

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 www.uls.state.la.us/main2.htm.

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.), he/she is expected to notify the Department Head. 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 "Request for Official Travel form." 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.

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 Faculty Affairs. 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 Assistant 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 www.louisiana.edu/Faculty/Senate.

The Faculty Senate has a special interest in some of the University Committees listed in Appendix B 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 Appendix B.

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 www.uls.state.la.us/main2.htm. 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.