

I. SECTION V

FACULTY PERSONNEL POLICIES

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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 his 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 XXXIX, "UL Lafayette Faculty Teaching Qualifications Policy." Specific requirements to teach in the University's respective instructional disciplines can be found on the website of the Office of Academic Planning and Faculty Development.

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 Vice President 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 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. A more complete description of the hiring process may be found in the *Staff Handbook* under "Academic Affairs."

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 II). 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 his/her 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 his/her major fields of interest. The teacher should do research in his/her 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

The University's tenure policies and practices follow prescriptions contained in the Board of Regents *Statement on Academic Freedom, Tenure and Responsibility* (Appendix A, Document II) and in the section on tenure in Chapter III of the *Rules* of the Board of Supervisors for the University of Louisiana System. The latter is available on-line at www.uls.state.la.us/main2.htm.

Faculty members shall not be eligible for tenure at the instructor or lecturer level. Unless explicitly stated otherwise in the Appointment Form, temporary faculty members being paid from a grant or contract may not be granted tenure.

Probationary Period

Full-time academic personnel hired at the rank of Assistant Professor shall serve a probationary period not to exceed six years of continuous service. For the purposes of computing continuous service during the maximum six-year probationary period, leaves approved by the Board may be included. Service at all ranks may, at the discretion of the institution, be included.

Assistant professors shall be eligible for tenure after serving the established probationary period, and an application for tenure and promotion will usually be considered simultaneously. An Assistant Professor applying for tenure may be granted tenure and denied promotion to Associate Professor in the same period, but only in the most unusual cases

Faculty members appointed at the rank of Associate Professor serve a probationary period approved by the President of the University, but not less than one year nor more than four years. Faculty members initially employed at the rank of Professor may be granted tenure upon appointment or, at the discretion of the institution, may be required to serve a probationary period not to exceed four years.

For the purpose of the probationary period, credit may be given for prior service at other institutions with the mutual consent of the individual institution and the Board of Supervisors.

Extending the Probationary Employment Period

Normally, faculty appointed to tenure-track (probationary) positions shall be reviewed in the third year of probation for re-appointment consideration and in the sixth year of probation for tenure determination. In some circumstances, faculty in probationary appointments may wish to extend the probationary period. At UL Lafayette, our commitments to equity and to faculty members and their families are demonstrated by the policies articulated below, which specify the conditions under which faculty may request to extend the probationary period for significant family-care circumstances.

Extensions for the birth or adoption of a child:

Upon request, probationary faculty members *shall* be granted a one-year extension of the tenure clock in the event of childbirth or adoption. The period of extension shall be one year for each birth or adoption, regardless of the number of children involved in the single instance of a birth or adoption.

To obtain an extension of the tenure clock in circumstances of childbirth or adoption, the faculty member shall request such an extension in writing and submit the request directly to the Director of Equity, Diversity, and Community Engagement. Extensions for childbirth or adoption will be approved upon receipt of the letter of request and supporting documentation. Documentation of childbirth (e.g., a Birth Certificate that includes the faculty member's name) or the adoption of a child (defined as a dependent minor under the age of 18) by the faculty member or his/her spouse shall be provided at the time of request for extension.

Requests for extension of the probationary period must be received within one year of the birth or adoption of the child. A request for extension may not occur within the final year of a faculty member's tenure probationary period; therefore, all letters of request for the extension of the tenure clock must be received in the academic year prior to the date that has been scheduled for the tenure review.

Extensions for significant elder care obligations and other circumstances:

Faculty members *may* be granted an extension of the probationary period when they have primary responsibility for providing care for others such as elderly parents, ill or injured partners, or children with serious conditions requiring extraordinary care. In such circumstances, faculty may request an extension of the probationary period. To request an extension of the tenure clock due to the demands of dependent care, a faculty member shall request such an extension in writing and shall submit the request to their department head, who will convey the request to the relevant dean. The dean shall make a recommendation to the Provost, who will make a final determination in writing.

A request for extension for dependent care may not occur within the final year of a faculty member's probationary period; therefore, all requests for extension of the probationary period must be received by the department head no later than the end of the academic year prior to the scheduled tenure review date.

General Considerations:

This policy applies to all tenure-track faculty, regardless of gender, gender identity, or sexual orientation.

Faculty members who receive an extension of the probationary period may at a later date elect in writing to be considered for review according to their originally-scheduled tenure review date. All work produced during the probationary period (whether the third-year review or the tenure review) will be considered at the time of review, regardless of any extension year(s).

In cases in which an extension of the probationary period is granted, the next review (whether the three-year review or the tenure review) shall be postponed for one year and shall occur during the regularly scheduled review period the year following the extension. A faculty member may not be granted more than two years' extension of the probationary period under this policy. (In the event that family care requires a faculty member to delay the tenure review for additional years, it is expected that the faculty member would request an unpaid leave of absence.)

Any concerns about the ability of faculty to request extension of the probationary period or about equity in adherence to this policy shall be addressed to the Director of the Office for Equity, Diversity, and Community Engagement.

Tenure Evaluation and Notification

Faculty members serving a probationary period will be evaluated for tenure, and the results of that evaluation will be communicated to them. A faculty member's academic department or unit will conduct periodic evaluations, including a mid-tenure review, during the probationary period, in accordance with that department's usual practice. The final evaluation for tenure will usually occur during the penultimate year in the probationary term. In the case of a six-year probation, for instance, the evaluation will occur during and be completed before the conclusion of the sixth academic year. In the case of a four-year probation, the final tenure review will take place in the third year of service. For a person hired with a one-year probationary period, the evaluation will be conducted during the first semester of employment. In all cases, faculty will be notified of the results of their evaluation, and, in the event tenure is to be 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 earlier in Section V of the Faculty Handbook.

A uniform provision for tenure provides that the University of Louisiana System Board of Supervisors has the ultimate responsibility for hiring academic personnel and for awarding or denying tenure to academic personnel within the colleges and universities under its jurisdiction. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and employee. Yearly operational budgets shall show the tenure status of each employee.

Recommendation of those to be considered for tenure shall originate in the various structural units, with tenured faculty and unit heads initiating the recommendations. Final authority for granting or denying tenure shall rest with the Board of Supervisors.

The Continuity of Tenure

Tenured faculty shall retain their status until they retire, resign, or are terminated for cause or as a result of financial exigency. Because faculty members hold tenure with an institution through an academic structural unit, termination for financial exigency is at the structural unit level or at the institution level as determined by procedures, which include faculty participation (see Appendix A, Document X).

Promotions

Academic ranks at the University are Instructor, Senior Instructor, Master Instructor, Assistant Professor, Associate Professor, and Professor. Advancement in academic rank is not automatic, but is based upon the performance of a faculty member and the recommendation of the department head or school director to the appropriate academic dean, who transmits it with a recommendation to the Provost/Vice President for Academic Affairs, who in turn submits it with a recommendation to the President. The University's standard expectation is that faculty being recommended for promotion will have the appropriate terminal degree, normally the doctorate.

In recommending a faculty member for promotion in rank, the chain of authority of the academic organization must consider such factors as: 1) effectiveness as a teacher and advisor; 2) research and professional attainments, such as continued study, refereed publications or suitable equivalents, and participation in professional societies; and 3) service to the department, college, University, and profession, and (4) service to the community. Judgments concerning teaching, professional attainments, and service are grounded in the annual performance evaluations of a faculty member. However, in evaluating a faculty member for promotion, the department and University administration may also consider other factors, such as the Board of Supervisors guidelines regarding rank distribution of faculty.

Criteria for Promotion

It is expected that every member of the faculty will strive to meet all of the criteria for an "Ideal University Professor."

In considering promotions, the following are general criteria:

Instructors

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. The rank of Instructor, regardless of the level, is a non-tenureable rank.

Instructor

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

Candidates for **Senior Instructor** should generally have served a minimum of five years as Instructor at UL Lafayette or elsewhere and should demonstrate current disciplinary expertise and effective teaching 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 can become eligible for promotion to Master Instructor after serving a minimum of five years as Senior Instructor.

Master Instructors will generally have served a minimum of ten years at an Instructor level at UL Lafayette or elsewhere. They should be recognized as model teaching faculty. Master Instructors often are exemplars of departmental and university citizenship, lead efforts to improve course and curricular effectiveness, guide other teaching faculty, and take extraordinary steps to assist, mentor, and engage students. Often Master Instructors hold leadership roles in professional societies and serve as advisors to student organizations. Some colleges expect Master Instructors to engage in scholarly activity.

In addition to being eligible for promotion to Senior Instructor and Master Instructor, in exceptional cases an Instructor of any level may be recommended for promotion to Assistant

Professor, so long as he/she possesses suitable credentials, including the terminal degree and a strong record of scholarly, creative, and/or research productivity.

Assistant Professor

The rank of Assistant Professor is based upon performance as well as potential. The candidate must have a strong academic record and should hold the appropriate terminal degree, usually the doctorate. There should be a clear indication that the individual is a successful teacher and researcher and is expected to qualify eventually for the rank of Associate Professor.

Associate Professor

Promotion to Associate Professor is based upon actual performance as well as future potential. A demonstrated, sustained record of excellence in teaching, research, and service is necessary. Above all, the individual should continue to grow professionally. The advancement to the rank of Associate Professor carries no presumption of further promotion.

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 and researcher. The Professor will have made major, nationally recognized contributions in the areas of teaching, research, and professional service.

Procedure for Promotion

During the spring semester of each year, the head of each department or the director of a school will submit to the appropriate academic dean recommendations for promotion of faculty within the department. After acting upon them, the academic dean, in turn, will submit recommendations to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs will then submit recommendations to the President in order that the final campus decision concerning each promotion can be made.

These internal decisions will normally be transmitted back to each department in early summer. Final approval is accomplished in the Fall of the succeeding year when the Board of Supervisors approves the University's operating budget.

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 university and community service. 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 evaluation instrument used in each college may vary slightly, but the general procedure and aims of the process are similar. The evaluation instrument, which a faculty member completes in January each year, summarizes the person's 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**
-
- **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) 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 Category V Merit Evaluations* (Document XXXV in the *Faculty Handbook*).

Following their evaluation and ranking process, individual departments submit their results to the dean of their college, who must review the results and integrate the merit rankings of the departments in that college. The Provost/Vice President for Academic Affairs integrates the rankings of all University faculty. Ultimately, salary increases awarded by the University are based on these merit rankings and are generally awarded at the beginning of the academic year. However, the dollar amount of the raises cannot be set until the Legislature allocates 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 his/her 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 his/her 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 Document XVIII, "Procedures for Dismissal for Cause and Imposition of Major Sanctions."

Resignations

When a faculty member knows that he/she 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 XXVI.

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 his/her 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 [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)

All employees of the University must annually complete and sign the "Disclosure of Outside Employment" form available under "Resources" at <http://apfd.louisiana.edu/>. 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 consultants 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 http://orsp.louisiana.edu/ppft/forms/doc/COI_Form_Revised_2-15-08.doc. 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. 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 http://orsp.louisiana.edu/ppft/forms/pdf/COI_Policy_Revised_02-15-08.pdf.

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 his/her intention prior to the date of qualification;
- Continue teaching or work load 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 he/she is not an institutional spokesperson.

In addition, the University requires that the employee notify in writing his/her 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 his/her 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 his/her 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 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.

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.

**Sick Leave Earnings in Days
(9 month employees)**

<i>Years of Service</i>	<i>Days Earned per Month</i>	<i>Yearly Earnings for 9-Month Employment</i>	<i>Additional Days Earned for Working Summer Session</i>
Up to 3	1	9	2 1/4
3 - 5	1 1/4	11 1/4	2 3/4
5 - 10	1 1/2	13 1/2	3 3/4
10 - 15	1 3/4	15 3/4	4
15 - Over	2	18	4 1/2

Sick leave may be taken by a faculty member with sufficient leave to his/her 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. 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 25 days, 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, he/she 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 contained in the UL Lafayette *Bulletin* and 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, 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 step-parent, 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 (<http://www.ulsystem.net/>).

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 Personnel Office, the office of the academic dean and the departmental office.

Records kept in the Personnel Office 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 XVI 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 he/she is 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 his/her 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 XVII) 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 his decision in writing and send a copy of his 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 www.louisiana.edu/Faculty/Senate/.

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.