Provost/Vice President for Academic Affairs, and the President. The University is responsible for notifying the faculty member that the recommendation for non-reappointment has been submitted.

Tenured Academic Appointments

Cause for discharge, termination of contract or demotion in rank shall consist of conduct seriously prejudicial to the University such as infractions 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.

When cause exists to severely sanction or terminate a tenured faculty member, the University will follow the procedures outlined in [Appendix A](#), Document VI, “Procedures for Dismissal for Cause and Imposition of Major Sanctions.”

Resignations

When a faculty member knows that they will be leaving the University, immediate notice should be given, so that the University administration and the department can have adequate time for faculty replacement. Guidelines for faculty resignations are contained in the AAUP “Statement on Recruitment and Resignation of Faculty Members,” [Appendix A](#), Document IX.

Other Employment

Summer and Intersession Employment at the University

Faculty may request summer or intersession teaching assignments through their respective department heads. Summer and intersession teaching is never guaranteed, but instead depends on the faculty member’s assigned classes meeting required minimum enrollments. All summer and intersession courses must be approved through the department head and college dean, including salary and enrollment. Pay for summer and intersession classes is on a per-course basis and is not a percentage of the faculty member’s nine-month salary.

Outside Employment

The University encourages and appreciates when faculty and staff members apply their skills, scholarly expertise, and professional abilities to benefit those external to the campus environment, to the extent that it does not interfere with, impinge upon or impede their work at the University, considered to be the primary employer. Approval of such outside employment, consultantships and private enterprise shall be secured in writing on each occasion of such activities from the department head, academic dean, and the Provost/Vice President for Academic Affairs. Some forms of outside employment require a written agreement between the employee and the outside entity to be approved by the University President. No faculty member or administrator shall undertake consultant work or engage in outside employment or private enterprise which interferes with the proper and efficient conduct of their responsibilities and duties with the University or use University resources in these activities unless the institution is contractually compensated for such use. For additional information, see Section III, “Compensation Limitations for Academic and Other Non-Classified Personnel,” and the University of Louisiana System Policy regarding Outside Employment at <https://www.ulsystem.edu/wp-content/uploads/2017/11/FS-III.VII.-1-Outside-Employment-Procedures.pdf>.

All employees of the University must annually complete and sign the “Disclosure of Outside Employment” form available at <https://academicaffairs.louisiana.edu/resources/forms->

[processes/outside-employment-disclosure-form](#). Any unforeseen employment contracted during the year and not reported on the regular annual form MUST be reported on a separate form submitted prior to the employment.

In addition to disclosing outside employment consultantships and private enterprise on the “Disclosure of Outside Employment” form, those involved in proposing or implementing an externally sponsored project must disclose actual or potential conflicts of interest related to a particular sponsored project using the “Financial Conflict of Interest Assurance and Disclosure Form” found at <https://vpresearch.louisiana.edu/research-compliance/financial-conflict-interest>. This includes any financial interest related to an entity involved with an externally sponsored project, including relationships resulting from consultant or contractual relationship reported and approved through the “Disclosure of Outside Employment” form (<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement>). Reporting must be done at the time of proposal submission and as changes in reportable relationships materialize over the course of the project period.

For additional information see, “Policy and Procedures on Financial Conflicts of Interest Related to Externally Sponsored Projects” at <https://vpresearch.louisiana.edu/node/358>.

Public Office Seeking or Holding

The Board of Supervisors for the University of Louisiana System has established the following policy on seeking and holding public office: While recognizing and granting every employee of a University the constitutional right to seek and hold public office, in doing so, the Board stipulates that an employee must:

- Notify the President of their intention prior to the date of qualification;
- Continue teaching or workload and all other duties and office hours required by the University; and
- If the second requirement cannot be met, take annual leave or leave without pay for an appropriate period of time in accordance with leave policies of the Board of Supervisors.

Additionally, the employee should be accurate and make every effort to indicate that they are not an institutional spokesperson.

In addition, the University requires that the employee notify in writing their Department Head or Director, Academic Dean (if applicable) and appropriate Vice President as well as the President. The employee must state in writing that neither the seeking nor the holding of public office will in any way interfere with their regularly assigned duties and provide ample evidence that these conditions can be met at UL Lafayette. In the event such a statement cannot be made, the employee must make other arrangements regarding their employment status through normal administrative channels.

Faculty Responsibilities

Regulations and Policies of University and Governing Boards

Faculty will be responsible for fulfillment of the terms of their appointments and shall be subject to the regulations and policies of the University, the appropriate governing boards of higher education, the State of Louisiana, and, where relevant, the Federal government. For reference, the complete *Rules* of the Board of Supervisors are available online at <https://www.ulsystem.edu/board-rules-policies-procedures/board-bylaws-rules/>.

Advising

Department heads or deans appoint faculty to serve as advisors to both undergraduate and graduate students. When serving in that capacity, faculty will be available during registration periods and should be familiar with University academic regulations in order to assist students properly in fulfilling degree requirements. Consult the Academic Success Center website <http://studentsuccess.louisiana.edu/content/advising> for more details.

Orientation

Faculty (part-time and full-time) on initial appointment hired prior to the beginning of the semester shall attend the orientation for new faculty which is held before the beginning of classes. Deans and/or department heads may also hold special sessions appropriate to their faculties.

Commencement

The University holds commencement exercises at the end of the Fall, Spring, and Summer Semesters. Unless excused by the dean, faculty members must attend their respective college commencements at the end of both regular semesters.

Classroom Duties

Faculty teaching duties are assigned by their respective Department Heads. If a faculty member is unable to attend class for some reason (e.g., sickness, professional travel, etc.), they are expected to notify the department head/school director. Faculty travel to fulfill professional obligations must be approved at least 16 days prior to the commencement of the travel; approval for professional travel requires the filing of a Pre-Approval Request form through Chrome River at <https://purchasing.louisiana.edu/travel/chrome-river>. Faculty are responsible for arranging substitute instructors and class activities during their absence for travel; such arrangements must be approved by the faculty member's department head/school director.

Service on Committees

The President appoints members of standing and special faculty committees. Each spring a list of committees to be staffed for the next academic year is distributed by the Office of Student and Faculty Excellence. All faculty members are asked to consider volunteering their services. Faculty members who answer the call are considered for membership on committees they request.

Each Spring the Associate Vice President for Academic Affairs distributes to all faculty and appropriate administrative staff request forms for various committees. Faculty indicate preferences and return the forms, which are then sent to the appropriate Vice President for recommendations. The President gives final approval to committee appointments. Method of selection to Faculty Senate committees is explained in the Faculty Senate Constitution and By-Laws, available online at <https://facultysenate.louisiana.edu>.

The Faculty Senate has a special interest in some of the University Committees listed at <https://facultysenate.louisiana.edu/committees> and will therefore take part in selecting their membership. Annually the Committee on Committees shall prepare a slate of nominees for this purpose and shall submit it to the Senate for approval. The slate for each committee shall contain as many names as there are vacancies on the committee. Following Senate approval, the slate of nominees shall be forwarded to the President for use in appointing members of the committees. For a list of University committees to which the Senate nominates members, please see the Faculty Senate Constitution and By-Laws.

For details on purpose and membership of the University committees, see <https://academicaffairs.louisiana.edu/scholars/committees-and-councils/university-committees>.

Accommodations and Amenities

Advanced Study for Faculty on Campus

A faculty member may register at the University for credit or as an auditor on the graduate or undergraduate level in course offerings of the University. Written permission of the faculty member's department head, academic dean and the Provost/Vice President for Academic Affairs must be obtained prior to each registration.

Graduate work completed in a department in which the faculty member is employed will not be considered by the University for purposes of promotion. Non-tenured faculty members should pursue work at other graduate institutions if they intend to compete for an opening at a higher rank.

Leaves

Specific details concerning leave policies are discussed in Chapter III of the *Rules* of the Board of Supervisors, available online at <https://www.ulsystem.edu/board-rules-policies-procedures/board-bylaws-rules/>. A summary of this information is presented here.

Annual Leave

Annual leave is leave with pay granted a non-faculty unclassified employee for the purpose of rehabilitation, restoration, maintenance of work efficiency, or attention to other personal concerns. Each unclassified employee earns annual leave as specified in the Board *Rules*, as mentioned above.

Civil Leave

Civil leave is granted to a faculty member for jury duty, for serving in a non-consulting capacity as a witness before a court, grand jury or other public body, for performing emergency civilian duty in relation to national defense and for voting. The President has the authority to determine when local conditions make it impractical for faculty to work.

Faculty Leave for Official Holidays

Faculty leave is granted to faculty members on an academic year basis. It consists of days between terms and of holiday periods when students are not undergoing registration, attending classes or taking final examinations. This leave is taken in accordance with the official University calendar. Some faculty on twelve-month employment follow a fiscal year (July 1 - June 30) calendar.

Leave Without Pay

Leaves of absence without pay may be granted for various purposes, such as furthering professional development, participating in post-doctoral studies, etc. Leave without pay applications, as all leaves, must be approved by the faculty member's department head and dean, as well as by the Provost/Vice President for Academic Affairs and the President, who presents the leave application to the Board of Supervisors for final approval.

Leaves of absence cannot exceed one year unless the President of the University can justify the extension to the Board of Supervisors.

Leaves granted for the purpose of participating in a political campaign cannot exceed six months.

Sabbatical Leave

Sabbatical leave may be granted to a faculty member to pursue independent study and research or for renewal. A faculty member is eligible to apply for one semester of sabbatical leave following three or more consecutive years of service. A sabbatical leave taken during the summer session shall be considered a semester for leave purposes.

Compensation for the leave period is usually at the rate of seventy-five percent of the salary the individual would normally receive during the period of time the sabbatical leave is granted. Individuals shall contribute to the retirement system on the basis of their annual salary rate during the sabbatical leave period. In those cases where the employee receives outside compensation during the period of time for which sabbatical leave is granted, such payment must be approved in writing, in advance, by the employee's normal administrative chain-of-command and the President as supportive of the purposes of the leave.

Sick Leave

Sick leave is earned by each faculty member and can be carried forward to succeeding years without limitation. The table given below can be used to calculate total sick leave accumulated; see <https://louisiana.edu/payroll/pay-information/annual-sick-leave-charts>.

Sick Leave Earnings in Days
(9 month employees)

<i>Years of Service</i>	<i>Hours Earned per Month</i>	<i>Yearly Earnings for 9-Month Employment</i>	<i>Additional Hours Earned for Working Summer Session</i>
Up to 3	8hrs	72	18
3 - 5	10	90	22
5 - 10	12	108	30
10 - 15	14	126	32
15 - Over	16	144	36

Sick leave may be taken by a faculty member with sufficient leave to their credit when illness or injury prevents the faculty member from meeting usual duties or when medical, dental or optical consultation or treatment is unavoidably scheduled during working periods. A written certification from a registered medical practitioner or other acceptable proof of disability is required for sick leave of ten or more consecutive University workdays unless a shorter time period is designated by the University President. The practitioner's documentation should be provided to the Human Resources Department.

Complete details of the Board of Supervisors leave policies are available at the Board of Supervisors web site (<https://www.ulsystem.edu/board-rules-policies-procedures/board-policy-procedure-memoranda-ppms/>). Board Rules provide that “At the discretion of the appointing authority a full time faculty member may be granted leave with pay to attend to personal matters [or] emergencies. Such time may be charged to sick leave.”

The minimum charge for sick leave is one hour. Additional sick leave time is reported in hour increments to the nearest hour.

Upon retirement or death, unused sick leave is computed and the value, up to a maximum of 200 hours, is paid to the faculty member or heirs of the faculty member.

The policy for staffing the classes of faculty members who are on sick leave was adopted by the Council of Deans and approved by the University Council in August 1990. This policy states that colleagues will assume the teaching duties of the professor on sick leave for a period of two weeks during the regular semesters and one week during the summer at no cost to the University. If the sick leave period extends beyond these limitations, the colleagues of the faculty member shall be paid at University College rates for the excess time.

Policy on Utilization of Sick or Annual Leave

Faculty, staff and administrators of the University are expected to be available to perform their assigned duties each working day during the tenure of their appointment. If a faculty or staff member or an administrator is unavailable to perform assigned duties at this time, they should either be on:

- Official travel for the University;
- Official leave (annual, civil, faculty, leave without pay, or sabbatical) from the University; or
- Official sick leave.

If a faculty or staff member or an administrator is on sick, faculty, or annual leave, the following policies concerning the utilization of accumulated leave will apply:

Nine-Month Faculty, Staff or Administrators

Sick leave will be charged for every working day that an employee is unable to perform assigned duties because of illness from the beginning of the fall semester to the ending of the subsequent spring semester as noted on the calendar found at the Office of the University Registrar’s website, as well as the University Schedule of Classes, except when that employee is on faculty leave.

Faculty leave is automatically taken on those days between semesters and during extended holidays when the University is open but classes are not being held or registration is not in progress.

Twelve-Month Faculty, Staff, or Administrators

These employees are expected to be available to perform their assigned duties every working day that University offices are open.

Sick leave will be charged for every working day that an employee is unable to perform assigned duties because of illness.

Annual leave will be charged for every day an employee is off campus on approved annual leave.

Compensatory leave may be granted for overtime hours worked outside the regularly assigned 40-hour 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, or the President.

Compensatory leave shall not be earned by the following: President, Vice Presidents, Deans, Associate Vice Presidents, Assistant Vice Presidents, Associate Deans, Athletic Director, athletic coaches, and employees who set their own work schedule. Exceptions may be made to permit these employees to be exempted from having to take leave when the university is officially closed.

Compensatory leave may be used with the approval of the immediate supervisor and the appropriate Vice President or President. Not more than 240 hours (30 days) 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.

Employees will not be paid the value of their accrued compensatory leave upon separation from their unclassified position.

In the event that an employee transfers without a break in service to another position with 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.

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.

Military and Defense Leave

Faculty who are members of a reserve component of the armed forces or the National Guard will be granted leave of absence when ordered to active duty.

Other Leave

A faculty member is given time to attend obsequies of a relative according to the following list: spouse, parent or stepparent, child or step child, brother or step brother, sister or step sister, mother- or father-in-law, grandparent, or grandchild.

When the President deems it in the best interest of the University, an unclassified staff or faculty member may be placed on Emergency Administrative Leave with pay. Such Administrative Leave is not charged against the individual's leave record. Emergency Administrative Leave is for an initial period up to thirty (30) days and may be extended for an additional thirty (30) days by the President. During such leave, the faculty or staff member shall be excused from the performance of any duties associated with the individual's position. Additional information regarding Emergency Administrative Leave can be found in the *Policies and Procedures* of the University of Louisiana System (<https://www.ulsystem.edu/board-rules-policies-procedures/board-policy-procedure-memoranda-ppms/>).

Forfeiture of Tenure or Employment

In accordance with the Board of Supervisors policy, refusal by a faculty member or administrator to comply with the provisions of this leave and sabbatical leave policy shall result in the forfeiture of tenure and/or employment.

Personnel Records

Personnel records of faculty members may be kept in three locations: the Office of Human Resources, the office of the academic dean and the departmental office.

Records kept in the Office of Human Resources contain information concerning appointment letters, promotions, raises, payroll records, signed statements regarding payroll deductions, leave records and retirement system membership records. Personnel files maintained in the departmental office and office of the academic dean may usually contain documents related to

educational status, salary, merit raise justifications, self-evaluations and important correspondence pertaining to the faculty member.

Other Faculty Amenities

Faculty are given appropriate access to facilities and equipment which are necessary to the successful performance of their duties. Instructors who teach only off-campus courses may have access to fewer amenities than on-campus faculty; for information see Document IV in [Appendix A](#). The amenities available to most faculty are listed below.

- Office Space (may be shared) -- NOTE: Instructors who teach only off-campus courses are not usually given permanent office space but will have mailboxes or other appropriate means of receiving and sending official communications to University personnel and students.
- Library privileges
- Parking privileges—Faculty and staff may purchase parking permits through the Parking and Transit Office.
- Department mailbox (may be shared with other faculty members but will offer place for official communication to appropriate University personnel and students)
- Telephone access (if teaching on campus)
- Secretarial assistance (consistent with departmental abilities and size of clerical staff)
- Appropriate keys
- Computer access
- Support services (e.g., laboratory assistants, when appropriate)

Faculty Grievance Procedure

The Board of Supervisors for the University of Louisiana System “recognizes the necessity and desirability of providing employees a method and forum in which to resolve, in an orderly fashion, problems in the workplace.” The President of the University of Louisiana at Lafayette expects all faculty members, administrators, and others in the University community to appear when requested by the University Faculty Grievance Committee and to cooperate in its efforts to ascertain the facts.

A faculty member who has a grievance against the University administration or against a fellow employee should first inform the Chairperson of the Faculty Grievance Committee that they are beginning the grievance process. If both parties are willing, mediation should be initiated at this point. If mediation is declined or fails, the faculty member should seek redress through normal administrative channels up to the appropriate Vice-President. During this administrative part of the process, the faculty member should seek redress at each level before requesting a meeting at the next level. The Department Head should schedule a meeting within five working days of

the request, the Academic Dean (or equivalent) should do so within ten working days, and the appropriate Vice-President should do so within fifteen working days. In unusual circumstances, the administrator may request a time extension from the Chairperson of the Faculty Grievance Committee. If the grievance has not been resolved after the meeting with the appropriate Vice President, the faculty member may appeal to the Faculty Grievance Committee, a permanent University committee. The faculty member may find it useful to set out their grievance clearly in writing during the administrative part of the process but in any event shall do so when requesting a hearing by the Faculty Grievance Committee.

The Faculty Grievance Committee, using institutionally established due process procedures (see [Appendix A](#), Document V) shall ascertain the facts and make a recommendation, accompanied by a rationale and/or finding of facts, to the President of the University. The President will consider the recommendation of the Committee in conjunction with a recommendation from the appropriate Vice President in reaching a decision on the disposition of the grievance. Unless a case is made to the Chair of the Grievance committee for an extension, the President shall make a decision within fifteen working days after receiving the Committee's recommendation. The President shall promptly inform the grievant of their decision in writing and send a copy of their decision to the Chair of the Faculty Grievance Committee and to the person(s) named in the grievance.

The grievant may appeal to the Board of the UL System, which reviews only whether or not the faculty member was provided appropriate process at the university level.

Faculty Meetings

General University Faculty meetings are called periodically to inform faculty about the status of the University. These meetings provide information to the faculty as well as an opportunity to ask questions about academic, fiscal, and other policies of the University.

The Faculty Senate meets almost monthly during the academic year. All faculty are invited to attend although only Senate members may vote on issues. Before each meeting, the Faculty Senate sponsors an informal "rap session" between faculty and one or more administrators during which questions are answered and University business is discussed. Copies of the Constitution and By-Laws of the Faculty Senate may be found with the Executive Officer of the Senate and the Office of the Provost/Vice President for Academic Affairs. They are also available on-line at the Faculty Senate web page at <https://facultysenate.louisiana.edu/>.

Departmental faculty meetings serve as a method for information transfer and free and open communication among faculty members. Attendance and participation in such meetings is expected and is considered an expression of interest in departmental affairs.

Section V. Faculty and Staff Benefits

Introduction

Information provided in this section is intended to direct your attention to the benefits which are available to you. Specific details of a number of these benefits change annually. You are encouraged to solicit the latest details from the office listed in each of the following parts.

Human Resources maintains a summary of benefits at

<https://humanresources.louisiana.edu/benefits>

Credit Union

The UL Federal Credit Union (<https://www.ulfcu.com/>) is a non-profit organization owned and operated by its members for the benefit of the membership. Membership is open to all persons employed by UL Lafayette and to the members of their immediate families. Membership is retained for life, providing the member's accounts are in good standing.

The Credit Union offers a wide range of financial services including MasterCard at competitive rates, as well as the special advantage of payroll deduction through the UL Lafayette Business Office.

The campus branch of the UL Federal Credit Union is located at 619 McKinley Street, Lafayette, LA 70503. The main branch of the UL Federal Credit Union is located at 805 Bertrand Drive, Lafayette, LA 70506. For more information, you may contact the Credit Union at 337-482-6956 or 1-800-232-9616.

Dental Insurance

Dental Insurance is provided by MetLife. This is a voluntary incentive plan that offers coverage for four types of dental services (preventative, basic, major and orthodontic services) with a freedom of choice of dentist. You pay the entire premium. Further information is available at <https://humanresources.louisiana.edu/benefits/insurance-plans/dental-insurance>.

Family Leave

Eligible employees are entitled under the [Family and Medical Leave Act \(FMLA\)](#) to take unpaid, job-protected leave for certain family and medical reasons.. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;

Section V. Faculty and Staff Benefits

- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of their job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Application for Family Leave must be made through the chain of command by completing the request for Family or Medical Leave form available at

<https://humanresources.louisiana.edu/resources-reporting-incident/request-leave-absence>

Group Life Insurance

Prudential Insurance Company of America underwrites the life insurance coverage offered through Office of Group Benefits. This is a life insurance benefit based on your annual salary to a maximum of \$50,000.00. There are also provisions for benefits for your dependents, and there is an additional provision for accidental death and dismemberment coverage for employees. The employee and the University share the cost of the premium. The employee pays the entire premium for the dependent life. Information regarding group life insurance can be obtained at <https://humanresources.louisiana.edu/benefits/insurance-plans/life-insurance>

Group Health Insurance

The Health Insurance program is administered through the Office of Group Benefits (OGB).

New employees must enroll within the first 30 days of employment. You must complete an enrollment form within 30 days after acquiring a new dependent by: birth, adoption, marriage, etc. If you do not do so, your dependent may be subject to the pre-existing condition limitation.

You may still enroll in a plan after the 30 days, however, you will be considered a **late applicant** and must provide proof of insurability. If you choose not to enroll you must complete a waiver of coverage. The employee and the university share the cost of the premium.

For more information you can visit the website:

<https://humanresources.louisiana.edu/benefits/insurance-plans/health-insurance>

Disability Insurance

Short Term and Long Term Disability Benefits are provided by MetLife.

Short Term Disability Benefits:

After a 14-day elimination period, benefits are paid at 60% of the employee's pre-disability weekly earnings to a maximum weekly benefit of \$1,500.00. Benefits continue for as long as you are disabled up to a maximum of 11 weeks disability.

Long Term Disability Benefits:

After a three-month qualifying disability period, benefits are paid at 60% of the employee's basic monthly salary to a maximum monthly benefit of \$10,000.00. You pay the entire premium.

Further information about this program can be obtained at

<https://humanresources.louisiana.edu/benefits/insurance-plans/disability-insurance>

Professional Insurance

All administrators and faculty members of the University are covered by insurance policies to protect them when they are acting in their capacity as administrators or faculty members. One policy protects administrators and faculty members against claims of bodily injury, property damage and other similar incidents when the claim results from neglect. The second policy protects administrators and faculty members from claims of wrongful or negligent acts in the area of Civil Rights violations, due process causes, conflicts of interest, violations of professional rights and many other causes for which governing bodies, administrators and faculty may be sued. Further information about these policies is available in the Office of Administration and Finance.

Further information about these policies is available in the Office of Environmental Health and Safety (<https://safety.louisiana.edu/>).

Retirement System

The University of Louisiana at Lafayette provides the following retirement plans:

Faculty and Unclassified Staff employees may elect to participate in the [Teachers Retirement System of Louisiana \(TRSL\)](#) or the [Optional Retirement Plan \(ORP\)](#).

Classified Civil Service employees participate in the [Louisiana State Employees Retirement System \(LASERS\)](#).

Tax-Deferred Annuity Plan

The Tax-Deferred Annuity Plan, Section 403(b) of the Internal Revenue Code allows you to postpone paying income tax on contributions towards an annuity until after you retire. Your contributions to a 403(b) are made by deferring some of your salary to it before paying tax. Taxes are due when you eventually withdraw the money. This lets you benefit from tax-deferred compounding, which helps your money grow over time.

UL Lafayette is not authorized to give tax advice. You should consult your tax advisor or any firm that has qualified and is authorized for payroll deduction privileges for the 403(b) plan at the University to make sure that you are within the limits of the maximum allowable contributions.

For information about this program and for a listing of the firms qualified and authorized for payroll deduction privileges, contact Human Resources or see

<https://humanresources.louisiana.edu/benefits/tax-deferred-annuity-plan>.

Tax-Exempt Program

A tax-exempt University of Louisiana at Lafayette Cafeteria Plan utilizes Section 125 of the Internal Revenue Code. This plan enables an employee to pay for qualified benefits (hospitalization, dental care, eye care, dependent care, etc.) with pre-tax dollars rather than the present traditional way of paying with after-tax dollars. This program could decrease taxes and increase take-home pay for participating individuals.

Further information about this program can be obtained from Human Resources or

<https://humanresources.louisiana.edu/benefits/cafeteria-plan>

Tuition Waiver Policy

The University of Louisiana at Lafayette adheres to the Employee and Dependent Tuition and Fee Policy published by the University of Louisiana System Office.

Employees of the University of Louisiana System and their dependents may enroll at any of the institutions within the system for undergraduate instruction at a reduced tuition, plus certain applicable fees. Employees may also enroll in graduate level courses at a reduced tuition, plus applicable fees. The faculty or staff member must be employed on a full-time basis at a University of Louisiana System institution. Enrollment at an institution other than the home institution requires the joint approval of the home institution president and the president of the institution the employee wishes to attend. Dependents who qualify will be limited to those who are eligible according to the Internal Revenue Tax Code during the calendar year in which

the tuition reduction is issued. At such time as the dependent is no longer eligible according to IRS Code, the dependent ceases to be eligible for this reduction.

This policy shall not apply to discounted programs, nor will it apply to Study Abroad courses.

The University policy can be viewed at

<https://administrativeservices.louisiana.edu/policies/faculty-staff-tuition-exemption>

Worker's Compensation

Employees of the University are covered by Workers' Compensation Insurance. This insurance is applicable only in the event of an accident while the employee is on duty. In the event you are injured on the job, Workers' Compensation provides financial and medical aid which continues as long as you are disabled.

You must use sick or annual leave while off work due to injury. The compensation for this period must be paid back to the University, since you cannot receive both your regular salary and Workers' Compensation. The Workers' Compensation benefits will buy back some of your sick or annual leave. Hospitalization insurance will not be applicable if Workers' Compensation insurance covers a particular injury.

For more information on Workers' Compensation, visit the following link:

<https://humanresources.louisiana.edu/benefits/workers-compensation>

Section VI. Additional Policies and Procedures

Guidelines For Appealing Unfair and/or Capricious Final Grades

I. Purpose

A UL Lafayette student who feels that they have received an unfair and/or capricious final grade in a course at UL Lafayette has a right for their complaint to be heard in a fair and unbiased manner consistent with existing due process guidelines. The following procedure is the mechanism whereby the student can realize that right.

II. Conditions for Appealing Grades

- A. The following appeal procedure shall not be used to question the professional judgment of an instructor or the content of an examination. Only final grades in a course may be appealed. Individual test scores in any course are not subject to this appeal procedure. Such problems should be handled through discussion between the student and the appropriate instructor and/or department head.
- B. In order to avoid any misunderstanding of the reasons why a final grade may be appealed, the following is a list of the conditions that are grounds for appeal:
 - 1. When the student contends that the professor has violated the professor's own specified grading standards resulting in a detriment to the student's final grade. In this regard it should be noted that the syllabus including the instructor's grading criteria is a plan not a contract. For many reasons an instructor may modify these criteria during the term of a course. Such changes are proper if announced in writing and/or using course management software to all students in the class.
 - 2. When the student contends to have been subject to grading criteria different from those used to evaluate the academic work of other students in the class.
 - 3. When the student contends that the instructor demanded as a condition of passing a course any condition not germane to the subject matter of the course.

III. Procedure for Appealing Grades

- A. A student who contends that they have received an unfair and/or capricious final grade under one of the conditions which are grounds for appeal should follow the procedure outlined below.

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1. In the case of a grade awarded at the end of a fall or summer session, the student MUST initiate the appeal procedure within twenty (20) school days of the end of the fall semester or summer session in which the grade was received. If the grade in question is given at the end of a spring semester, the appeal will not be heard until the subsequent fall semester, and the twenty (20) school-day period during which the appeal must be initiated will begin on the first class day of that subsequent fall semester.
 - a. The appeal procedure is initiated by the student notifying the University Ombudsman of their intention to appeal a final grade and providing the Ombudsman with their name and student number, the instructor's name, the course name and number, the grade received, and the semester in which the grade was received. The student will furnish in writing to the Ombudsman an account of why they feel that the final grade received in the course in question was unfair and/or capricious. The Ombudsman may assist the student in the preparation of this written complaint, which must include a specific designation of the grounds for the student's appeal, as listed in II-B above.
 - b. The University Ombudsman should at this time accomplish the following:
 - 1) Ensure that the twenty (20) school-day period for appeal has not passed.
 - 2) Ensure that the student's reason for appealing the final grade is consistent with the "conditions which are grounds for appeal" as given in II-B above.
 - 3) Explain this procedure to the student in order that they may be knowledgeable concerning the appeal process.
 - 4) If the student's appeal involves disciplinary matters the Ombudsman should consult with the Office of the Dean of Students and help the student to resolve these issues and proceed no further with a grade appeal.
 - 5) If the student grade appeal involves allegations of sexual harassment or retaliation related to sexual harassment, the Ombudsman should inform the student that the procedure is for the student to talk to the Office of the Dean of Students, the University Title IX officer, or the Counseling Center. The grade appeals process should be put on hold until the harassment issue is resolved.
 - c. The student will have fifteen (15) school days from the date of initiation of the appeal to accomplish that portion of the procedure outlined in III-A-2 below. If the student does not report back to the Ombudsman as specified in III-A-3 below within the allotted fifteen (15) school-day period, it will be assumed that the problem has been resolved to everyone's satisfaction, and the appeal case will be closed.
2. The student meets, talks, and presents their written complaint in a meeting with the instructor, the department head, and the appropriate academic dean (dean in

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charge of area in which course is offered—not necessarily the student’s academic dean or if the grade in question is in a graduate course, the Graduate Dean) in an attempt to resolve the final grade problem. The dean will actively try to resolve the issue at this meeting. If a solution that is acceptable to all parties concerned is reached, the appeal case is considered closed with no further action required. Fifteen (15) school days are allowed for this portion of the grade appeal.

3. If the final grade problem is not resolved by the procedure in III-A-2 above, the student will contact the Ombudsman and the following steps in the appeal process will be instituted.
 - a. The Ombudsman will investigate the student’s complaint in order to acquaint themselves as much as possible with all the facts of the case and accumulate evidence concerning the student’s charges. This investigation must be completed within fifteen (15) school days. If the Ombudsman cannot substantiate the student’s charges, they are to inform the student that the appeal should not go forward.
 - b. If the Ombudsman finds a basis to go forward with the grade appeal, within ten (10) school days of the completion of III-A-3a above, the Ombudsman will call a meeting between the student, the instructor, and the Ombudsman. The Ombudsman will notify the instructor’s department head and dean of the meeting, and either one or both of them may attend if they wish. The primary order of business at this meeting will be to ensure that both the student and the instructor understand the nature and extent of the grading complaint. The Ombudsman should consider it their duty to mediate the dispute. Obviously, if a settlement of the case can be affected at this point, it would be welcomed. The Ombudsman shall put in writing the nature of the agreement, if one is reached and the instructor and the student will sign the agreement. The Ombudsman shall send copies to the student, the instructor, the department head, the dean, and the Provost/Vice President for Academic Affairs.
 - c. Within ten (10) school days after the meeting between the student, the instructor, and the Ombudsman has been held, if a settlement has not been reached and the student wishes to pursue the appeal, they will prepare, with the assistance of the Ombudsman, seven copies of their written complaint and any supplemental material and hand deliver copies to the appropriate instructor, department head, Provost/Vice President for Academic Affairs, and the Chair of the Grade Appeals Committee. The student and the Ombudsman will each keep a copy of this letter of complaint and supplements.

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- d. The instructor shall have ten (10) school days after receiving the student's written complaint and any supporting materials to prepare their response and supporting materials and hand deliver them to the Chair of the Grade Appeals Committee.
 - e. The Chair of the Appeals Committee shall provide each member of the hearing committee - at least two (2) days before the hearing – the student's complaint and supporting materials, the instructor's response and materials, Parts I and II of this policy, and the internal guidelines of the committee. The student and faculty materials must be returned to the Committee Chair at the conclusion of the hearing.
4. Upon receipt of the materials mentioned in III-A-3c and III-A-3d above, the Chair of the Grade Appeals Committee will call a meeting of the committee; the meeting should take place no later than ten (10) school days after receipt of the materials. The purpose of the meeting will be to hear the student's complaint and the instructor's response and to determine whether the student's complaint should or should not receive further hearing. The Grade Appeals Committee will conduct the hearing in accordance with the following guidelines.
- a. At least five (5) members of the Grade Appeals Committee, preferably a mix of faculty and students, must be present during the hearing.
 - b. An audio recording of the hearing must be made.
 - c. The student, the Ombudsman, the instructor, and the instructor's department head will appear before the Grade Appeals Committee. The student and the instructor may each bring an advisor of their choice drawn from the university community.
 - d. The following procedure will be followed during the hearing unless the procedure is changed before the hearing by majority vote of the Grade Appeals Committee.
 - 1) The student and/or Ombudsman presents the student's complaint and evidence to support the allegation(s).
 - 2) The instructor and/or their advisor presents the instructor's response to the charges and evidence to support their position.
 - 3) Each side may present a rebuttal.
 - 4) The members of the Committee ask any questions relevant to the criteria in IIB that they feel necessary to clarify the matter under study.
 - 5) When the members of the Committee are satisfied that they have the information necessary for action on the student's complaint, all non-members will be asked to leave the room.

- 6) The Committee Chair will remind the committee that the professional judgment of an instructor or the content of an exam shall not be questioned and all appeals must meet one or more of the criteria listed in IIB. After any needed discussion, the Committee will determine one and only one question by secret ballot—whether or not the facts as presented provide sufficient reason for a further hearing of the case. All members of the Committee present must vote for or against the question. A majority vote is required to sustain the appeal. A tie vote, as is the case in parliamentary procedure, is in effect a negative vote.
5. The Grade Appeals Committee must recommend that the student’s complaint either should or should not receive further hearing. The Committee’s decision should be communicated verbally to the student and the instructor after the hearing if they are still present. The decision must be delivered in written form to the Provost/Vice President for Academic Affairs along with the audio recording of the hearing by the Chair of the Committee within one (1) school day of the conclusion of the hearing. In addition, the Chair must notify in writing, the Ombudsman, the student, the instructor, the instructor’s department head, and the instructor’s dean of the Committee’s decision; notification should occur within three (3) school days of the conclusion of the hearing.
 - a. In the event of a negative recommendation by the Committee, it’s work is done and the appeal process normally ends at this point. However, in order to ensure total due process, the student has the opportunity to appeal the decision of the Grade Appeals Committee to the Committee on Academic Affairs and Standards (CAAS) for undergraduate cases and to the Graduate Council for graduate cases.
 - 1) Any appeal of a negative decision by the Grade Appeals Committee must be made by the student through the Ombudsman. If a student decides to appeal, within five (5) school days of their receipt of the written notice of the negative decision of the Committee, the Ombudsman will notify the Provost/Vice President for Academic Affairs and the Secretary of the CAAS or the Dean of the Graduate School, as appropriate, in writing of the student’s intention to appeal. This written notice of intent to appeal must set forth in detail the reasons why the student is appealing the committee’s decision.
 - 2) If the appeal is to the CAAS, the secretary of the CAAS will constitute a three-member subcommittee of the CAAS to hear the appeal. The subcommittee will consist of one academic dean, one faculty member, and one student; the secretary shall choose the three by lot from the CAAS membership. (A CAAS member who is directly involved in the case at hand—e.g., the dean of the accused instructor’s college—may not serve on the appeal subcommittee.)
 - 3) If the appeal is by a graduate student, the Dean of the Graduate School will constitute a three-member subcommittee of the Graduate Council to hear the appeal. The subcommittee will consist of two members of the Graduate

Council chosen by lot and the Graduate Student Organization President or their appointee. (A Graduate Council member who is directly involved in the case at hand may not serve on the appeal subcommittee.)

- 4) The meeting of the Graduate Council or CAAS appeal subcommittee must be held within ten (10) school days of the receipt of the written notification of the intent to appeal. This meeting will be for the purpose of considering the student's request for a further hearing. The subcommittee of the CAAS or the Graduate Council will have access to the letter requesting a further hearing, the student's original letter of complaint and any supplementary material, the faculty member's response and any supplementary material and the audio recording of the hearing before the Grade Appeals Committee for use in deciding whether or not the student's case deserves further hearing. Either body may request other evidence which it feels is pertinent to the case.
 - 5) If the CAAS or Graduate Council appeal subcommittee rules that the case should not receive further hearing (in effect, upholding the decision of the Grade Appeals Committee), the appeals case ends at this point and the student's appeal is denied. The Provost/Vice President for Academic Affairs must be notified in writing of the ruling and must notify in writing the student, the Ombudsman, and the instructor; such notification must occur within three (3) school days after the ruling is made. If the ruling is in the student's favor, the procedure outlined in III-A-6 below will be put into effect.
6. In the event of a positive recommendation by the Grade Appeals Committee, the appeal case will be heard by either the CAAS, for undergraduate students or by the Graduate Council, for graduate students.
- a. The hearing should follow the same guidelines as those for the hearing before the Grade Appeals Committee [see III-A-4d-(1) through (6)] with one exception: both the student and the instructor may call witnesses to support their respective positions. The student and the instructor may each bring to the hearing an advisor of their choice drawn from the University community.
 - b. The hearing will be held as soon as practical after the Provost/Vice President for Academic Affairs has been notified of the Grade Appeals Committee's favorable decision, but no later than fifteen (15) school days from this notification date or fifteen (15) school days from the favorable decision on an appealed Grade Appeals Committee decision. The CAAS or the Graduate Council, as appropriate, will be notified of the hearing date by the Secretary of the CAAS or the Dean of the Graduate School, depending on which body will hold the hearing.
 - c. The CAAS or the Graduate Council, as appropriate, must by secret ballot, first decide one question: whether the student received an unfair or capricious final

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grade (as defined in Part II) in the course in question. The burden of proof of the allegation rests with the student. A tie vote, as is the case in parliamentary procedure, is in effect a negative vote.

- d. The decision reached by the CAAS or the Graduate Council will be binding on all parties involved.
 - 1) In the event that the decision is against the student, the appeals case ends and the student's appeal is denied.
 - 2) In the event that the decision is in favor of the student, the CAAS or the Graduate Council will then decide, by means of a secret ballot, the student's final grade for the course in question. If the challenged grade is an "F", the grade (except in unusual circumstances) shall be changed to "CREDIT." If the challenged grade is "B", "C", or "D", the CAAS or the Graduate Council may recommend either the grade of "CREDIT" or a "LETTER GRADE" as the facts of the case warrant. The Chair of the CAAS or the Graduate Council will then notify the Provost/Vice President for Academic Affairs of the Committee's decision. The Provost/Vice President for Academic Affairs will then direct the Registrar to carry out the recommended grade change, citing enough of the facts of the case to justify the grade change for the Registrar's records.
- e. The Chair of the CAAS or the Graduate Council must notify the Provost/Vice President for Academic Affairs of the ruling within one (1) full school day. The Provost/Vice President for Academic Affairs must notify in writing the student, the Ombudsman, and the instructor of the decision within three (3) school days of the ruling of the CAAS or Graduate Council.

Guidelines For Program Review and Discontinuance

Introduction

These guidelines articulate the University of Louisiana at Lafayette's policies and procedures for conducting regular review of its academic programs (including degree programs, options, and concentrations) and for conducting program and unit reviews necessitated by severe financial crises. This document has been devised to ensure that instruction and research remain the core functions of the University, to protect academic freedom and tenure, and to preserve academic due process.

Effective management practices dictate the regular review of programs to ensure that students have access to degrees that have merit and value and that prepare them for their lives beyond the university. Such program reviews should distinguish temporary variations from long-term trends that affect the quality of the education offered by the university and the mission of the institution. The retention of viable academic and research programs is the University's first priority.

Multiple constituencies have an impact on the governance of universities. These communities of interest rely on the joint efforts of involved parties to foster an understanding of the interdependence of governing boards, university administrators, faculty, and students in university decision-making, as well as the need to engage in cooperative action to solve educational challenges, including program review and discontinuance. Effective management and governance is dependent upon the broadest possible exchange of information. In particular, the roles of faculty in program evaluation and review are critical, especially in times of University retrenchment.

For these reasons, the University of Louisiana at Lafayette subscribes to the principles of shared governance and is committed to meaningful faculty involvement in decisions relating to the reduction of instruction and research programs. These roles include active faculty participation in:

- determining criteria for academic program review, evaluation, and consideration for reduction or elimination;
- decisions to reduce or eliminate a degree program, option, or concentration;
- decisions related to faculty status related to the program review; and
- decisions leading to a declaration of financial exigency.

The principal vehicle for this faculty involvement is the Program Review Committee, a standing university committee. Membership on the Committee will consist of a tenured representative of each academic college and the library, with members serving a three-year term.

Nominations of members for this Committee will be initiated through the Faculty Senate, which will advance at least two nominees for each position. The President and Provost/Vice President of Academic Affairs will select the membership from the Faculty Senate list of nominees. The Provost or their designee will also serve on the Committee.

I. Criteria for Academic Program Review and Discontinuance

When making decisions concerning academic programs, criteria of quality and effectiveness shall be taken into account. Faculty will have a role in determining the weighting of the criteria. These criteria include but may not be limited to the following:

- A. the program's relationship to the University's mission, vision, and strategic plan
- B. a program or unit's contribution to general education requirements or support offered for other programs
- C. its ability to recruit and retain high-quality professors and students
- D. its promotion and enhancement of the educational and cultural level and the general health and well-being of the surrounding region that the university serves
- E. student placement into jobs and/or graduate and professional degree programs to meet critical needs within the state
- F. longitudinal data and trends, number of students in a major and number of graduates over at least a five-year period
- G. program revenue and cost
- H. contributions to the University's standing as a research institution
- I. excellence in scholarship and research activities, including, but not limited to, externally funded research, performance, exhibition, and publication, which bring recognition to the University.

II. Circumstances for Workforce Restructuring

The University recognizes that three possible conditions exist for the termination by the University of a faculty member who holds appointment with continuous tenure.

- A. *Dismissal for Cause.* Procedures for dismissal of tenured faculty for cause are detailed in the *Faculty Handbook*, Section IV, "Faculty Personnel Policies" and Documents I and VI in [Appendix A](#).
- B. Program discontinuance based on criteria articulated in Section I, "Criteria for Academic Program Review and Discontinuance." A program review may result in the recommendation for its discontinuance based primarily on educational reasons, e.g., a long-term decline in enrollment, low-completer status, the merger of specific programs for strategic alignment, persisting limited demand, or redundancy of the same or very similar programs in the state.

- C. Program discontinuance because of declared financial exigency. A declaration of financial exigency, approved by the UL System Board of Supervisors, results from an imminent financial crisis threatens the viability and survival of the institution. In times of serious financial threats, faculty shall participate in the University's decision to request that a condition of financial exigency be declared by the UL System Board of Supervisors.

III. ***Implementation of Program Discontinuance and Financial Exigency.***

In the case of program discontinuance either for educational reasons or because of financial exigency, the University shall follow the following procedures:

- A. Process for Program Discontinuance
 - 1. The Program Review Committee will participate in the decision to recommend program discontinuance.
 - 2. If a program is to be eliminated, the University President or their designee shall present a recommendation for discontinuance to be discussed with the faculty members in the affected program. The meeting will include academic leadership with oversight of the program, including the dean of the college that houses the program, the Dean of the Graduate School (if appropriate), and the program's administrator or department head.
 - 3. The University will provide to faculty in the program
 - a. a description of the procedures and criteria used in making the decision to recommend discontinuance; and
 - b. reasonable disclosure of the information and data used by the decision-makers.
 - c. A timeline for shuttering the program that takes into account student needs for completion.
 - 4. Faculty who are terminated because of program discontinuance will receive a letter attesting to the fact that their termination is the result of discontinuance, not performance.
 - 5. The University will communicate with students enrolled in the discontinued program to facilitate their completion of their degree requirements.
- B. Principles for Workforce Restructuring

The following general principles should be applied in dealing with any case of workforce restructuring.

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1. All reductions in faculty that result from program discontinuance will be made through natural attrition first, insofar as is possible.
2. Unless a financial exigency has been declared by the University and approved by the UL System Board of Supervisors, terminations of tenured and non-tenured faculty will adhere to dates and times as specified in the *Faculty Handbook*, Section V, under the entry titled, "Non-Reappointment."
3. In the case of program discontinuance or declared financial exigency, the University will proceed with terminations of faculty in the following order:
 - a. temporary faculty
 - b. regular continuing faculty who have served less than seven years and who are not tenured
 - c. regular continuing faculty who have served seven years or more or who are tenured.

An exception may be made to this order of termination in the case in which a clear-cut need for maintaining instructional expertise requires retaining an untenured faculty member over a tenured faculty member. In this case, the University's proposal to terminate the tenured faculty member and retain the untenured faculty member must be endorsed by the Program Review Committee.

C. Adequate Notice

In times of financial exigency, the University will make every effort to provide adequate notice to faculty who are terminated because of program eliminations which occur in response to the financial crisis.

D. Right to Appeal

Faculty members who have received a notice of termination due to program discontinuance, and who believe there are other reasons causing their termination, or who have concerns as to whether the criteria have been properly applied, have the right to appeal and to receive a fair and timely inquiry before the University Grievance Committee as detailed in the *Faculty Handbook*, [Appendix A](#), Document V.

IV. Placement and Support for Faculty Affected by Program Discontinuance and/or Termination due to Adverse Financial Conditions

The University shall make reasonable efforts to locate appropriate alternative employment and to provide University services and resources to assist faculty members in securing employment within the University or elsewhere in the following ways:

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- A. University officials will provide an appropriate letter for the faculty member's use stating that termination was related to financial distress and/or program discontinuance;
- B. job counseling through Career Services will be made available to the faculty member and should include investigation of employment opportunities outside of the University, including whether a comparable faculty position at another institution under the Board of Supervisors for the University of Louisiana System or within the state is available;
- C. counseling related to job loss will be made available through the Counseling and Testing Center;
- D. attempts to transfer the faculty member to another program in which the faculty member is appropriately qualified or credentialed within the University will be made;
- E. the University will offer reduced-tuition course enrollments for one academic year after termination to facilitate a terminated faculty member's retraining.

If a discontinued degree program is reestablished within a three-year period, the University shall attempt to rehire faculty members who were terminated for reasons of program discontinuance or financial adversity.

Adopted September 2011

Procedures For Mediation and for Hearings by The Faculty Grievance Committee

When a faculty member has a grievance against the University administration or against a fellow faculty member, that faculty member may seek to resolve the grievance through the "Faculty Grievance Procedures" delineated in Section V of the *Faculty Handbook*. This document describes the procedures to be followed in mediation and in grievance hearings.

A. Faculty Grievance Mediation Procedure

1. The goal of mediation will be to attempt to achieve a timely resolution satisfactory to all parties to the grievance, thus obviating the need for the grievant to proceed through the administrative chain of command or Faculty Grievance Committee hearing parts of the grievance process.
2. Mediation is a voluntary process in which the mediator attempts to assist the parties to a dispute communicate with each other, clarify the issues, seek to understand the interests that the parties have in common, and work together to develop an agreement acceptable to all parties. The mediator makes no judgments, imposes no solutions, and writes no report.

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3. The first step in the mediation process is for the grievant to inform the Chair of the Faculty Grievance Committee of their intent to pursue a grievance. The Chair shall provide a copy of the "Mediation Procedure" to all parties and offer the opportunity for mediation, which will go forward only if all parties agree.
4. If all parties agree to mediation, the Chair of the Faculty Grievance Committee shall refer the matter to the Chair of the Mediation Committee. The Chair of the Mediation Committee shall provide all parties a list of the members of the Mediation Committee who are not currently engaged in a mediation and shall assist the parties in coming to an agreement on one or two mediators from the list. If the parties cannot reach agreement on a mediator from the available members of the Mediation Committee, any party may propose any other person from the university community to the Chair of the Mediation Committee, who shall propose the name to all other parties. The Chair of the Mediation Committee shall make every effort to complete the process of bringing the parties to an agreement on a mediator within two weeks of receiving notification that the parties have agreed to attempt mediation.
5. For mediation related to tenure, promotions, and merit raises, all administrators in the chain of command above the named party or parties who have signed the relevant paperwork on tenure, promotion, or merit raise recommendations are parties to the mediation process.
6. Once mediation has been initiated, the university will encourage all parties to respond promptly to requests by the mediators for information, appointments, and meetings.
7. If two mediators are agreed upon, they will work as a team.
8. Mediators shall maintain strict confidentiality. Mediators shall destroy all notes when the mediation process has been completed or ceases at the request of any party. Mediators may not be called as witnesses before the Faculty Grievance Committee.
9. Any party may withdraw from the mediation process at any time, by notifying the mediator or mediation team in writing. If mediation fails, the grievant may then proceed with the next part of the grievance procedure.

B. Procedures Governing Hearings by the Faculty Grievance Committee

1. The Faculty Grievance Committee, as described in the current *Faculty Handbook*, is an integral component of the faculty grievance procedure.
2. One of the primary purposes of the Committee is the provision of a fair and timely investigation of a faculty grievance for the purpose of ascertaining the facts of the

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complaint and making a recommendation to the President. The Committee shall hold a hearing if it feels a hearing is necessary.

3. The Committee shall hold closed hearings. Proceedings shall not be recorded.
4. All evidence submitted is for use and information of the Committee and shall be the property of the Committee.
5. The Committee stresses the fact that the matters it considers are serious, and all parties shall have a professional responsibility for the accuracy of their testimony and other evidence offered.
6. The committee demands that order, dignity, and courtesy be maintained at all times in a hearing.
7. The Chairperson of the committee shall send to the grievant, persons named in the grievance, and the appropriate Vice-President at least ten working days in advance written notice of the date, time, and place of a hearing, which has been set up by the Committee. The Chairperson shall also send at that time to each of the above a copy of the grievant's statement of grievance, the current statement of the appropriate procedures of the Committee, and the names of the members of the Committee.
8. Six Faculty Grievance Committee members shall constitute a quorum.
9. The Committee shall determine the formality or informality of the meetings.
10. The faculty member presenting a grievance and named parties may be accompanied at the hearing by an attorney, and/or other person of their choosing, whose role is limited to advising the grievant or named party and does not under any circumstances include presentation, questioning witnesses, or addressing the committee.
11. Legal rules of evidence do not apply. Relevant evidence to support the grievance, to support the position of those named in the grievance, or to otherwise assist the Committee in its deliberations may be presented by the grievant, by named persons, by the administration, by witnesses personally appearing and testifying, by statements of witnesses who cannot be present, and by documentary evidence in the form of photocopies. Other evidence may be photographed or described for the record. All evidence shall be presented to the Committee and identified. All witnesses are to speak the truth to the best of their knowledge.
12. The Committee shall hear the faculty member's grievance and the responses of the administration or other named persons separately. Neither party shall be present when the other party is presenting.

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13. The grievant and the administration or other named persons shall be allowed to present witnesses to the Committee. Witnesses will be heard separately.
14. The Committee shall, when new or relevant subsidiary issues emerge during the testimony or questioning of parties or witnesses or when the testimony is conflicting, seek additional documentary evidence and/or recall witnesses and parties in an effort to ascertain the facts.
15. With the approval of the University President, the Committee may engage counsel to help in conducting its business.
16. The Committee may call for any additional evidence, witnesses, and testimony it deems necessary. The administration and the grievant shall make available all documents and other evidence requested by the Committee. The University shall make every attempt to have the requested witnesses appear before the committee.
17. The Committee recognizes that it is difficult to formulate a set of procedures that can anticipate and accommodate all possible circumstances. Therefore, the chairperson is empowered to rule on all questions of procedure. When it is deemed necessary, the Chairperson may call a recess at any time and ask the Committee for a private discussion and assistance in a ruling.
18. If a member of the Committee recuses himself/herself from a particular grievance hearing, the Committee or parties may nevertheless call them as a witness.
19. In addition to their responsibilities of presiding over meetings, the Chairperson shall exercise full voting privileges.
20. The Chairperson and all Committee members shall inform the Committee of any information relevant to the grievance that is brought to them individually by any administrators, faculty members, or other persons.
21. The committee may seek to bring about a settlement of the issue(s) satisfactory to all parties.
22. At the close of the hearing, the committee shall convene in a closed session to formulate a recommendation and rationale and/or finding of facts concerning the grievance. The recommendation will be presented to the President in writing. A copy of the recommendation and rationale and/or finding of facts shall be provided to the grievant and to the person(s) named in the grievance. The President may ask for further clarification, and the committee shall provide written clarification, with copies to the grievant and the person(s) named in the grievance.

23. The Committee reserves the right to make timely revisions of its procedures as deemed necessary.

Procedures For Dismissal For Cause And Imposition Of Major Sanctions

Introduction

The University is a community of scholars dedicated to the advancement of knowledge. Among the functions of a University is the establishment of a proper intellectual integrity among the faculty, between the faculty and the students, and between the faculty and the national and international academic community. This intellectual integrity is fostered by the creation of an environment of personal interaction and mutual trust whereby its members are mindful of their responsibilities to maintain standards of competence, and a proper attitude of objectivity, industry, and cooperation with their associates within and without the University community. However, if the community is to be sustained, it is necessary for it to take action when commonly held standards of conduct are violated. Thus, disciplinary action up to and including dismissal may be undertaken for cause, with dismissal being reserved for the most serious cases.

A close relationship exists between the excellence of American universities, the strength of their faculties, and the extent of faculty responsibility in determining faculty membership. In the effective university, a dismissal proceeding involving a faculty member on tenure, or one occurring during the term of an appointment, will be a rare exception, caused by individual human weakness and not by an unhealthy setting. When it does come, however, the procedures should provide that both institutional integrity and individual human rights may be preserved. The faculty must be willing to recommend the dismissal of a colleague when necessary. By the same token, presidents and governing boards must be willing to give full weight to a faculty judgment favorable to a colleague.

Adequacy of cause for a dismissal will be related, directly and substantially, to the fitness of faculty members in their professional capacities as teachers or researchers. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or their rights of American citizens or legal aliens. The same protections and procedures should be used when the university administration proposes a major sanction on a tenured faculty member. When the issue is the proposed imposition of a major sanction, the reader should substitute throughout the document where appropriate the words "a major sanction" (or similar phrases) for "dismissal for cause" (or similar phrases).

Non-tenured faculty members may be terminated by the University administration in accordance with the notification of non-reappointment standards specified in the *Faculty Handbook* (Section V). Should the University propose to dismiss an untenured faculty member earlier than the advance notice of non-reappointment (specified in the *Faculty Handbook*), the procedures delineated in this document will be followed. Should the University propose to

dismiss an untenured faculty member who is on an appointment with a specified end-date (e.g., an “Emergency Temporary” one-year hire), these proceedings will not change the specified end-date of the appointment.

Preliminary Proceedings

1. Summary. The preliminary proceedings include (a) an attempt at resolution by academic administrators and the faculty member that includes notice of the availability of mediation; (b) an informal inquiry by the Faculty Grievance Committee; (c) an attempt by the Faculty Grievance Committee to arrange an adjustment between the parties; (d) failing an adjustment, a recommendation by the Faculty Grievance Committee either for or against going forward with formal charges against the faculty member; (e) if the recommendation is for a formal hearing, a joint effort by the Committee and the President’s representative to formulate proposed grounds for dismissal.

Every effort should be made to expedite these preliminary proceedings. Although these procedures are complex and lengthy in written form, they need not be lengthy in operation. The two parts of the administrative and mediation effort are designed to operate nearly simultaneously. Parts 3a and 3b of the informal inquiry below are designed to operate nearly simultaneously. Parts 5a and 5b (which involve decision making and cooperation between the Committee and the President’s representative, rather than information gathering) have the potential for being completed expeditiously.

2. Administrative and Mediation Effort.
 - a. When reasons arise to question the fitness of a faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers should ordinarily discuss the matter with the faculty member in personal conference. Suspension of the faculty member during the proceedings is justified only if immediate harm to the faculty member or others is threatened by the faculty member’s continuance. If the situation warrants a suspension, such suspension shall be with pay.
 - b. Very early in the process, the appropriate vice-president shall inform the parties of the availability of the mediation process, provide a copy of the mediation document (*Faculty Handbook* [Appendix A](#), Document V) to all parties, and encourage the parties to seek a resolution through mediation. Possible sanctions short of dismissal (such as reprimand, forfeiture of future pay raises, written agreement to cease certain behavior, or other sanctions) should be explored. The matter may be terminated by mutual consent at this point.
3. Informal Inquiry.
 - a. If an adjustment does not result by mediation, the President of the University shall request in writing that the University Faculty Grievance Committee informally inquire

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into the situation to affect an adjustment, if possible, and, if none is affected, to determine whether in its view formal proceedings to consider the faculty member's dismissal should be initiated. The President shall caution the administrators involved to take care that no administrative pressure is brought to bear upon Committee members as they conduct their inquiry and come to their conclusions.

- b. The Faculty Grievance Committee should immediately ask the parties to provide documentary materials related to the problem within ten working days of the request.
- c. The Faculty Grievance Committee should select one or more from among its members to informally talk with the faculty member, involved administrators, and other faculty members who have knowledge of the situation, to gather as much relevant information as possible. The member or members gathering information shall inform those whom they approach that they are acting under the authority of the Faculty Grievance Committee and request that each person contacted keep the contact and discussion confidential. The member or members gathering information should also collect additional relevant documentary materials that come to their attention. The member or members who are gathering information will keep the Committee informed. Under normal circumstances, the Committee shall then proceed to 4 below.
- d. Because of the difficulty of assembling parties and witnesses in a room at the same time and the desirability of moving expeditiously through these preliminary and informal proceedings, utilizing the procedures in 3b and c above are preferred. But, in rare circumstances, the Committee may decide to conduct its inquiry by informal hearing. Notice of the hearing should be given to both parties no less than fifteen working days in advance of the hearing, at which time the Committee should ask the parties to provide documentary materials related to the problem and a list of witnesses (if any) to the Committee Chair no later than seven working days before the hearing. The Chairperson will notify the witnesses of the time and place of the hearing and request their attendance. The hearing shall be closed (assuming a closed hearing is in accordance with applicable State law).

With both parties and their advisors present, the Committee will hear the concerns of the administration and then provide an opportunity for the faculty member to present their concerns. Both the representative of the University administration and the faculty member may be accompanied throughout the hearing by an academic advisor and counsel of their choice (private counsel may be retained at the faculty member's expense), whose role will be limited strictly to privately advising the faculty member or representative of the administration.

All witnesses called shall be asked to speak the truth to the best of their knowledge and to keep the proceedings of the preliminary informal hearing confidential until all of the proceedings described in this document have been completed or an agreement

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satisfactory to all parties has been reached. The hearing will be informal, in like manner as University committee meetings, and legal rules of evidence shall not apply. There will be no recording or verbatim record. In addition to their responsibilities of presiding over meetings, the Chairperson shall exercise full voting privileges. If any member of the Committee has been a participant in the circumstances from which the matter arises, the Committee may decide that the member be excused from the hearing or that the member may participate in the inquiry but not vote. The Chairperson will normally decide matters of procedure. If the Chairperson or any member of the Committee wishes, the Committee may take a short recess to decide on procedures or to consult on other issues related to the matter at hand. The Committee shall then proceed to 4 below.

4. **Attempt to Affect an Adjustment.** After gathering as much information as the committee considers sufficient, the Faculty Grievance Committee should attempt to affect an adjustment, if possible.
5. **Recommendation and Possible Formulation of Grounds for Proposed Dismissal.**
 - a. If no adjustment is affected, the Committee should determine expeditiously whether in its view formal proceedings to consider the faculty member's dismissal should begin.
 - b. If, in the opinion of the Committee, either (1) insufficient evidence in support of the allegations has come to the Committee's attention or (2) none of the allegations, even if eventually proved to be true, rise to the level of adequate cause for dismissal, the Committee shall make a written recommendation to the President of the University that no hearing for dismissal for cause take place and that the administration cease efforts to dismiss the faculty member. The Committee may recommend at this time that a formal hearing for imposition of a major sanction be commenced. The Committee's recommendation shall include a rationale and/or preliminary finding of facts. The Chair of the Faculty Grievance Committee shall, at the same time, send a copy of the recommendation, including the rationale and/or preliminary finding of facts, to the faculty member.
 - c. If the Committee recommends that a formal hearing for dismissal for cause be commenced, a copy of the recommendation shall be sent to the President of the University and the faculty member, along with a request that the President or their representative join with the Faculty Grievance Committee to formulate a statement with reasonable particularity of the grounds for the proposed dismissal. Once the jointly formulated statement of the grounds for the proposed dismissal has been completed, the Chair of the Faculty Grievance Committee shall send promptly a copy of the grounds for the proposed dismissal to the faculty member, and action should be commenced under the procedures for a formal hearing described below.

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- d. If the President of the University, even after considering a recommendation of the Committee favorable to the faculty member, expresses the conviction that a proceeding nevertheless should be undertaken, the President or the President's representative should, within fifteen working days of receiving the Committee's recommendation, formulate a statement with reasonable particularity of the grounds for the proposed dismissal and send a copy to the faculty member and the Chair of the Faculty Grievance Committee. Action should then be commenced under the procedures for a formal hearing described below.
 - e. Should the President propose imposition of a major sanction on any of the allegations the Committee has determined to be supported by sufficient evidence to warrant going forward with a formal hearing but that do not rise to the level of adequate cause for dismissal, the Committee Chair shall inform the faculty member and inquire of both parties whether an attempt to affect an adjustment should be made. If no adjustment can be agreed to and the President decides to pursue a major sanction, actions should be commenced under the procedures for a formal hearing described below.
6. If a decision is made to commence a formal hearing, documentary materials accumulated by the Faculty Grievance Committee during these preliminary proceedings shall be forwarded to the chair of the Ad Hoc Hearing Committee.

Formal Hearing before the Ad Hoc Hearing Committee

1. Summary: After the preliminary proceedings have been completed, in the best interests of all parties, as with the preliminary proceedings, every effort should be made to expedite the work of the Ad Hoc Hearing Committee. The following document details the process and procedures involved in selecting the membership of the Ad Hoc Hearing Committee and the process and procedures involved in conducting the formal hearing.
 - a. The chair of the Faculty Grievance Committee shall charge the Executive Officer of the Faculty Senate to initiate immediately the process for the selection of an Ad Hoc Hearing Committee as soon as the Faculty Grievance Committee and the President of the University have agreed on a statement with reasonable particularity of the grounds for the proposed dismissal; or if the President of the University, even after considering a recommendation of the committee favorable to the faculty member, expresses the conviction that a proceeding should nevertheless be undertaken and has provided the chair of the Faculty Grievance Committee with a statement of reasonable particularity of the grounds for the proposed dismissal.
 - b. At least fifteen (15) working days prior to the hearing, the Executive Officer of the Faculty Senate shall provide to all parties, including the President of the University and the faculty member, a written statement of specific charges and a copy of the present Dismissal for Cause policy document.

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2.
 - a. Pending a final decision by the Ad Hoc Hearing Committee, the faculty member will be suspended or assigned to other duties in lieu of suspension, only if immediate harm to the faculty member or others is threatened by continuance. Before suspending a faculty member, pending an ultimate determination of the faculty member's status through the University's hearing procedures, the University administration will consult with the Faculty Grievance Committee concerning the propriety, the length, and the other conditions of the suspension. A suspension that is intended to be final is a dismissal and will be treated as such.
 - b. Salary will continue during the period of the suspension, until these informal and formal proceedings have been completed or a written settlement between the administration and the faculty member is agreed to or the faculty member returns to their regular responsibilities and duties, in the classroom, library, or other regular capacity. Should the faculty member agree and sick pay is appropriate under state regulations, sick pay may replace salary for part or all of the period.
3. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing but denies the charges or asserts that the charges do not support a finding of adequate cause, the Ad Hoc Hearing Committee will evaluate all available evidence and rest its recommendation upon the evidence in the record. The right of the faculty member to waive a hearing in no way limits the right of the administration to present its case at a hearing.
4. The Ad Hoc Hearing Committee will be selected from the ranks of the tenured faculty of the University in the following manner:
 - a. Independent of each other, the President of the University, the faculty member, and the Executive Officer of the Faculty Senate each will nominate, from among the full-time faculty, four (4) potential ad hoc committee members and five (5) alternates (which they shall identify as first alternate, second alternate, etc.) to the Chair of the Faculty Grievance Committee.
 - b. Should two or more of these parties nominate the same potential member, the Chair of the Faculty Grievance Committee shall strike the duplicated nominee(s) and choose a replacement or replacements in the following manner:
 - (1) if one name appears on the lists provided by both the faculty member and the administration, strike the name from the list of the faculty member and replace it with the first alternate from the faculty member's list; if a second name appears on the lists provided by both the faculty member and the administration, strike the name from the list of the administration and replace it with the first alternate from the administration's list; if three or more names appear on the lists provided by both the faculty member and the administration, continue alternating;

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- (2) if one or more names appear on the lists provided by both the faculty member and the Senate Executive Officer, strike the name from the list of the faculty member and replace it with the first alternate from the faculty member's list, and so on, alternating between the Senate Executive Officer and the faculty member as in (1) above;
 - (3) if one or more names appears on the lists provided by both the administration and Senate Executive Officer, strike the name from the list of the administration and replace it with the first alternate from the administration's list, and so on, alternating between the Senate Executive Officer and the administration as in (1) above;
 - (4) if a name appears on all three lists, retain the nominee of the Senate Executive Officer, strike the name from the faculty member's and administration's lists and replace it with the next name on the list of alternates for each.
 - (5) The Faculty Grievance Committee Chair should then request that the appropriate persons provide additional names to fill the vacancies on their lists of alternates.
 - c. The President of the University and the faculty member each must remove two (2) of the potential members from the list of twelve potential members provided to them by the Chair of the Faculty Grievance Committee.
 - d. The remaining eight (8) members will constitute the Ad Hoc Hearing Committee.
 - e. If either the faculty member or the President of the University or their representative objects to any of the eight committee members and can show cause for the objection (as determined by a majority vote of the committee) the member shall be removed and replaced by the alternate of the party who had nominated the potential committee member that was thus removed in order of first alternate, second alternate, etc.
 - f. After the membership of the Ad Hoc Hearing Committee has been determined, the President of the University will name one (1) member of that group to serve as chair. If at any time objections are made to the University President's choice of chair, the committee will select a temporary chair, hear cause why the President's choice should not serve as chair, and determine by majority vote whether the chair shall continue in that position. If cause is found that the chair should not continue to serve in that capacity, the President will be notified, and the President will name a new chair from the remaining members of the Ad Hoc Hearing Committee. The person rejected as chair may continue to serve on the Ad Hoc Hearing Committee as a regular member.
5. As soon as the final eight (8) members (including the chair) have been selected, the entire Ad Hoc Hearing Committee will be charged with its duties by the Chair of the Faculty Grievance Committee. The committee shall hold its first meeting no fewer than ten (10) working days after it has been charged. Ad hoc committee members shall avoid discussing the case at hand with anyone other than fellow committee members until all of

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the proceedings described in this document have been completed or an agreement satisfactory to all parties has been reached.

6. The Ad Hoc Hearing Committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties to (a) simplify the issues; (b) effect stipulations of facts; (c) provide for the exchange of documentary or other information; and (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious.
7. The goal of the formal hearing is for the ad hoc committee to determine whether or not adequate cause for dismissal exists after it hears the case in support of the charges against the faculty member as presented by the University administration and its counsel, as well as the faculty member's defense against the charges as presented by them and their counsel.
8. The University will provide a stenographer to make a verbatim record of the hearing and will furnish the University administration, the ad hoc committee, and the faculty member with copies.
9. The committee, in consultation with the President and the faculty member (or their representatives), will exercise its judgment as to whether the hearing or portions of the hearing should be open or closed. Any witness may elect to give their testimony in closed hearing, assuming that such a practice is in accordance with current State law.
10. a. Closed hearing.

In a closed hearing, only the following persons may be present at the sessions:

- (1) The members of the Ad Hoc Hearing Committee.
- (2) The Vice President (or their designate) representing the University administration and their counsel and/or assistant(s). (The number of persons present assisting the administration may not exceed the number of persons present assisting the faculty member).
- (3) The faculty member and their counsel and, if requested, academic advisor;
- (4) The witness under examination and their counsel;
- (5) The person responsible for recording the proceedings of, and the testimony given, before the committee;
- (6) If necessary, the University will provide an interpreter to translate the testimony of a witness who is unable to speak the English language.
- (7) If requested by the faculty member, the University administration, or the Chair of the Ad Hoc Hearing Committee, a representative of a responsible educational association as an observer.
- (8) In the case of a closed hearing, members of the Ad Hoc Hearing Committee, all other persons present at any committee hearing session, and all persons having confidential access to information concerning these committee sessions, shall

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pledge to keep secret the testimony of witnesses and all other matters occurring at, or directly connected with, this hearing until all of the proceedings described in this document have been completed or an agreement satisfactory to all parties has been reached.

b. Open hearing.

- (1) In addition to the participants stipulated for a closed hearing [10.a.(1-7) above], members of the public may also attend an open hearing, subject to the authority and discretion of the Ad Hoc Hearing Committee, which is responsible for keeping order.
 - (2) With the exception of the testimony presented in public during the ad hoc committee's hearings, the same procedures for confidentiality cited in 10.a.(8) above shall apply.
11. The Ad Hoc Hearing Committee shall meet for hearing sessions as directed by the ad hoc committee chair. Five Ad Hoc Hearing Committee members shall constitute a quorum. The Chair of the Ad Hoc Hearing Committee shall preside over all hearings and shall have full voting privileges. The chair may delegate duties to other committee members and may determine rules of procedure in consultation with the committee members.
 12. The burden of proof that adequate cause exists rests with the University administration and will be satisfied only by clear and convincing evidence in the record considered as a whole.
 13. Procedures employed by the Ad Hoc Hearing Committee shall be such as to allow as fair a hearing as possible. The guiding principle for procedures is "what is reasonable to reasonable men and women."
 14. The Ad Hoc Hearing Committee will grant adjournments to enable either party to investigate evidence to which a valid claim of surprise is made.
 15. Both the faculty member and University Administration will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The Academic VP will cooperate with the Ad Hoc Hearing Committee in securing witnesses and making available documentary and other evidence.
 16. Both the faculty member and the University administration (or their counsels) will have the right to confront and question all witnesses. Where the witnesses cannot or will not appear, but the Ad Hoc Hearing Committee determines that the interests of justice require admission of their statements, the committee shall identify the witnesses, disclose their written statements, and if necessary, provide for interrogatories for clarification.

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17. In the hearing of charges of incompetence, testimony will include that of qualified faculty members of this or other institutions of higher education.
18. The Ad Hoc Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
19. The Committee shall take whatever time and employ whatever resources it feels are necessary and practicable to reach an understanding of the truth in the matter at hand.
20. At least five members of the Ad Hoc Hearing Committee must concur in the recommendation for dismissal or imposition of a major sanction.
21. The findings of fact and the decision of the Ad Hoc Hearing Committee will be based solely on the evidence presented in the stenographic record of the hearing.
22. When the Ad Hoc Hearing Committee decides that it has enough information about the case to reach a fair and impartial finding, it shall return one of the following recommendations to the President and furnish a written rationale for the finding:
 - a. Adequate cause for dismissal has been established and the faculty member's employment should be terminated.
 - (1) If the tenured faculty member is to be terminated because of moral turpitude, upon the University's final determination to dismiss the faculty member, the faculty member will be notified of their dismissal in writing, effective on the last day of the month of notification.
 - (2) If a tenured faculty is to be terminated but moral turpitude is not a factor, upon the University's final determination to dismiss the faculty member, the faculty member will be notified of their dismissal in writing. The faculty member shall be provided their regular monthly salary for five months following the notification (exclusive of the summer session).
 - b. Adequate cause for dismissal has not been established, but in the committee's opinion disciplinary sanctions would be more appropriate. In this case the committee may recommend to the President lesser penalties, such as demotion, suspension, censure, or forfeiture of pay raises.
 - c. Adequate cause for dismissal has not been established by the evidence in the record. Under normal circumstances, the President will accept the report and cease efforts to dismiss the faculty member for cause. If, however, the President rejects the report, the President will state the reasons for doing so, in writing, to the Ad Hoc Hearing Committee and the faculty member within fifteen (15) working days and provide an

opportunity for the committee to prepare a written response before transmitting the case to the Board of Supervisors.

23. After the Ad Hoc Hearing Committee chair has reported its recommendation in writing to the President of the University, the President shall act upon this recommendation within fifteen (15) working days of receiving it and shall confirm this action in writing to the Academic Vice-President, to the faculty member, and to the chairs of the Faculty Grievance Committee and the Ad Hoc Hearing Committee.
24. If the faculty member disagrees with the President's decision, they may appeal to the Board of Supervisors of the University of Louisiana System.
25. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, including consideration by the Board of Supervisors of the University of Louisiana System, public statements and publicity about the case by either the faculty member or the University administration will be avoided so far as possible until all proceedings have been completed.

Procedures For Selecting Department Heads

I. Preamble: The Objectives Of The Department Head and/or School Director

The selection of a department head/school director is an important event in the life of a university. Effective department heads/school directors need the confidence and support of both the departmental faculty and the dean. As interpreters and communicators, as champions of faculty and student needs and rights, and as exemplars for the ethics and professionalism of the discipline, department heads assume considerable responsibility, placing the department as their highest priority.

In as much as the department head is expected to take the lead in building a consensus within the department/school and between the department/school and the dean on such matters as curriculum, standards, directions for the development of the academic program, and the allocation of resources, and, in addition, to organize and consult with committees in the department, particularly those dealing with hiring, promotion and retention, and with courses and curriculum, the selection process should include a broad representation of interests within the department/school, and the committee should bear these functions of the department head in mind during its search.

II. Preliminary Meeting Of The Department And Dean

When a vacancy occurs in the headship of a department or similar faculty unit, the dean of the appropriate college calls a meeting of the department/school (along with, perhaps, other administrative officers) to define the context in which the selection will take place. About a week before the meeting, the dean circulates an agenda and a list of administrative

participants to the faculty of the department/school in advance of the meeting; the business of this meeting includes a discussion of the state of the department, its goals and plans, the role of the department head, the qualifications for the position, the financial resources available for the search, the scope of the search (internal only or internal/external), the size of the search committee, which non-faculty constituencies (other departments, students, alumni, or citizens) may be represented on the committee, and any other factors relevant to the selection of the new department head/school director.

III. Composition Of Search Committee

In a small department, all members of the department/school may serve on the committee. In the larger departments/schools, at least two-thirds of the committee members are full-time faculty members elected by the full-time members of the department/school. The dean is invited to serve on the committee. Other members of the committee, including representatives of non-faculty constituencies when appropriate, may be appointed by the dean. In all cases, at least two-thirds of the committee members shall be full-time faculty members of the department/school.

IV. Description Of The Search

The search committee is responsible for advertising the position, receiving applications and nominations, reviewing credentials, and recommending a slate of at least two "finalists" to be invited for on-campus interviews. All materials prepared by or received by the committee are available for inspection by the faculty of the department/school, and at each stage of its activities the committee formally solicits information and opinions from them. The following outline of search committee activities is appropriate for an internal/external search; in a strictly internal search, minor changes may be made.

- 1) The search committee and the dean review or prepare a job description.
- 2) The committee, with the approval of the dean, the EEO Officer and the Provost/Vice President for Academic Affairs, prepares and distributes official notices of the vacancy and places advertisements in appropriate periodicals. The vacancy announcement includes a job description and minimum qualifications for the job keeping in mind that all department heads, school directors, and program coordinators have faculty standing in the departments/schools they oversee, and therefore each goes through the same review for academic qualifications to which all faculty members are subject.
- 3) The committee, consulting with the dean, decides on its procedures and schedule. All policies concerning evaluation scales, voting processes and the like are defined in advance. Before examining applications, the committee defines and weights the criteria it will use in evaluating candidates. In the process it prepares an evaluation questionnaire for later use by the committee in determining the opinion of the other members of the department/school. (viz. step 6)

Section VI. Additional Policies and Procedures

- 4) After the applicant pool has been certified by the EEO Officer and reviewed by the dean, the committee evaluates the applicants and selects a short list of finalists. Zoom/phone interviews with applicants may prove useful at this stage. The faculty and other appropriate constituencies are provided opportunities for input to the committee before this selection.
- 5) The committee and the dean schedule the visits of the finalists to the campus. These applicants have separate interviews with the search committee, the dean, and other administrative officials. The interview process also includes a meeting of each candidate with the entire department/school at which time the candidate responds to questions from the faculty. The department/school may choose this to be an informal session, or it may invite the candidate to make a formal presentation. Department/school faculty who wish to may meet individually with a candidate, but if time is sufficient to accommodate this privilege for all desiring it, none shall enjoy it.
- 6) After the interviews and consideration of any additional information obtained by the committee, the committee meets again with the department/school for the purpose of informal discussion of the candidates in relation to the aims and goals previously set. The committee then distributes its questionnaire to the faculty in order to determine their colleagues' opinions about the candidates.
- 7) The committee, after consideration of the results of the interviews and the faculty questionnaire, prepares its report to the faculty and the dean; this report includes the committee's ranking of those finalists whom it recommends for the position. The committee forwards copies of the faculty questionnaires and other documents related to the committee's deliberations to the dean with this report.
- 8) After consultation with the Provost/Vice President for Academic Affairs, the dean meets with the committee to present their response to the report. If the dean's ranking of the candidates differs from that of the committee, the reasons for the differences are given in writing and discussed. In the unusual event that none of the candidates recommended by the committee is suitable to the dean, the selection process resumes at the appropriate stage. The dean, in consultation with the committee, may wish to appoint an interim department head/school director in this case.
- 9) The dean then prepares their formal recommendation concerning the appointment and transmits it, along with copies of the committee's report and documents, to the Provost/Vice President for Academic Affairs, who discusses the recommendation with the President. If the Vice President or President rejects the recommendation or the recommended candidate does not accept the position, the Vice President, the dean, and the committee meet to decide on a course of action. If the selection is approved, the hiring process is followed.

Revised: Summer 2010

Faculty Workload and Annual Faculty Evaluations

The work done by university faculty is manifold, varying not only by types of tasks, but also by academic discipline and mission. It includes not only the activities associated with scheduled instruction—preparation, classroom presentation, and evaluation of student work-----but also scholarship, research, grants, competition, creative endeavors, and other responsibilities to both the institution and the profession. Codifying the multifaceted endeavors in which faculty are and should be engaged is therefore a difficult but necessary undertaking.

Per University of Louisiana System Chapter III Faculty and Staff, Section 1. Rights Duties and Responsibilities of the Academic Staff, D. Faculty Workload “each institution shall have a policy defining standard workload expectations for its faculty.”

This workload policy document attempts to be structured enough to serve as a management tool to assist administrators at the department and college levels in setting faculty loads and responsibilities, but also flexible enough to allow description of the myriad activities of different faculty and departments. While it does not specifically prescribe workloads, it does provide detailed guidance as to the University’s expectations of its faculty. This policy in relation to faculty evaluation are essential components by which the University accounts for the work efforts of its faculty to its management boards. Equally important, these documents ensure consistency in the construal of work efforts from one department to the next and from one faculty member to the next.

Annual Faculty Evaluations

Per University of Louisiana System Policy Number: FSIII.X.D---1 Review of Faculty Ranks that states “that all faculty members should be evaluated at least annually by the department head/school director, with review by the dean. The evaluation should be based on the faculty member’s job responsibility. The evaluation process must indicate various levels of performance ranging from” unsatisfactory” to higher levels.”

Per the University of Louisiana System Policy, UL Lafayette conducts an annual evaluation of faculty members on a calendar year basis (January 1-December 31) based on their performance during the previous year. Faculty receive ratings based on teaching, research, service, and administration (if applicable). The process completed through Cornerstone includes department heads/school directors and deans ratings which can be reviewed by the Provost/Vice President for Academic Affairs. The steps include: (1) faculty member self-evaluation, (2) department head/school director review, (3) dean review, and (4) faculty member acknowledgement. A faculty member may attach a cover letter or use the note section on the last page of the form in Cornerstone to offer explanations of those accomplishments the faculty member feels are most noteworthy.

This report of activities and accomplishments is the basis for the faculty member's **annual performance evaluation** on which merit raises are based. The report will include the percent of the faculty member's work effort from the preceding year that was spent in each of the four major categories of faculty activity: teaching, research, service, and administration, if applicable. The work effort earmarked for each type of activity is not dictated explicitly by the faculty member's workload track; for example, a faculty member may have expended more effort in research and scholarship than the general profile of their assigned track might indicate should be expected. Evaluation of a faculty member's performance *is holistic* and is not tied inflexibly to the workload track descriptions.

The Self-Evaluation is designed to assist the faculty member to improve the educational experiences provided to the students, identify the professional education needed to develop further capacity to teach and research thoroughly, and prepare for the performance review with the department head/school director. The self-evaluation can range from personal reflection to formal assessment and is based on a constructive self-evaluation of the faculty member's abilities to teach, conduct research and scholarly activities, and participate in service activities.

The sections of the annual faculty evaluation are delineated as:

1. **Teaching Activities:** The primary function of the University is education, as such a sound educational program is one in which students are guided, engaged, and inspired by faculty. This section is populated with each course taught in the prior calendar year. The faculty member should describe innovations that enhance rigor and quality of student learning, and explain unique class formats, e.g., a single course that has a lecture, lab, clinical component, and multiple faculty members. Courses include all courses such as lecture, labs, studios, clinical, internships, practicums, graduate thesis and doctoral synthesis and dissertations, etc. in which the faculty member is listed as the faculty of record. The comment field below each course documents significant successes or innovations achieved during the semester and any other pertinent information.
2. **Research Activities:** Faculty are to conduct research and produce scholarship and creative works in their respective areas of specialization. Information regarding research activities are entered in the appropriate Comment Box.
3. **Service Activities:** Membership in the University community requires support of an active engagement in the governance of the institution, the college, and the department/school. Information regarding service activities are entered in the appropriate Comment Box.
4. **Administration Activities:** This area is completed by those faculty who have an administrative role within the academic department that is approved by the Dean and the Provost/Vice President for Academic Affairs. Administrative roles, responsibilities,

and actions taken are documented. The relative importance of the components varies depending on the role and mission of the unit. These roles may serve multiple constituencies, including students, faculty, higher-level administrators, and alumni and other groups external to the University. If applicable, information is entered in the Comment Box where appropriate.

5. **Summary:** The Comment Box on the Summary page is used to enter information, observations, or comments that may be appropriate for the overall evaluation.

The *Annual Faculty Evaluation submission* is evaluated by the department head/school director, who uses it as the basis for a faculty member's recommended merit raise category. The Annual Faculty Evaluation is first reviewed by the department head/school director who assigns evaluation scores for each of the major sections, as well as an overall evaluation scores. Upon completion of the department head/school director's evaluation, the dean of the college also evaluates the materials and may adjust the overall score up or down by 0.5. After the dean's evaluation is completed, the evaluation in Cornerstone is to the Provost/Vice President for Academic Affairs, who may adjust scores up or down by 0.25. If the Dean or Provost determines that the average score for a particular department is unrealistically high or low, either can request that the Department Head adjust and resubmit the ratings.

The Provost/Vice President for Academic Affairs and the University President will then make a final determination regarding merit raises for all continuing faculty.

Faculty Workload Tracks

The University takes its primary responsibilities to be the advancement of knowledge through research and the extension of knowledge through teaching. These are, therefore, the primary components of the workload of all faculty members and the main descriptors of the University's expectations of faculty.

All regular, continuing faculty members will follow one of five workload tracks. A faculty member's track will be determined in consultation with their department head and dean.

The primary factor determining the track to which faculty are assigned is the mission of the department and/or college in which they reside. Special circumstances may allow a modification of this general principle in the case of some faculty work within the context of the goals and purposes of the department and college in which they reside. Thus, faculty who staff departments that offer undergraduate degrees should expect to direct more of their effort to scheduled instruction than those in departments offering graduate degrees. Faculty in graduate-degree-granting areas will be held to a higher expectation of *visible* research and scholarly productivity. It is quite possible that faculty in a department with multiple roles (e.g., teaching a large contingent of

undergraduate majors, teaching general education “service” courses, engaging in significant externally-funded research, and/or preparing doctoral candidates) will be assigned to different workload tracks. A faculty member’s track can change depending on changes in productivity in different areas and shifting departmental workload needs.

The workload tracks described below reflect the relative weight ascribed to the major components of faculty work, research, teaching, and service. These tracks conceptually assume that a person’s total workload equals 100%, and that as a general principle teaching a single, three-credit course equates to 20% of one’s total workload. Again, as a general principle, the baseline-teaching load for faculty at a professorial rank is assumed twelve credit hours per semester (a 4/4 class load for the academic year). A twelve credit hour per semester teaching load therefore, would, constitute approximately 80% of one’s total workload, with 20% attributed to research and/or service. As a further example, a faculty member with a significant research agenda might teach six credit hours per semester (approximately 40% of the total workload) and allocate 60% of their workload to research and/or service. Tracks are defined for 9-month employee contracts; faculty on 12-month contracts will have additional teaching or other duties during the summer.

It is important to note that descriptions of workload expectations do not equate to subsequent performance evaluation; performance evaluation is driven by the quality of one’s work, not the fact that it meets the percentage expectations of the workload track to which one is assigned.

Following are the five-workload tracks, with general defining features of each:

Workload Track Descriptions:

Track 1 Primarily Instruction

- 12 --- 15 credit hours per semester or equivalent, typically undergraduate
- Standard 3 credit lecture course load of 4/4, 5/4, or 5/5 class load per year or equivalent, the latter two loads usually taught by instructors;
- Teaching load predominantly undergraduate courses
- Research or creative production appropriate to faculty rank and unit expectations
- Advising and/or other departmental/college/university service consistent with the University’s strategic plan, community outreach using one’s disciplinary knowledge, and professional contributions
- Workload distribution generally follows these percentages:
 - Teaching 70---90%
 - Research 0---20%
 - Service 10---20%

Track 2 Primarily Instruction

- 9 credit hours per semester or equivalent
- Standard 3 credit lecture course load of 3/3 class load per year or equivalent
- Teaching load predominantly undergraduate courses, intermixed with occasional graduate level courses; faculty in this track encouraged to hold Graduate Faculty status
- Moderate research/creative/grant/contract productivity, with some engagement in thesis and/or dissertation direction when possible
- Advising and/or other departmental/college/university service consistent with the University's strategic plan, community outreach using one's disciplinary knowledge, and professional contributions
- Workload distribution generally follows these percentages:
 - Teaching 55---70%
 - Research 20---35%
 - Service 10---20%

Track 3 Balance of Teaching and Research

- 6 or 9 credit hours per semester or equivalent
- Standard 3 credit lecture course load of 3/3, 3/2 or 2/2 class load per year or equivalent
- Teaching load consistently includes some courses at the graduate level, with at least one course per year at the 500+ level or a minimum enrollment of five graduate students in a 400(G) level; faculty in this track expected to hold Graduate Faculty status
- Significant visible research/creative/grant/contract productivity, with regular engagement in thesis and/or dissertation direction when possible
- Advising and/or other departmental/college/university service consistent with the University's strategic plan, community outreach using one's disciplinary knowledge, and professional contributions
- Workload distribution generally follows these percentages:
 - Teaching 35---55%
 - Research 30---55%
 - Service 10---20%

Track 4 Primarily Research

- 3 to 6 credit hours per semester or equivalent typically graduate
- Standard 3 credit lecture course load of 1/1 or 1/2 class load per year or equivalent
- Teaching load virtually all graduate courses; faculty in this track required to hold Graduate Faculty status and are involved in teaching and directing doctoral students

Section VI. Additional Policies and Procedures

- Evidence of heavy research/creative/grant/contract productivity, heavy engagement in thesis and/or dissertation direction and generation of externally funded research awards
- National or global reputation that enhances the institution advising and/or other departmental/college/university service consistent with the University's strategic plan, community outreach using one's disciplinary knowledge, and professional contributions
- Workload distribution generally follows these percentages:
 - Teaching 20---35%
 - Research 50---70%
 - Service 10---20%

Track 5 With Administrative Responsibilities

- 3 to 12 credit hours per semester or equivalent typically graduate depending on role, scope and mission of the unit
- Standard 3 credit lecture course load of 1/1 to 3/3 class load per year or equivalent depending on role and scope of the unit
- Teaching load intermixed load undergraduate and graduate level courses depending on role and scope of the unit; faculty in this track expected to hold Graduate Faculty status
- Moderate research/creative/grant/contract productivity, some engagement in thesis and/or dissertation direction when possible, depending on role, scope, and mission of unit
- Administrative duties and responsibilities relevant to role, scope, and mission of unit
- Workload distribution generally follows these percentages depending on role, scope and mission of the unit:
 - Teaching 10---70%
 - Research 0---35%
 - Service 10---20%
 - Administration 20---70%

Assigned course loads, expressed above in terms of traditional format, lecture course credit hours, may be expressed in other terms in the case of a faculty member engaged in teaching non---traditional courses, e.g., web---based and other distance learning courses, clinicals, studios, internships, labs, directed field work, practicums, etc. An independent study or special projects course is not considered equivalent to a traditional three---credit lecture course. Cross---listed courses that meet at the same hour count as a single course. Equivalencies will ultimately be determined in consultation with the faculty member's dean and department head.

A faculty member directing a student's dissertation may carry that student as part of

the workload for a maximum of four semesters; anything beyond that must be justified to the dean. A faculty member directing a Master's or Honor's thesis may carry that student as part of their workload for a maximum of two semesters; anything beyond that must be justified to the dean.

Student Contact

In that the University's primary institutional responsibility lies in directing student learning, every faculty member's work effort should reflect that purpose. A commitment to student contact is customarily reflected in aggregate student---credit---hour production, which should meet the standards typical in the faculty member's discipline. However, engagement with student learning may also be evidenced, for example, in mentoring students' formal research and scholarship.

Academic Advising and Other Service

A critical component of collegiality within the University lies in each faculty member's commitment to citizenship in the institution and the profession. Such citizenship entails service to others, variously manifested in academic advising and support of student organizations, in University, college, and departmental committee work, and in assuming leadership roles on campus and in professional societies. Each faculty member is expected to engage in such service.

Administrative Service

Applicable only to faculty with administrative appointments, i.e. department head, director, graduate coordinator, program coordinator, associate/assistant dean with formal release---time which must be approved by the Dean and Provost/Vice President for Academic Affairs. Generally, these positions are awarded based on release time from teaching with each course of release being equivalent to 20% of workload calculations. For example, a typical graduate coordinator with a one---course release would have an administrative load of 20%; a typical department head with a two---course release would have an administrative load of 40%.

Revised 12/11/2013

Class Attendance Policy

A. Introduction

Class attendance is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the University.

B. Attendance Records And Individual Class Policy

- 1) Faculty members shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate college or university officials.
- 2) Faculty members shall develop and implement their own absence policies. The determination of what constitutes "excessive absence" rests with the instructor alone (with the exception of authorized and approved University sponsored events noted below) but must not be less than the University minimum of 10% of the total class meetings.
- 3) Faculty members are required to state in writing and explain to their students their expectations in regard to both class attendance and makeup work due to all absences prior to the close of the first week of classes during a regular semester and the third day of classes during a summer session.

C. Justification For Absences

- 1) All students shall submit to the instructor justification for the absence(s) after the student returns to their respective class. However, if the student has prior knowledge that they will miss certain classes, justification should be submitted to these instructors in advance of the absences.
- 2) If the instructor feels there has been a violation of the Code of Student Conduct (e.g. 15.16 - Furnishing false information ... with intent to deceive) the student should be referred to the Office of Student Rights and Responsibilities for possible disciplinary action. If the student feels that they have been unfairly denied an excused absence, the student may appeal first to the department head/school director of the course and then, if necessary, to the Academic Dean of the course, who will consider the case and attempt to resolve the problem. If the case cannot be satisfactorily resolved at these levels, it will be referred to the Dean of Students who may refer the case to the Ombudsman. Final appeal in such a case will be to the Committee on Academic Affairs and Standards for undergraduate students and to the Graduate Council for graduate students.
- 3) Extended absences due to illness or other circumstances beyond the student's control should be reported by the student to the Dean of Students. The Dean of Students will notify the instructor(s) of the circumstances surrounding the absence.
- 4) Students are responsible for all classwork missed, regardless of the reason for the absence. Immediately upon the student's return to class a conference should be

arranged with the instructor to determine what action, on the student's part, is necessary to compensate for the time lost and materials missed due to the absence.

D. *Effects Of Excessive Absences*

When a student accumulates justified or unjustified class absences which are considered excessive (except absences incurred due to authorized and approved University sponsored events such as necessary academic field trips or debate, judging, and intercollegiate athletic team travel), the instructor may recommend to the student that they withdraw from the course prior to the deadline printed in the schedule of classes. If a student chooses not to withdraw from the course, the instructor will award a grade to the student at the end of the semester or session which is in keeping with the class policy on attendance which was distributed at the beginning of the semester or session (refer to B.3. above).

Procedure For Selecting Academic Deans

While Deans must represent the students and faculty to the administration, they must also represent the administration's views within their college. Deans must possess a broad academic background, and must work to enhance scholarship, seek solutions to the problems of the faculty and students of their colleges, and act as representatives of the academic community. To accomplish this, deans must, to a limited but significant extent, present themselves in a professional manner to the alumni of their colleges as well as to the University and non-university community. In summary, the deans must be responsive to the needs of the administration, the faculty, the students, the college alumni and the community.

Selection Procedure

When a vacancy occurs in a deanship or when a new undergraduate college is created, the Provost/Vice President for Academic Affairs will initiate the following procedures. These should be timed to allow for a realistic search for the best possible candidate(s). In case of a pressing need an interim dean may be named, but the search should be resumed in a reasonable length of time.

I. *Size and Selection of the Q-S-N Committee.*

A Qualifications-Screening-Nominating (Q-S-N) Committee will be selected as follows: the Q-S-N Committee will normally consist of from fourteen to seventeen members. Special circumstances such as the size of the college or an exceptionally strong interest, obligation, or need by an outside group (e. g. area Superintendents of Education in the case of the education dean) may alter these numbers.

Section VI. Additional Policies and Procedures

1. Each department or equivalent academic unit within the college will meet and elect by secret ballot one of its faculty members as its representative or as its candidate for representative on the Q-S-N Committee.

If there are six or fewer departments and/or schools within the college, these elected faculty representatives will all serve on the Q-S-N Committee. If there are more than six units in the college, a college-wide election will be conducted to select six Q-S-N Committee representatives from among the previously selected school or departmental candidates.

This procedure will result in from four to six elected faculty representatives who shall serve on the Q-S-N Committee.

2. The Provost/Vice President for Academic Affairs in consultation with the President, after receiving the names of the elected faculty representatives to the committee, may appoint additional faculty up to one less than the number of elected members. These appointments should be used to improve the balance of the faculty representation on the Q-S-N Committee (e.g. in the areas of rank representation, academic area representation, and minority and/or gender representation). These appointments should ensure that at least one department head/school director in the college serves on the committee.
3. The Student Government Association will nominate four students as prospective members of the Q-S-N Committee. Where there is a graduate program in the College, two of the named students must be undergraduates, and two must be graduate students who are pursuing degrees in one of the departments/schools that comprise the college. The Provost/Vice President for Academic Affairs in consultation with the President will select two of these students (where appropriate, one graduate and one undergraduate from different departments/schools) to serve.
4. The UL Lafayette Alumni Board will nominate two UL Lafayette alumni of the college as prospective members of the Q-S-N Committee. The Provost/Vice President for Academic Affairs will select one of these alumni to serve.
5. The department heads/school directors will choose one representative.
6. The Provost/Vice President for Academic Affairs shall serve as the representative of the administration.

II. Conflicts of Interest.

No member of the Q-S-N Committee should be considered as an applicant or be nominated by the committee for the office of dean, nor shall any member of the

committee have a personal interest in any candidate which would cause a conflict of interest (for example, a close relative or a business partner).

III. Notice of Membership.

The names of the entire membership of the Q-S-N Committee, once selected, shall be transmitted to all the colleges, and made known to the faculty.

IV. The Duties of the Q-S-N Committee.

1. The committee should meet shortly after its members are selected in order to hear the charge of the Provost/Vice President for Academic Affairs, elect a chair from among its membership, and organize itself to carry out its charge.
2. The committee should work in concert with the representative of the administration (Provost/Vice President for Academic Affairs) for the purpose of establishing and developing criteria which will be required of applicants for the position of academic dean of the College. At this point a decision will be made about whether to conduct an in-house or an open search. The EEO officer will be informed for ultimate certification of the candidates.
3. Reasonable promulgation of these criteria will be followed by a call for applications. The request for applications will clearly state the criteria previously agreed upon and will specify an initial deadline for receiving these applications and accompanying information.
4. After the initial deadline for receiving applications has passed, the committee will review the credentials of the applicants and prioritize a short list of approximately the top ten candidates. During this process the committee should seek and make use of appropriate input from the academic community. Together with the chair of the committee, the members may seek additional information about the candidates. The faculty, student, alumni, and administration representatives on the Q-S-N Committee are expected to have frequent contact with their respective constituents, to keep them informed as to progress, and to receive input from them.
5. The names and credentials of the top five candidates will be transmitted to the Provost/Vice President for Academic Affairs who will select three candidates to be interviewed. If there are not three acceptable candidates in the first transmission, the Q-S-N Committee may continue to submit names and credentials from its original priority list until three acceptable candidates are obtained.

If the fewer than three qualified applicants apply, the Q-S-N Committee will submit the names and credentials of those applicants whom they consider qualified. In this case, the Provost/Vice President for Academic Affairs may choose to interview fewer

than three candidates. With proper justification the committee may, at any point in the process, recommend to re-advertise and begin a new search.

6. The Q-S-N Committee will then contact the candidates to be interviewed and arrange for their visits to campus. While on campus, each of the candidates will be interviewed by the Q-S-N Committee, the President, the Provost/Vice President for Academic Affairs, the University Council, the Academic Council, Student Government Association representatives, the department heads/school directors of the College, and each academic department within that College.
7. After all candidates have been interviewed, the Provost/Vice President for Academic Affairs will solicit from the Q-S-N Committee a listing of the candidates in order of preference, as well as information or listings from the groups represented in IV.6. All documents relative to the search will be forwarded by the committee to the Provost/Vice President for Academic Affairs.
8. The Provost/Vice President for Academic Affairs in consultation with the President of the University shall nominate the dean for approval by the Board. Should none of the candidates who are interviewed be found acceptable, a request for another slate of candidates may be made from the Q-S-N Committee and the committee will repeat the procedures as outlined in IV.5., IV.6., and IV.7. above.

AAUP Statement On Recruitment And Resignation Of Faculty Members

The statement printed below was adopted by the Association of American Colleges in January 1961 with the following reservations as set forth in a preamble prepared by that Association's Commission on Academic Freedom and Tenure:

1. *No set of principles adopted by the Association can do more than suggest and recommend a course of action. Consequently, the present statement in no way interferes with institutional sovereignty.*
2. *The commission realizes that the diversity of practice and control that exists among institutions of higher learning precludes any set of standards from being universally applicable to every situation.*
3. *The statement is concerned only with minimum standards and in no way seeks to create a norm for institutions at which "better" practices already are in force.*
4. *The commission recognizes the fact that "emergency" situations will arise and will have to be dealt with. However, it urges both administration and faculty to do so in ways that will not go counter to the spirit of cooperation, good faith, and responsibility that the statement is seeking to promote.*
5. *The commission believes that the spirit embodied in the proposed statement is its most important aspect.*

In view of these reservations, the Council of the American Association of University Professors in April 1961 voted approval of the statement without adopting it as a binding obligation. Endorsement of the statement in this form was voted by the Forty-seventh Annual Meeting.

The governing bodies of the Association of American Colleges and the American Association of University Professors, acting respectively in January and April 1990, adopted several changes in language in order to remove gender-specific references from the original text.

Mobility of faculty members among colleges and universities is rightly recognized as desirable in American higher education. Yet the departure of a faculty member always requires changes within the institution and may entail major adjustments on the part of faculty colleagues, the administration, and students in the faculty member's field. Ordinarily a temporary or permanent successor must be found and appointed to either the vacated position or the position of a colleague who is promoted to replace the faculty member. Clear standards of practice in the recruitment and in the resignations of members of existing faculties should contribute to an orderly interchange of personnel that will be in the interest of all.

The standards set forth below are recommended to administrations and faculties, in the belief that they are sound and should be generally followed. They are predicated on the assumption that proper provision has been made by employing institutions for timely notice to probationary faculty members and those on term appointments, with respect to their subsequent status. In addition to observing applicable requirements for notice of termination to probationary faculty members, institutions should make provision for notice to all faculty members, not later than March 15 of each year, of their status the following fall, including rank and (unless unavoidable budgetary procedures beyond the institution forbid) prospective salary.

1. Negotiations looking to the possible appointment for the following fall of persons who are already faculty members at other institutions, in active service or on leave of absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member who has been approached with regard to another position inform the appropriate officers of their institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to the faculty member's current institution.
2. A faculty member should not resign, in order to accept other employment as of the end of the academic year, later than May 15 or 30 days after receiving notification of the terms of continued employment the following year, whichever date occurs later. It is recognized, however, that this obligation will be in effect only if institutions generally observe the time factor set forth in the following paragraph for new offers. It is also recognized that emergencies will occur. In such an emergency the faculty

member may ask the appropriate officials of the institution to waive this requirement; but the faculty member should conform to their decision.

3. To permit a faculty member to give due consideration and timely notice to their institution in the circumstances defined in paragraph 1 of these standards, an offer of appointment for the following fall at another institution should not be made after May 1. The offer should be a “firm” one, not subject to contingencies.
4. Institutions deprived of the services of faculty members too late in the academic year to permit their replacement by securing the members of other faculties in conformity to these standards, and institutions otherwise prevented from taking timely action to recruit from other faculties, should accept the necessity of making temporary arrangements or obtaining personnel from other sources, including new entrants to the academic profession and faculty personnel who retired.
5. Except by agreement with their institution, faculty members should not leave or be solicited to leave their positions during an academic year for which they hold an appointment.

Remediation Procedures for UL Lafayette Personnel With Annual Performance Evaluation Scores of Two (2) or Below

Preamble

In compliance with the University of Louisiana System Policy and Procedures mandate that remediation be initiated for any faculty member who receives an “unsatisfactory” evaluation in two consecutive years or in three years out of five, the University of Louisiana at Lafayette adopted the following policy in February 20X3. The policy was formulated and approved by the Faculty Senate and was approved by the Provost/Vice President for Academic Affairs and the University President.

The UL Lafayette Remediation Process is based on the Annual Performance Evaluation system currently used at UL Lafayette. The remediation process is based on AAUP guidelines and is separate from the University’s current processes for mediation and faculty grievance. The policy is not retroactive. A copy of this Remediation Process document is included in the *Faculty Handbook*.

The Remediation Process

After the affected party has received official notice of their second consecutive (or third in five years) overall score of two (2) or below on the Annual Performance Evaluation (which usually occurs in August or early September of the following year), the following remediation process is launched.

The affected person has two full evaluation cycles (three calendar years) to improve their evaluation status to a rating two (2) or above. A “full evaluation cycle” is the period between the time a faculty member submits their Annual Performance Evaluation for the previous

calendar year to the evaluating authority (usually department or unit head in January of a particular calendar year) and the time that the faculty member is notified of their “official” evaluation category (i.e. the document signed by the Provost/Vice President for Academic Affairs, Dean, and Department head or equivalent authority and usually disseminated in August or September of the same calendar year).

The remediation process consists of 5 steps.

Step 1:

Within one month of the faculty member receiving official notification of a second consecutive evaluation score of two (2) or below (or the third in five years) (usually in August or September of a calendar year) their dean or equivalent authority must appoint an Ad Hoc Remediation Committee (RC), which has the task of compiling a Remediation Plan (RP) in consultation with all parties, if possible. The RC must inform the affected person, in writing, of the stipulations of the RP at least three weeks before the end of the fall semester.

If the affected person persistently objects to the makeup of the committee appointed by the dean or equivalent authority, or with its RP, the Provost/Academic VP should then appoint a RC, and, if necessary, formulate and impose an RP (see Step 4 below).

The RC will normally consist of from 3 to 5 tenured faculty members, the majority of whom are from the affected person’s department/unit, but at least one of whom is an outside, but voting, member.

It is not the task of the RC to determine whether or not the Score of two (2) or below assigned the affected party are justified, nor is the RC free to argue that no remediation is necessary. The RC may only be cited in subsequent actions as having arranged, reviewed, and, finally, ruled on the success of the remediation process. Any determination that remediation has or has not been “successful” must not be construed to imply that the RC endorses the ascription of a score of two (2) or below at any point.

If the affected party is willing to participate in the remediation process, go to Step two (2); if not, go to Step 4.

Step 2:

Within one month of its appointment, (usually October) the RC must compose a written RP consisting of specific, explicit statements from the evaluation authorities who assigned the score of two (2) or below about the precise actions that the affected person needs to take before the end of the next two full evaluation cycles in order to be considered “remediated.” To enable the RC to perform its duties, the affected person, department head, dean, and/or other evaluating authority shall provide the RC with all of the relevant information it requests,

including copies of current and past annual performance evaluations, student evaluations, proof of research, and public service.

The RP document must be clear, precise, and practicable, and it must be understood that there can be no “moving the goal posts” after the RP has been approved by the RC. The RC must ensure that the RP contains only requirements that are considered appropriate according to AAUP guidelines (appended).

Step 3:

Once a RP has been formulated by the RC (but no later than six weeks before the end of the fall semester), each of the concerned parties (affected person, department head, dean, Provost/Vice President for Academic Affairs) must be supplied with a written copy of the RP by the RC. The affected person then has three working days to comment on the RP to the RC.

Ideally, both the evaluating authority and the affected person should sign the RP document to acknowledge its contents. Signing the RP does NOT necessarily imply that the affected person agrees with their evaluations or with the RP. It only acknowledges that they fully understand what actions the evaluators require them to take to be considered successfully remediated. The RP must clearly state that the affected person has two, full, evaluation cycles to improve their status; that is, to get an evaluation other two (2) or above.

Step 4:

If the affected party is unwilling to actively participate in the remediation process at this initial stage, the Dean or unit head must inform the Provost/Academic VP (and other parties) as soon as possible, but at least five weeks before the end of the fall semester.

After consulting with all parties (but at least three weeks before the end of the fall semester), the Provost/Academic VP must then formulate their own RP and inform all parties, including the chair of the RC, of its stipulations in writing.

Step 5:

Reviews: Each year, before the affected party’s Annual Performance Evaluation has been forwarded by the department/unit to the next relevant authority (usually a dean, in January or February), the RC will meet and review the affected person’s progress based on the annual performance evaluation that will be forwarded from the department.

The RC reviews the progress of the remediation process three times.

- (1) The first review occurs at the end of the ‘interim’ year, when, if the affected person has received an Annual Performance Evaluation of an evaluation scores two (2) or above the process ends. If, however, the affected person receives an evaluation score of two (2) or below in this interim year, the RC does not make a report.

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- (2) The second review occurs after the first full evaluation cycle.
- (3) If necessary, the RC conducts an additional review after the second, and final, full evaluation cycle.

In the last two reviews the RC determines whether or not remediation has been accomplished and issues a report. If the affected person has been awarded an evaluation score other than two (2) or above in any of these reviews, remediation is deemed to have been successful and the process ends.

Note, again, that the remediation process concludes if, as the result of any one of the three February reviews, the affected person is awarded Annual Performance Evaluation better than or equal to two (2) by the evaluating authority or if the RC deems that, the person had met the conditions of the RP. This does not become official until notification is given in August or September.

The RC's report must be affixed to the affected party's Annual Performance Evaluation before it is forwarded from the department to the relevant authority, and copies of the report must be sent to the affected person, relevant dean/unit head, and Academic VP. The RC must explicitly state in its report whether or not the affected person has met the terms of the RP, and, if the conditions of the RP have not been met, the specific deficiencies must be cited in the report.

Step 6:

If, after the final review, the affected party is determined by the RC not to have met the conditions of the RP, the University President may wish to institute the UL Lafayette dismissal for cause procedure against them. This may be done without reference to or at any time during the procedures described in the above policy.

Illustrative Narrative Timeline for Remediation Process 20X2-20X5)

For the sake of illustration let's assume that the affected person receives a second (or third in five years) official Annual Performance Evaluation two (2) or below in August 20X2. This reflects their Annual Performance Evaluation score for the calendar year (CY) 20X1.

We see that in the case of a person who has received two Annual Performance Evaluation two (2) or below (and who is NOT successful in remediation) the process from official notification of second Annual Performance Evaluation two (2) or below to termination of the full, official, remediation process extends from **August 20X2 until August 20X5**.

August 20X2: Affected person officially receives notice of second consecutive Annual Performance Evaluation two (2) or below, or third in five years. The year evaluated in the Annual Performance Evaluation was 20X1.

August - Dec. 20X2: Remediation Committee appointed by Dean, Remediation Plan formulated by RC and agreed to by faculty member (or imposed upon faculty member).

January 20X3: Remediation clock begins ticking: Affected party submits Annual Performance Evaluation for 20X2 in January or February 20X3. RC reviews the Annual Performance Evaluation in February 20X3, before it leaves department. If Annual Performance Evaluation 20X1 is better than or equal to two (2) then remediation process concludes (at least temporarily). If the Annual Performance Evaluation is below a, no report is made by the RC. The remediation process continues.

Note that the remediation process concludes if, at any one of the three February reviews, the affected person is awarded Annual Performance Evaluation better than or equal to two (2), or the RC finds that the RP has been achieved, although this does not become official until notification is given in August or September.

August 20X3: (interim year): Official announcement of Annual Performance Evaluation for 20X2.

January-February 20X4: Affected party submits Annual Performance Evaluation for 20X3 in January or February 20X4. RC reviews the Annual Performance Evaluation in February 20X4, before it leaves department. If Annual Performance Evaluation 20X2 is better than or equal to four (4) then remediation process concludes (at least temporarily). If Annual Performance Evaluation 20X3 two (2) or below then the RC reviews the work of the faculty member on the RP for the past year, 20X3. The RC makes a report that is attached to the Annual Performance Evaluation before the Annual Performance Evaluation is sent forward to the dean and Academic V.P. The RC sends a copy of the report to the faculty member. If the RC decides that the RP has been achieved, the remediation process ends. If the RC decides that the RP has not been achieved, remediation process continues. The faculty member's notification of non-achievement must be specific as to the deficiencies.

August of 20X4: Official Annual Performance Evaluation Announcement for January-Dec. 20X3. This is the first of two full CYs evaluated while RP is in effect. Has been reviewed by RC in February 20X4, before it leaves department. If Annual Performance Evaluation 20X3 is better than or equal to four (4) then remediation process terminates (at least temporarily). If Annual Performance Evaluation 20X3 two (2) or below then remediation process continues.

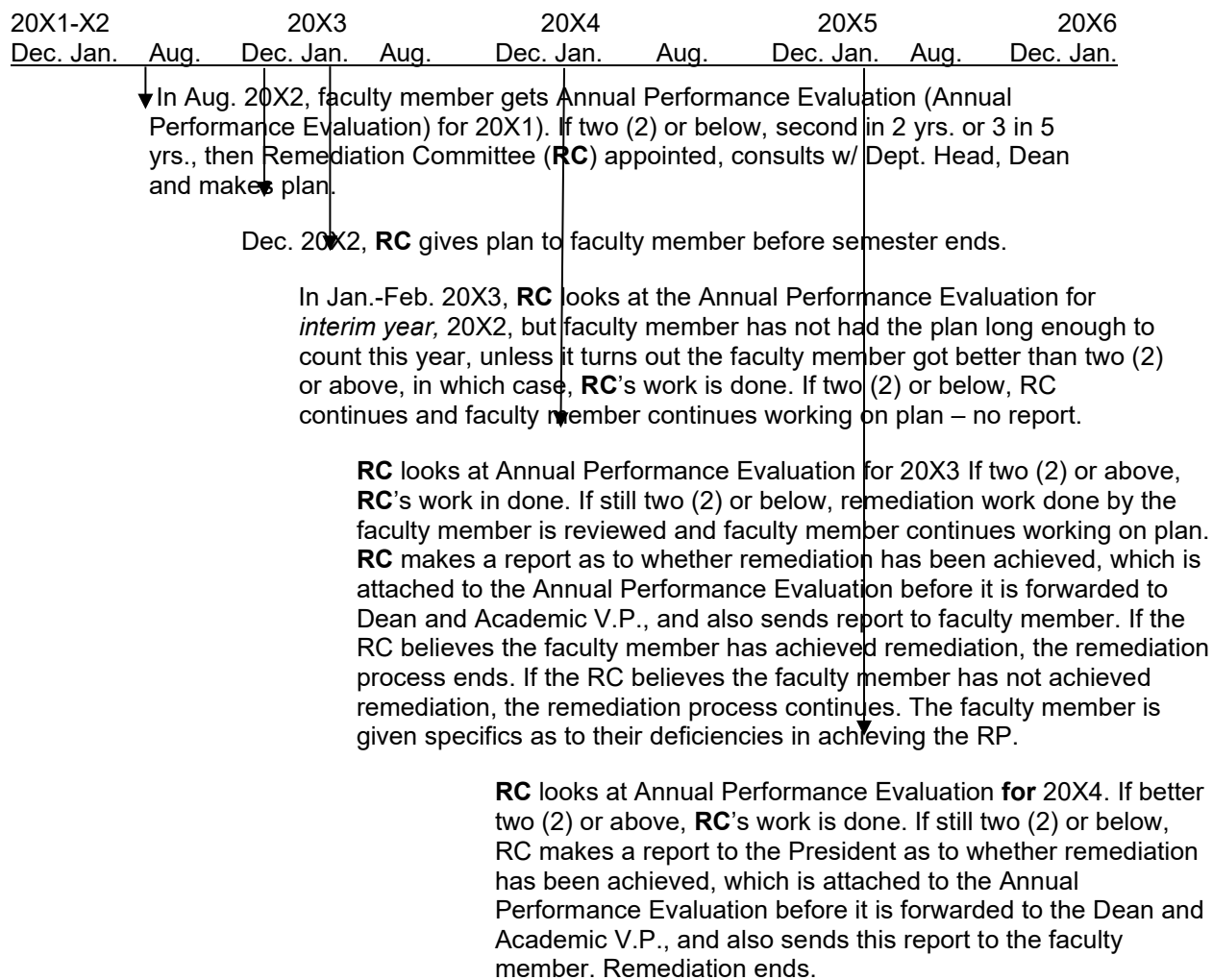
February 20X5: RC evaluates Annual Performance Evaluation for 20X4 in light of RP and reports on review to evaluating authorities. The RC should determine whether remediation has been successful, regardless of the Annual Performance Evaluation score awarded by the department. The RC's report on remediation should be attached to affect person's Annual Performance Evaluation 20X4 before it is forwarded to Dean and Academic VP and sent to the faculty member. At this point, the RC's work terminates.

August of 20X5: Official Annual Performance Evaluation Announcement for January-Dec. 20X4, (second full year of RP) if Annual Performance Evaluation 20X4 is better than or equal to four (4) then remediation process concludes successfully. (But all parties have known this since

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February 20X5). If Annual Performance Evaluation 20X4 two (2) or below, remediation process (as determined by the RC) concludes unsuccessfully. Further action, if any, may be taken by University authorities.

Graphic Timeline



The faculty member who makes below a two (2) on their Annual Performance Evaluation (two (2) or below in two years or a third two (2) or below in five years) for the year 20X1 has from January 20X2 until August of 20X5 to remedy the problem.

Goals, Duties, Roles, And Responsibilities Of Academic Department Heads/ School Directors

At UL Lafayette the academic department head/school director combines in a unique way the roles of administrator and faculty member, the exact nature of which varies from department to department. The department head/school director leads and serves multiple constituencies, including students, faculty, higher-level administrators, and alumni and other groups external to the University. The following description focuses predominantly on the department head's/school director's administrative function in the institution. The relative importance of the components of the description varies depending on the mission of the department/school.

Leadership

The academic department head/school director:

- develops a vision and builds consensus support for the department's/school's mission and future goals, consistent with the mission and goals of the College and University;
- maintains the academic quality and vitality of the department's/school's programs, including oversight of recruiting, advising, and retention and graduation rates, both at the undergraduate and graduate levels;
- ensures ongoing assessment of the department's/school's success in fulfilling its mission and reaching its goals and maintains program accreditation;
- recruits and retains faculty consonant with the department's/school's mission and goals;
- involves faculty and other relevant constituents in broad decision making and planning through ongoing consultations;
- nurtures leadership in the department/school to enhance programs and goals;
- makes thoughtful, timely decisions;
- works to attract and maintain a diverse faculty, student body and staff; and
- embodies the highest ethical standards in the role of academic leader.

Departmental Management

The academic department head/school director efficiently and effectively:

- makes work and project assignments that enhance the strengths and minimize the weaknesses of all individuals in the department/school;
- coordinates the scheduling of departmental/school course offerings;
- manages the department budget efficiently;
- conducts effective annual performance evaluations of faculty and staff and communicates the results of those evaluations;
- collaborates with the faculty, the Dean, and other administrative and external agencies in matters related to innovative resource generation and economic, cultural, and educational development initiatives;
- implements University, College, and department/school policies;

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- manages staff, departmental/school equipment and technology, and physical facilities; and
- ensures smooth daily operation of the department/school.

Communication

The academic department head/school director:

- serves as an advocate, both inside and outside the University, for the department's and faculty's perspective, concerns, and needs, including those of the students it serves;
- communicates information regarding policies, procedures, decisions, and relevant activities and events to all departmental/school constituencies;
- responds tolerantly, patiently, and open-mindedly to faculty, staff, and students;
- promotes morale and departmental cohesiveness by, for example, promoting and recognizing achievements of members of the department/school;
- works collegially with other department heads, the Dean of the College, and other campus personnel; and
- demonstrates empathy, concern, and ethical behavior in relations with students, faculty, staff, and administrators.

Professional Development

The academic department head/school director:

- undertakes teaching, research, scholarly and/or creative activities, as appropriate to the department's/school's mission and allowed by the duties entailed in departmental/school leadership;
- promotes quality teaching and attentive and accurate advising by department/school faculty;
- reviews and recommends changes in the annual projection of workload activities by faculty;
- actively mentors faculty members through the tenure and promotion process; and
- supports and guides faculty in their ongoing efforts to mentor students more effectively, advance their scholarly and/or creative interests more productively, and achieve their professional goals.

Policy On Faculty Teaching Qualifications

In support of its goal to ensure learning through high-quality teaching in its curricula, UL Lafayette's academic administration and faculty articulate and maintain minimum qualifications for all instructional staff in all credit-bearing classes.

Typically, a faculty member's academic preparation is the paramount credential in hiring them to teach in a particular discipline or area. In some cases, a faculty member may qualify other qualifications or a combination of academic credentials and other experience appropriate for a

given course. These credentials may include, for example, licensure or certification, awards and other recognitions, and work or teaching experience in the field.

Academic Qualifications

The faculty member's highest earned degree in the teaching discipline is the primary basis to determine qualification to teach a given course. Degrees earned are only acceptable if awarded by an institution that holds accreditation from one of the six Department of Education recognized regional accreditors (e.g., SACSCOC, NCACS, etc.).

For 100-300 level undergraduate courses (enrolling only baccalaureate students), faculty may meet academic qualifications if they fulfill the following requirements; master's degree or higher in the teaching discipline; a master's degree or doctorate in a closely related discipline, as defined by the academic department; or a master's degree or doctorate in any discipline with a concentration of at least eighteen (18) graduate credit hours in the teaching field or a closely related field, as defined by the academic department.

Faculty assigned to teach Kinesiology activities classes (KNEA) need only possess a bachelor's degree in an appropriate field.

Master's and doctoral degree seeking students may assume duties if they have earned eighteen (18) graduate credit hours in the area of instruction or a closely related field and if they are provided with in-service training and mentoring by a faculty member with expertise in the teaching area. Masters-degree seeking Teaching Assistants may teach 100 level undergraduate courses, doctoral degree seeking Teaching Assistants may instruct 100-300 level undergraduate courses.

For 400-level undergraduate courses, mixed undergraduate/ graduate courses (viz., 400G courses), and for graduate courses, faculty may meet academic qualifications if they have earned:

- a terminal degree (Ph.D., Ed.D., MFA, M.ARCH., etc. as determined by the academic department) in the teaching discipline;
- a terminal degree in a closely related discipline, as defined by the academic department;
- or a terminal degree in any discipline with at least eighteen (18) graduate credit hours in the teaching field or a closely related field.

If a faculty member's relevant academic degree was awarded by an institution outside the United States, the hiring department must obtain a foreign credentials evaluation report prepared by an agency such as World Education Services.

Other Qualifications

In the absence of the educational background articulated above, qualification to teach in a particular field may qualify on the basis of other credentials. In many of these cases, a

department may justify a faculty member's assignment to teach a given course based on a combination of academic, experiential, and other credentials. The following examples illustrate the use of other credentials to qualify a faculty member for an instructional role.

A faculty member holds an MBA and is a Certified Professional Accountant and thus is qualified to teach 100-200 undergraduate accounting courses.

Licensure or Certification

A faculty member is a licensed interior designer with a bachelor's degree in interior design and holds a certificate from the National Council for Interior Design Qualification and thus is qualified to teach 100-200 undergraduate interior design course.

A faculty member holds a bachelor's degree in architecture and is a licensed architect by a jurisdiction that is a member of the National Council of Architectural Registration Board and thus is qualified to teach 100-200 undergraduate architecture courses.

A faculty member holds a bachelor's degree in nursing, is licensed as an RN in Louisiana, and meets the experiential criteria to teach nursing established by the Louisiana State Board of Nursing and thus is qualified to teach in an undergraduate clinical nursing course.

Honors and Awards

A faculty member holds a bachelor's degree in English and has received several prestigious regional and national awards for published work and thus is qualified to teach undergraduate creative writing courses.

A faculty member holds a bachelor's degree in dietetics and has won numerous regional and national awards for their work and thus is qualified to teach undergraduate hospitality management courses in food preparation and management.

Professional Experience

A faculty member holds a bachelor's degree in dance and has over twelve years' experience as a professional dancer is qualified to teach undergraduate dance courses.

A faculty member holds a master's degree in history and has worked for twelve years in various leadership positions within politics and government and thus is qualified to teach undergraduate public policy courses.

Distinguished Publications

A faculty member holds a master's degree in social work and has published extensively in top-tier refereed journals on subjects related to social problems and government policy and thus is qualified to teach undergraduate sociology courses.

A faculty member holds a doctorate in electrical engineering but has published two monographs and several refereed journal articles in the physics of circuits and electromagnetic theory and thus is qualified to teach those subjects in physics.

Faculty who are qualified based on other than academic credentials are approved by the dean of the faculty member's college and the Provost or their designee on a case-by-case basis and are the exception rather than the rule. The bachelors-prepared faculty member will not be allowed to teach graduate students. Only in rare circumstances with exceptional professional experience will a bachelor's qualified faculty be able to teach students in 400 level courses.

Documentation

In all cases, certified copies of all credentials must be sent directly to the Office of Student and Faculty Excellence, the time of hiring. These credentials include an original transcript of relevant graduate work, a copy of any relevant certification or licensure, and a current CV. If the academic credentials include credits awarded by a non-U.S. institution, the foreign credentials evaluation report must also be sent to the Office of Student and Faculty Excellence. If a department/school anticipates hiring a particular adjunct faculty member in a future semester, credentials can be certified ahead of the hiring period through the use of the Faculty Credentialing Form available through the Office of Student and Faculty Excellence.

Following review and certification by that office, the documentation will be forwarded to the office of the faculty member's dean. The hiring department and college must maintain physical or electronic copies of all transcripts, licenses, certifications, award letters or notices, and résumés. Responsibility for ensuring appropriate credentials for all faculty teaching in a given department rests ultimately with the department head and the dean of the college in which the faculty member teaches.

Revised August 12, 2017/September 2024

Section VII. Procedure for Making Changes to the Faculty Handbook

Objective

The intention of this procedure is to inform all faculty and administrators about any proposed changes in the Faculty Handbook, to give anyone who would be affected by the change an opportunity to comment on the proposal, and to ensure that policies and procedures in the Faculty Handbook develop out of dialogue between the Faculty Senate and the administration.

1. Proposals for new or revised policies, descriptions, and procedures for the Faculty Handbook may be initiated by faculty or the administration or may be responses to mandates by institutions such as the Board of Regents and the Louisiana State Legislature. Any change in the Handbook must be submitted in writing to the Faculty Senate President and the Provost/Vice President for Academic Affairs. A proposal for a substantial change must be submitted with a written explanation and/or justification about the proposal. A proposal for an editorial change does not require a written explanation, unless requested by the Provost or the Senate.
2. Some changes in the Faculty Handbook may be mandated, for example, by state or federal law. In these situations, the Faculty Senate and the administration may have no or limited authority over a proposed policy change. If this is the case, the Ways and Means Committee and the Faculty Senate must be informed of the source and legality of the proposed change. Although limited by the mandate, the Senate and the Senate Ways and Means Committee may consider issues regarding the proposal within the university's control or a response to the mandate, such as a vote of endorsement or disagreement.

Normal procedure

3. Upon receiving a proposal for a change in the Faculty Handbook, the Faculty Senate President will publish the proposal on the Faculty Senate's websites and refer the proposal to the Senate Executive Committee. The Executive Committee must determine whether the proposal is a substantial change (a change in policy or procedure) or an editorial change (for example, to improve the grammar, wording, or clarity of a passage or to update the Handbook to reflect changes in the names of offices or positions without changing policy or procedure).
4. A streamlined procedure for making editorial changes in the Faculty Handbook that have no effect on policy or procedure is intended to avoid devoting time during Senate meetings with minor matters of style, wording, and grammar. If the Executive Committee determines that the proposed revision is an editorial change, the committee shall consult with the Associate Vice President for Academic Affairs, Office of Student and Faculty Excellence, and solicit comments on wording from the Senate. The Executive Committee shall review the proposed revision and either approve the proposed change or work on the wording with the Associate Vice President for Academic Affairs, Office of Student and Faculty Excellence, until all parties agree on and approve new language. The Provost/Vice President for Academic Affairs and the Faculty Senate shall be provided this revision in writing. If a member of the Senate believes the proposed revision is, in fact, a substantial change, that is, a change in policy or procedure, this question must go before the Senate for discussion and a vote, and the Senate shall vote to begin the normal procedure for changing the Faculty Handbook or vote to accept the revision as an editorial change. The Provost may also require the normal procedure. If no one objects to a proposed editorial change approved by the Executive Committee or if the Faculty Senate votes to accept a proposed revision as an editorial change, the Associate Vice President for Academic Affairs, Office of Student and Faculty Excellence shall publish the revised language in the Faculty Handbook.
5. If the Senate, the Executive Committee, or the Provost determines that a proposed change in the Faculty Handbook is a substantial change, that is, a change in policy or procedure, the Faculty Senate President shall refer the proposal to the Senate Ways and Means Committee and to charge the committee to study the proposal and report to the Senate with recommendations on the proposed revision. The Ways and Means Committee shall recommend action to the Senate regarding the proposal and propose wording for any recommended change. In order to come to a unified, well-informed proposal for the Faculty Handbook, the Ways and Means Committee shall also be charged to work with other relevant Senate and University committees and

Section VII. Procedure for Making Changes to the Faculty Handbook

other university units and offices; solicit comments from faculty, committees, academic units, and offices that may be impacted by the change; consult with the Associate Vice President for Academic Affairs, Office of Student and Faculty Excellence, who is responsible for editing and publishing the Faculty Handbook; and report their work on the proposal to the Senate.

6. The Ways and Means Committee shall also be responsible for recommending whether the Faculty Senate constitution should be amended to be consistent with a change in the Faculty Handbook.
7. A proposed change in the Faculty Handbook must be submitted in writing to the Senate at a regular meeting and published on the Senate's websites. The proposal must be published at least twelve days before the proposal can be discussed at a Senate meeting. The Senate shall debate the proposal at the earliest possible meeting after the twelve days have expired; at that meeting Senators may offer amendments to the proposal and the Senate shall vote on these amendments. The proposed change in the Faculty Handbook as amended by the Senate shall be published on the Senate's websites immediately following the meeting, and the Executive Officer or the Secretary shall notify the Associate Vice President for Academic Affairs, Office of Student and Faculty Excellence of any amendments to the proposal. The Senate shall take a final vote to accept or reject the proposed change at its next regular meeting, and the Secretary shall notify Senators of this impending vote. No new amendments to the proposal shall be considered at this meeting. The Executive Officer shall notify the Associate Vice President for Academic Affairs, Office of Student and Faculty Excellence, of the vote following the meeting.
8. A majority vote of the Senate is required to approve a substantial change in the Faculty Handbook, unless the change requires an amendment of the Faculty Senate constitution. A majority vote of the Senate is required to approve a substantial change in the Faculty Handbook. Because any amendment of the Senate constitution must be approved by a two-thirds vote of the Senate, if a proposed change in the Faculty Handbook requires a change in the Senate constitution, the Senate must first vote on the change in the constitution before voting on the change in the Faculty Handbook. The Ways and Means Committee is responsible for determining whether a proposal to change the Faculty Handbook requires a change to the Senate constitution. If the Ways and Means Committee determines that a proposal from the Provost or the President requires a change in the Senate constitution, the Ways and Means shall communicate this information to the Faculty Senate President, and the Faculty Senate President shall inform the Provost of the situation.
9. Any change approved by the Senate will be given to the Provost/Vice President for Academic Affairs in writing for the Provost's and/or the President's approval. The Provost or the President will have 30 days to respond to the proposal and may request more time to study the proposal in this response. The Provost shall provide a report on the administration's work on the proposal each month until the administration is ready to begin formal discussions with Senate about the proposal. If the Provost or the President proposes a change in the Faculty Handbook, the

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President of the Faculty Senate shall respond to this request within 30 days, including an explanation of what action the Senate, its officers, and its committees have taken and what procedures they will follow. The Faculty Senate President shall provide the Provost with monthly progress reports on the Senate's work on the proposal until immediately after the Senate takes a final vote on the proposal.

10. If the administration does not agree with the proposed change, efforts will be made to reconcile their disagreements by appropriate members of the Senate and other faculty appointed by the Faculty Senate President and appropriate representatives of the administration appointed by the Provost or the President. The Senate shall be informed about the disagreement and the parties involved in the negotiations on the Senate websites and invited to give comments to the faculty negotiating for the Senate. Any proposed recommendations of the Senate's proposal must be approved by a vote of the Senate following the procedure in paragraphs 4-9.
11. The Associate Vice President for Academic Affairs, Office of Student and Faculty Excellence, shall be notified in writing to amend the Faculty Handbook once approval from the Faculty Senate and all other necessary approvals have been given. If a change in the Faculty Handbook requires approval from the Board of Supervisors and/or the Board of Regents, the administration shall present the proposal to the board(s).
12. The Associate Vice President for Academic Affairs, Office of Student and Faculty Excellence shall notify the faculty when an approved change is published in the Faculty Handbook.

Procedure for time-sensitive changes and summer changes

13. If a change in the Faculty Handbook is needed in a short time, before the normal procedure could be completed, the Senate Ways and Means Committee has the authority to vote on a change in the Faculty Handbook in lieu of a vote by the full Senate. The Executive Officer shall notify the Senate on the Senate website of the proposal and provide justification for the proposal and justification for using the time-sensitive procedure to change the Faculty Handbook. The Ways and Means Committee and the Faculty Senate President shall notify relevant academic units and offices and University and Senate committees about the proposal and solicit comments from them as well as other Senators and faculty in order to inform their decision. Any change approved with this procedure will be considered a provisional change subject to the review of the Faculty Senate.
14. The Faculty Senate Ways and Means Committee will report their decision and justifications to the Senate at the next Senate meeting. The Senate may then approve the change or may initiate a review of the change and, working through the normal procedure, decide to reject, endorse, or amend the change approved by the Ways and Means Committee.

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15. If a time-sensitive change in the Faculty Handbook needs to be made between the regular semesters and the Ways and Means Committee is unable to meet with a full quorum of members, the Senate Executive Committee and available members of the Ways and Means Committee shall be responsible making a provisional decision with the Provost and/or President to change the Handbook, making the required notifications and reports, and soliciting comments, subject to a later review by the Faculty Senate.
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APPENDIX A

POLICY DOCUMENTS

Document No.:

Title:

- I [Board of Regents Bylaws & Rules -Part Two – Chapter III – Faculty and Staff - Section I. Rights, Duties and Responsibilities of Academic Staff](#) (External Link)
- II [Guidelines for Program Review & Discontinuance](#) (Handbook pp. 61-65)
- III [Travel Regulations](#) (Handbook p. 6)
- IV [Off-Campus Faculty](#) (Handbook pp. 112-113)
- V [Mediation & Hearing by the Faculty Grievance Committee](#) (Handbook pp. 65-69)
- VI [Dismissal for Cause & Imposition of Major Sanctions](#) (Handbook pp. 69-79)
- VII [Faculty Workload](#) (Handbook pp. 82-88)
- VIII [Class Attendance Policy](#) (Handbook pp. 89-90)
- IX [AAUP Statement on Recruitment & Resignation of Faculty](#) (Handbook pp. 93-95)
- X [Family Educational Rights and Privacy Act of 1974](#) (Handbook pp. 114-116)
- XI [Remediation Procedures for UL Lafayette Personnel with Annual Performance Evaluation Scores of Two \(2\) or Below](#) (Handbook pp. 95-100)
- XII [UL Lafayette Faculty Teaching Qualifications Policy](#) (Handbook pp. 102-105)

Document IV

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 they prefer 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 11 p.m. Monday through Thursday; 7:30 a.m. to 4:30 p.m. on Friday; and 10 a.m. to 5 p.m. on Saturday; and from 2 p.m.

Document IV. Policies for Off-Campus Faculty

to 11 p.m. on Sunday. In the Summer, the University library is open from 7:30 a.m. to 5 p.m. Monday through Thursday; 7:30 a.m. to 12:30 p.m. on Friday; and 10 a.m. to 2 p.m. on Saturday; and from 2 p.m. to 6 p.m. on Sunday. Hours for the current semester are available at <https://library.louisiana.edu/about-us/hours-directions>. The yearly library schedule is available at <https://library.louisiana.edu/about-us/hours-directions/all-hours>. 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 employees (faculty and staff).

Credit Union - Part-time faculty are permitted to join the UL Federal Credit Union. The campus branch of the Credit Union is located on McKinley Street beside Hamilton Hall. The main branch is located at 805 Bertrand Drive. Further information can be found at <https://www.ulfcu.com>.

Document X

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

The University of Louisiana at Lafayette accords all the rights under the law to students who are declared independent of their parents. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to some personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, to persons in an emergency in order to protect the health and safety of students or other persons, and to parents who present sufficient evidence that the student is dependent upon them for their financial support (e.g. Income Tax Form 1040, etc.). All these exceptions are permitted under the Act.

Within the University of Louisiana at Lafayette community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of the Registrar, Business Office, Financial Aid Office, the Office of Admissions, Academic Deans, academic department heads, academic advisors, and other academic personnel within the limitations of their need to know.

At its discretion the institution may provide Directory information in accordance with the provisions of the Act. Directory information at the University of Louisiana at Lafayette includes: student name, address(es), telephone number(s), date of birth, major field of study, dates of attendance, degrees received, academic awards and honors, the most recent previous education agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Directory information on currently enrolled students will generally be disclosed only by the Office of the Registrar and the Office of the Dean of Students. Directory information on students not currently enrolled will be disclosed in the Office of the Registrar. Directory information for students not currently enrolled consists of student name, home address, date of birth, dates of attendance, degrees received, and the most recent previous educational institutions attended. Students may withhold Directory information by filing an official request for non-disclosure form in writing within the first week of classes. Forms for this purpose may be obtained from the Office of the Registrar.

Requests for non-disclosure will be honored by the University. Authorization to withhold Directory information must be filed in the Office of the Registrar.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The following officials at the University of Louisiana at Lafayette have been designated to coordinate the inspection and review procedures for student education records: permanent academic records, the Registrar; admission records, the Director of Admissions; personnel records, the Dean of Students; other academic records, the Academic Deans; and financial records, the Vice President for Administration and Finance.

Students wishing to review their education records must make written requests to the respective department head or division head of the department listing the item or items of interest. Only records covered by the Act will be made available, as soon as possible but always within forty-five days of the request. If a student desires a copy of a record the student will pay the costs at prevailing rates.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived in writing their rights to inspect and review; or education records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student. The University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). Permitted copies will be made at the students' expense.

Any student who believes that their education records contain information that is inaccurate or misleading, or are otherwise in violation of their privacy or other rights may discuss their problems informally with the respective Department or Division Head. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and why. The student will then be informed of their right to appeal to the next higher authority (e.g., student advisor, to department head, to Dean). If the request is not resolved administratively the student may request a formal hearing. Student requests for a formal hearing must be made in writing to the individual designated, who will present the case to the appropriate University Committee. The hearing panels which will adjudicate such challenges will be the Committee on Academic Affairs and Standards, the Fee Committee, and the Discipline Committee.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. If the decisions are in favor of the students, the education records will be corrected or amended in accordance with the decisions of the hearing panels. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the President of the University. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D. C. 20202, concerning the alleged failures of The University of Louisiana at Lafayette to comply with the Act.

Revisions and clarifications will be published as experience with the law and the University's policy warrants.