

## I. SECTION IV

### INSTRUCTIONAL AND RESEARCH POLICIES

#### Contents

- Academic Freedom
- Class Attendance
- Campus Presence
- Class Field Trips
- Faculty Control of Classes
- Illness or Injury
- Classroom Visiting
  - Privileges
  - Visiting Lectures
- Office Hours, Grading and Attendance Policies, Syllabi
- Registration
- Testing and Examinations
- Students with Disabilities
- Teaching Load
- Research Policies
  - Proposals and Applications for External Funding
  - Consulting on a non-University Research Project
  - Application to Institutional Research Review Committees
- Graduate Faculty

#### 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](http://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 Appendix A, Document II “Board of Regents’ Statement on Academic Freedom, Tenure, and Responsibility.”

#### 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 “Travel Request Form.” Absences for medical reasons should be reported to the faculty member’s departmental office, as well as on the University’s “Application for Leave” form.

Rules regarding student class attendance are published in the University’s *Undergraduate and Graduate Catalog*. 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 XXIII.

### **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 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 Personnel 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 Personnel. 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 Personnel 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 both the Provost/Vice President for Academic Affairs, academic dean, department head or 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 his/her 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**

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 Document XXXIV).

The selection of textbooks and other course materials is the prerogative of the department and course instructor. Texts are ordered through the Textbook Clearinghouse maintained by the staff at Dupré Library.

Generally a faculty member is discouraged from requiring his/her own text in a course unless there is no viable alternate text available. Should a faculty member derive royalties from the sale of his/her 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 freshmen, sophomores, 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*.

## **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 [http://disability.louisiana.edu/ssd\\_facultyinfo.htm](http://disability.louisiana.edu/ssd_facultyinfo.htm)

## **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 XXI, 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/](http://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, Departmental Chairs/Administrative Heads, 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 is the authorized representative for the University and only he/she 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 Departmental 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," ([http://www.ulsystem.net/assets/docs/searchable/boards/fs-iii\\_vii\\_-\\_1\\_outside\\_employment\\_procedures.pdf](http://www.ulsystem.net/assets/docs/searchable/boards/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, he/she is 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 (<http://orsp.louisiana.edu>), 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.

### **The Graduate Faculty**

Appointment to the Graduate Faculty recognizes significant scholarly accomplishments and confers on a faculty member the authority to direct theses and dissertations and 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, the departmental graduate coordinators must be members of the Graduate Faculty. Such appointments are made by the Graduate Council in accordance with the following policies.

1. The primary criterion for Graduate Faculty membership is a consistent record of significant scholarly activities. Typically, such activities are evidenced by peer-reviewed publications such as papers in strong professional journals or in refereed conference proceedings, books or book chapters by scholarly publishers, or creative works published in appropriate venues. Acknowledging that the nature of scholarly activities recognized within the academic community varies among academic disciplines, the Council is informed in its membership decisions by specific guidelines developed by each academic college and approved by the Council. A faculty member new to the University who has completed a terminal degree within the previous three years is typically awarded an initial appointment.
2. The term of appointment to the Graduate Faculty is five years. The Council may, in unusual circumstances and at its discretion, make an appointment for a shorter term.
3. Applications for Graduate Faculty membership are reviewed by the department head and academic dean, and (independently) by the college's peer review committee. The resulting recommendations are reviewed by the Council's Committee on Graduate Faculty, which in turn makes recommendations to the Council.
4. A faculty member, through the Chair of the Graduate Council, may request that the Council reconsider its initial decision about his or her application for membership. If the Council still denies membership, then an appeal of the Council's final decision may be made in writing to its chairperson. Such an appeal will be heard by a committee consisting of five graduate faculty members, three selected by the Chair of the Council and two selected by the Provost/Vice President for Academic Affairs. The faculty members appointed to the appeals committee shall be from departments other than that of which the appellant is a member, and shall not have participated in any previous review of the application.
5. Additional information, including procedures and deadlines for submitting applications, can

be obtained on-line at the Graduate School's home page or from department and college offices.

6. Academic deans and department heads holding faculty rank who are not regular members of the Graduate Faculty are appointed as associate members. Associate membership does not authorize direction of theses or dissertations, or service on student advisory committees.