

CHAPTER III

FACULTY AND STAFF

SECTION I. RIGHTS, DUTIES AND RESPONSIBILITIES OF THE ACADEMIC STAFF

- A. Academic Freedom. The University of Louisiana System is committed to the principle of academic freedom. This principle acknowledges the right of a teacher to explore fully within the field of his/her subject as he/she believes to represent the truth. The principle also includes the right of a member of the academic staff of the System to exercise in speaking, writing, and action outside the System the ordinary rights of the American citizen, but it does not decrease the responsibility and accountability that the member of the academic staff bears to the system, the state, and the nation.

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

- B. Duties of Academic Staff. Each member of the academic staff is expected to be devoted to the accomplishment of the purposes for which the System exists: instruction, research, and public service. Those members of the academic staff who comprise the faculty of the System are charged to determine the educational policy of the System through deliberative action in their respective units and divisions.
- C. Responsibilities of Academic Staff. It is a basic principle that every member of the academic staff, of whatever rank, shall at all times be held responsible for competent and effective performance of his duties.
- D. Faculty Workload. Careful attention must be given to teaching, research, and service assignments so that resources available to each institution are utilized most effectively. Faculty are the System's primary performers of instruction, research/scholarship, and service, and should be encouraged in applying their creativity, ingenuity, knowledge, experience, and professional skills in performing many diverse functions. It is important that each institution ensure that its faculty members are protected from being assigned extra responsibilities which may hinder the quality or quantity of work for which they were employed.

2. Is not so registered or knowingly and willfully did not so register before the requirement terminated or became inapplicable to the individual. (Addition approved 9/26/97)

SECTION III. SALARY AND BENEFITS

- A. Employment Status Change. Unclassified personnel whose employment is being changed from a nine-month to a twelve-month basis may be offered a salary consistent with similar positions at the institution or at similar Southern Regional Education Board (SREB) institutions. Any employee whose status changes from a twelve-month to a nine-month salary basis shall be offered a salary consistent with similar positions at the institution, at similar SREB institutions, or as approved by the Board. This policy applies to administrative position changes only.
- B. Annuities. The System President and heads of institutions are authorized to make withholdings from the salaries of employees for annuity purposes and to purchase from various vendors, annuities with the funds withheld in accordance with Section 403(b) and other applicable sections of the Internal Revenue Code of the United States.

SECTION IV. ROLE, CONTRACTUAL ARRANGEMENTS, BENEFITS, EXPENSES, AND EVALUATIONS OF PRESIDENTS

- A. The President's Role. The president of an institution, in serving as chief executive officer and leader of a state institution of higher education, is expected to assume a public and official role with responsibilities and duties related to both campus and community life. It is recognized that the demands of this role and position impact upon the president's entire daily life and that of the president's family.

Specific responsibilities of the president shall include, but not necessarily be limited to:

1. Administering the institution over which he/she is appointed and exercising complete executive authority therein, subject to the direction and control of the System President and the Board;
2. Carrying out all duties expressly assigned by statute and those duties delegated by the Board and System President consistent with policies approved by the Board;
3. Being responsible to the Board and the System President for the effective execution of all Board and System policies, resolutions, rules, and regulations adopted by the Board as well as plans, memoranda, and directives issued by the System President. The institution president's discretionary powers shall be broad enough to enable him/her to meet his/her extensive responsibilities;

- C. Presidential Expenses. In accordance with applicable state policies and procedures, an institution shall make adequate provisions within an appropriate expenditure category of its operating budget for funding of campus-related activities and functions that the institution president is expected to host and furnish. Expenditures for these activities may encompass items such as food, beverages, flowers, decorations, and other entertainment-related expenses.
1. Adequate financial and accounting records shall be maintained by the administrative offices of the institution relative to these expenditures so that their specific nature can be identified and verified. The amount of operating funds to be budgeted for these expenses shall be reviewed and approved by the Board annually through the normal budget process.
 2. As the head of a state university, an institution/system president is entitled to choose between the use of a personally owned vehicle or to utilize a vehicle provided by an affiliated, non-profit organization of the university (foundation, alumni association, or dealership through an affiliated entity). If the president chooses to utilize his/her personal vehicle, a monthly allowance established by the board or the current State mileage reimbursement rate shall be paid by the university. If the President chooses to utilize a vehicle provided by an affiliated entity (foundation, alumni association, or dealership through an affiliated entity) and that entity does not provide any financial support for the operating expenses of the vehicle, the president shall be paid a monthly allowance established by the board from the university. The cost to own and operate the president's vehicle is as noted above and shall constitute the totality of the vehicle related payments to the president from all sources. (revised 10-24-08).

- D. Evaluations of Presidents. The performance of the institution presidents shall be individually evaluated on a regular basis according to a process approved by the Board. The evaluations are intended to (1) fulfill Board responsibility for making certain that each institution is well managed, (2) help the presidents improve their performance, (3) make certain that sound institutional goals are being pursued, and (4) identify opportunities for improving the management and planning functions of the University of Louisiana System and its constituent universities. (Addition approved 8/27/99)

SECTION V. LEAVES OF ABSENCE

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