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LSU FACULTY HANDBOOK

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GENERAL OVERVIEW

INTRODUCTION

This *Faculty Handbook* is a basic reference concerning policies and procedures, privileges and opportunities, and obligations and responsibilities affecting the faculty of Louisiana State University and Agricultural and Mechanical College. Intended as a convenient guide, this *Handbook* does not contain every policy and has only excerpts from others.

Faculty members may obtain complete information from the actual policy documents located in deans' offices and on the University's computer network:

- *Bylaws and Regulations of the Board of Supervisors*—comprehensive policies concerning the entire LSU System.
- *Permanent Memoranda (PMs)*—policies concerning the various campuses in the LSU System, issued by the Office of the President.
- *Policy Statements (PSs)*—the official governance documents for the University administration and faculty, issued by the Office of the Chancellor.
- *LSU General Catalog*—policies and descriptions concerning the University's structure and academic programs.
- *Graduate Bulletin*—policies and programs of the Graduate School.
- *Code of Student Conduct*—issued by the Office of Student Services.
- *The LSU Handbook of Rights and Responsibilities in the Student-University Relationship*—policies concerning student governance, issued by the Office of Student Services.
- *Business Office Procedures (BOPs)*—policies governing the conduct of University business activities, issued by the Office of Business Affairs.
- *Human Resource Management Memoranda*—current policies concerning employment, issued by the Office of Human Resource Management.

Information contained in this *Handbook* does not create any contractual rights for University employees beyond those rights already existing under individual contracts and under federal and state law. The *Constitution* and *Bylaws* of the Faculty Senate are provided in an appendix for the convenience of the faculty and neither create nor imply any contractual obligations between the University and any of its employees.

The misapplication or failure to follow any specific provision in this *Handbook* should not be grounds for setting aside or modifying any employment decision when it has been determined by appropriate administrative authority that the decision was fairly made and in the best interest of the University.

Because the University is the initiator of change and is also subject to various external legal and regulatory forces requiring change, the information in this *Handbook* will be revised as the University determines that conditions warrant.

MISSION

Louisiana State University and Agricultural and Mechanical College is the state's comprehensive research university. It continues to perform the functions assigned to it by the Morrill Act of 1862 and the Sea Grant Program Act of 1966. *Louisiana State University offers challenging undergraduate, graduate, and professional educational programs for outstanding students from Louisiana, the nation, and other countries. Its nationally and internationally recognized efforts in a broad range of research fields create new knowledge and promote economic development. LSU's libraries and museums preserve the rich cultural heritage of the state, and scholars and artists at the University contribute to the literature, history, science, technology, and arts of our culturally diverse community.*

As the premier university of the state, the *mission* of Louisiana State University and A&M College is the generation, preservation, dissemination, and application of knowledge and cultivation of the arts for the benefit of the people of the state, the nation, and the global community.

LSU provides a comprehensive institution of higher learning, wherein teaching, research, and public service are of the highest quality:

- *teaching* instills in students an appreciation of knowledge and prepares them to lead responsible and productive lives;
- *research* explores and expands the boundaries of knowledge;
- *public service* allows the practical application of this knowledge for the benefit of Louisiana, the nation, and the world.

DISTINGUISHED CHAIRS AND PROFESSORSHIPS

The University has more than 1,200 full-time and part-time faculty members. The *Boyd Professorship*—named in honor of two early University presidents, David and Thomas Boyd—is the highest professorial rank awarded. These and other awards for outstanding achievement are shown below.

Additional awards include *Distinguished Faculty Fellowships* and the annual *Distinguished Research Master Award*. Recognized authorities in various fields are appointed as consulting professors or visiting lecturers.

Boyd Professors

Faculty members who are designated as Boyd Professors have attained both national and international distinction for outstanding teaching, research, or other creative achievement. The Boyd Professorship is the highest professorial rank awarded by the University. Faculty members currently designated as Boyd Professor at LSU are:

ARTHUR G. BEDEIAN
VANCE BOURJAILY
JAMES M. COLEMAN
C. DINOS CONSTANTINIDES
WILLIAM J. COOPER, JR.

ROBERT A. GODKE
THOMAS R. KLEI
SEAN P. McGLYNN
ROBERT F. O'CONNELL
WILLIAM H. PATRICK, JR.
WILLIAM A. PRYOR
CHARLES W. ROYSTER
GEORGE Z. VOYIADJIS

Emeriti

RICHARD D. ANDERSON
ALVIN L. BERTRAND
MARY L. GOOD
ARTHUR J. RIOPELLE
LEWIS P. SIMPSON
SHIRLEY C. TUCKER
H. JESSE WALKER
PHILIP W. WEST
ROBERT C. WEST

The William A. Read Professorship of English Literature and the Nicholson Professorship of Mathematics are comparable to the Boyd Professorship.

PIERRE E. CONNER, JR. • *Nicholson Professor of Mathematics*

VACANT • *William A. Read Professor of English Literature*

Alumni Professors

Selection as an Alumni Professor is based on reputation for excellence in instruction, especially in undergraduate teaching; record of active and continuing interest and participation in areas of professor-student relations; dedication to an academic field; and outstanding professional relationships with other faculty and staff members. Faculty members currently holding the title of Alumni Professor at LSU are:

CECIL L. EUBANKS • Political Science
JOHN R. MAY • English
JAMES A. RICHARDSON • Economics

Emeriti

SAM ADAMS • Education
THOMAS R. BEARD • Economics
HUBERT S. BUTTS • Mathematics
ARTHUR R. COLMER • Microbiology
BEVERLY J. COVINGTON • Civil Engineering
HERMAN E. DALY • Economics
JOHN L. DAVIDSON • Finance

GRESDNA A. DOTY • Theatre
 JACK E. GUERRY • Music
 WILLIAM G. HAAG, JR. • Anthropology
 ROBERT W. HECK • Architecture
 MERLIN T. HENDERSON • Agronomy
 SAM B. HILLIARD • Geography
 MARY FRANCES HOPKINS • Speech
 Communication
 GEORGE G. KENT, JR. • Zoology
 JOHN L. LOOS • History
 BURL L. NOGGLE • History
 JAMES P. PAYNE, JR. • Economics
 ROBERT S. REICH • Landscape Architecture
 CLAUDE L. SHAVER • Speech
 MARION D. SOCOLOFSKY • Microbiology
 DONALD E. STANFORD • English
 EDWIN O. TIMMONS • Psychology

The University's other distinguished professorships—endowed chairs, endowed and titled professorships—and the faculty members who hold them are:

Endowed Chairs

ARNOLD H. BOUMA • *Charles T. McCord, Jr., Professor of Geology and Geophysics*
 ANDREW A. CHRISTIE • *Thomas H. Daigre Endowed Chair of Business Administration*
 GEORGE M. FRANKFURTER • *Lloyd F. Collette Endowed Chair of Insurance and Financial Services*
 WILLIAM HANSEL • *Gordon D. Cain Endowed Chair in Agriculture*
 BLAKE IVES • *Edward G. Schlieder Chair of Information Systems*
 NATHAN KINGSLEY • *Manship Chair of Mass Communication*
 J. B. METCALF • *Freeport McMoRan Chaired Professor in Engineering*
 KEVIN W. MOSSHOLDER • *H. Norman Saurage, Jr., Community Coffee Co., Inc. Endowed Chair of Entrepreneurship*
 PEGGY W. PRENSHAW • *Fred C. Frey Chair of Southern Studies*
 MACIEJ RADOSZ • *M. F. Gautreaux-Ethyl Corporation Chair of Chemical Engineering*
 LOREN C. SCOTT • *Freeport McMoRan Corporation Endowed Chair of Economics*
 MYRON B. SLOVIN • *Bank One/Chuck McCoy Distinguished Chair in Finance*
 WILLIAM F. STAATS • *Hermann Moyses, Jr./Louisiana Bankers Association Chair of Banking*
 PRIYA VASHISHTA • *CRAY Research Chaired Professor in Computational Methods*
 ISIAH M. WARNER • *Philip W. West Chair in Air Quality/Environmental Analytical Chemistry*
 VINCENT LEE WILSON • *Claiborne Gasoline Co. Chair in Air Quality and Environmental Toxicology*

LSU Foundation Professors

PETER P. CHEN • *LSU Foundation Murphy J. Foster Professor of Computer Science*
 ANATOLY B. HOCHSTEIN • *LSU Foundation James C. Bolton Professor of Ports and Waterways*
 JAMES OLNEY • *LSU Foundation Henry J. Voorhies Professor of English*
 DAVID J. SMYTH • *LSU Foundation Professor of Economics*

Endowed Professors

SUMANTA ACHARYA • *L. R. Daniel, Jr., Professor of Mechanical Engineering*
 NICHOLAS G. APOSTOLOU • *U. J. LeGrange Endowed Professor in Accounting*
 R. RICHARD AVENT • *Bingham C. Stewart Endowed Professor in Engineering*
 ZAKI A. BASSIOUNI • *John W. Rhea, Jr., Professor in Engineering*
 ARTHUR G. BEDEIAN • *Ralph and Kacoo Olinde Distinguished Professor of Management*
 G. GEOFFREY BOOTH • *Union National Life Insurance Co. Endowed Professor of Insurance*
 ADAM T. BOURGOYNE • *Campanile Charities Professor of Offshore Mining and Petroleum Engineering*
 VINCENT C. BRENNER • *KPMG Peat Marwick Professor of Accounting*
 JOHN T. CAPRIO • *Mary Lou Applewhite Professor in Zoology*
 CONSTANCE CARROLL • *Aloysia Landry Barineau Memorial Endowed Professor of Music*
 TRYFON T. CHARALAMPOPOULOS • *Ted and Esther Walker Professor of Mechanical Engineering*
 WILLIAM R. DARDEN • *Piccadilly, Inc., Distinguished Business Partnership Professor of Marketing*
 MARIAN F. FATOUT • *Betty J. Stewart Endowed Professor in Social Work Practice With Children*
 ROBERT GRAYSON • *Edith Killgore Kirkpatrick School of Music Endowed Professor*
 JOSEPH F. HAIR, JR. • *William A. Copeland, III, Endowed Professor in Business Administration*
 JEFFREY S. HANOR • *Charles L. Jones Endowed Professor in Geology and Geophysics*
 JAMES D. HARDY, JR., • *Erich and Lea Sternberg Distinguished Honors Professor*
 DOUGLAS P. HARRISON, • *Alexis and Marguerite Voorhies Endowed Professor*
 JOSEPH E. HAZEL • *Campanile Charities Professor of Geology and Geophysics*
 R. CARTER HILL • *Mack H. Hornbeak Endowed Professor in Economics*
 JERRY L. HOUSEHOLDER • *Buquet and Leblanc, Inc., Distinguished Professor of Commercial Construction*

JOHN KING • *Douglas L. Manship Endowed Professor in Mass Communication*

F. CARL KNOPF • *Robert D. and Adele Anding Professor in Chemical Engineering*

JULIUS P. LANGLINAIS • *H. Mark Krause Professor in Petroleum Engineering*

ANNE C. LOVELAND • *T. Harry Williams Chair of American History*

RONALD F. MALONE • *Chevron Endowed Professor in Engineering*

LAWRENCE MANN, JR. • *Edward McLaughlin Professor in Engineering*

ALAN H. MARSHAK • *F. Hugh Coughlin/CLECO Professor in Electrical Engineering*

W. DOUGLAS McMILLIN • *South Central Bell Distinguished Professor of Business Administration*

WILLIAM J. MOORE • *Gulf Coast Coca-Cola Bottling Co., Inc., Distinguished Professor of Business Administration*

ROBERT J. NEWMAN • *South Central Bell Distinguished Professor of Business Administration*

RALPH W. PIKE • *Paul M. Horton Professor in Chemical Engineering*

WILLIAM F. PINAR • *St. Bernard LSU Alumni Association Endowed Professor of Education*

MALCOLM RICHARDSON • *J. F. Taylor Professor of English*

MILES E. RICHARDSON • *Fred B. Kniffen Professorship in Geography and Anthropology*

MEHDY SABBAGHIAN • *Chevron Endowed Professor in Engineering*

FATHER JAAK SEYNAEVE • *Seynaeve Professor of Religious Studies*

JUDITH SYLVESTER • *Mary P. Poindexter Endowed Professor in Mass Communication*

LOUIS J. THIBODEAUX • *Jesse Coates Professor of Engineering in Department of Chemical Engineering*

J. DALE THORN • *Bart R. Swanson Endowed Memorial Professor in Mass Communication*

GEOFFREY K. TURNBULL • *Gulf Coast Coca-Cola Bottling Co., Inc., Distinguished Professor of Business Administration*

LALIT R. VERMA • *H. Rouse Caffey Endowed Professorship in Biological and Agricultural Engineering*

SATISH E. VERMA • *H. C. Sanders Endowed Professor of Vocational Education*

DAVID M. WETZEL • *Henry J. Kaiser, Kaiser Aluminum Professor*

EUGENE R. WITTKOPF • *R. Downs Poindexter Distinguished Professor of Political Science*

CORNELIA YARBROUGH • *Derryl and Helen Haymon Endowed Professor in Music*

TEACHING

The University is committed to the principle that excellence in teaching depends upon qualified and conscientious instructors. LSU boasts a nationally and internationally recruited faculty—more than 86

percent of whom have terminal degrees. Many faculty members are international authorities in their fields and bring esteem and recognition to the University. As recipients of such coveted awards as the Guggenheim and Fulbright fellowships, LSU professors represent an enviable array of knowledge. Many faculty members serve as editors or on the editorial boards of scholarly journals or series.

RESEARCH

In 1987 and 1994, LSU was designated a Research University I by the Carnegie Foundation, placing it in the top two percent of the nation's colleges and universities. LSU is also one of only 25 universities nationwide designated as both a land-grant and sea-grant institution.

The University's supercomputer places LSU among the top universities in the country in computing capability. University Libraries, with more than 2.4 million volumes, 3.5 million microforms, 12 million manuscripts, and annual expenditures of almost \$8 million, is the largest research library in the state.

In addition to more than 35 institutes, centers for advanced study, and other specialized units headquartered at LSU, various state and federal governmental units maintain offices and laboratories on campus.

PUBLIC SERVICE

Government, education, business, and industry in Louisiana benefit daily from the outreach services provided by LSU. New technology is transferred from University laboratories to the community, providing a vital boost to the economy and helping to find answers to some of Louisiana's most pressing environmental issues.

Many LSU divisions provide public services to the community and state. The *Division of Continuing Education* provides valuable learning opportunities by extending LSU's resources beyond the campus through workshops, short courses, extramural courses, correspondence courses, institutes, seminars, and conferences. The *Louisiana Cooperative Extension Service*, a division of the LSU Agricultural Center, is a statewide program that maintains agricultural agents and specialists in each of Louisiana's 64 parishes. Finally, the *Veterinary Teaching Hospital and Clinics* and the *Louisiana Veterinary Medical Diagnostic Laboratory* provide comprehensive animal disease diagnostic services to the agricultural and general communities.

The University also offers cultural and entertainment events—including lectures, musical performances, and plays—to the community each year. In addition, its museums—*Museum of Art*, *Museum of Natural Science*, and the unique *Rural Life Museum and Windrush Gardens*—are open to all citizens.

ORGANIZATION AND GOVERNANCE

BOARD OF REGENTS

The Louisiana Board of Regents, created by the Louisiana *Constitution* in 1974, is charged with the planning, coordination, and budgetary responsibility for public higher education in the state. Specifically, the Board of Regents is empowered to:

- revise or eliminate existing degree programs, instructional departments, divisions, or similar subdivisions in public higher education institutions;
- approve, disapprove, or modify proposed degree programs and departments of instruction, divisions, or similar subdivisions;
- study the need for and feasibility of any new institution of post-secondary education—including branches of institutions and conversion of two-year institutions to those offering longer courses of study—and make a written report with recommendations to the legislature;
- formulate and make timely revisions of a master plan for higher education in Louisiana; and
- require that every higher education board submit an annual budget proposal for operational needs and for capital needs of each institution under that board's control. The Board of Regents subsequently submits to the legislature its budget recommendations for all institutions of higher education in the state.

The 15 members of the Board of Regents are appointed by the Governor, with the consent of the Senate, for six-year terms. The student member, elected from the student body presidents of the state's institutions of higher education, serves a one-year term.

LSU BOARD OF SUPERVISORS

The higher education institutions in Louisiana are governed by three management boards under the Board of Regents. These are the Louisiana State University Board of Supervisors, which is responsible for the eight institutions in the LSU System; the Southern University Board of Supervisors, which oversees the three components of the Southern University System; and the Board of Trustees for State Colleges and Universities, which has jurisdiction over institutions not included in the other two systems.

The LSU Board of Supervisors has 16 members—two from each congressional district, one from the state at large, and a student member. All except the student member are appointed by the Governor for six-year terms. A student member, elected from the student body presidents of the state's institutions of higher education, serves a one-year term. Subject to powers vested in the Board of Regents by the Louisiana *Constitution*, the Board of Supervisors manages the eight institutions in the LSU System, as well as statewide agricultural programs.

LSU SYSTEM

The LSU System, composed of eight institutions on ten campuses in five cities, was established by an act of the Louisiana Legislature in 1965. In addition to the main LSU campus at Baton Rouge, other components of the System are the LSU Agricultural Center, Baton Rouge; the Hebert Law Center, Baton Rouge; the LSU Medical Center with campuses at New Orleans and Shreveport; the University of New Orleans; LSU in Shreveport; LSU at Alexandria; and LSU at Eunice.

Officers of the LSU System are the President, the Vice President for Academic Affairs and Technology Transfer, the Vice President for Administration and Finance, and the Vice President for Institutional Services.

THE UNIVERSITY

Louisiana State University and Agricultural and Mechanical College (LSU), located at Baton Rouge, is the state's comprehensive university and the flagship institution of the LSU System. *The University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, doctoral, and professional degrees.*

LSU's chief administrative officer is the Chancellor. Directly responsible to the Chancellor are the Executive Vice-Chancellor and Provost, the Director of Public Relations, and the Athletic Director. All Vice-Chancellors report to the Executive Vice-Chancellor and Provost, except that the Vice-Chancellor for Finance and Administrative Services—in fiduciary matters and in his role as comptroller—reports directly to the Chancellor.

The principal academic divisions of the University are: *Junior Division* (the college for freshmen and transfer students), *College of Agriculture*, *College of Arts and Sciences*, *College of Basic Sciences*, *E. J. Ourso College of Business Administration*, *College of Design*, *College of Education*, *College of Engineering*, *General College*, *Honors College*, *Manship School of Mass Communication*, *School of Music*, *School of Veterinary Medicine*, and the *Graduate School*.

All of the University's post-baccalaureate and professional degrees are offered through the *Graduate School* (with the exception of the D.V.M. degree offered through the *School of Veterinary Medicine*). Included among the graduate and professional units not housed within an academic college are the *Department of Oceanography and Coastal Sciences*, the *Nuclear Science Center*, the *Schools of Social Work and Library and Information Science*, and the *Institute for Environmental Studies*.

The *Division of Continuing Education* provides off-campus instruction, correspondence courses, and short courses and conferences.

FACULTY ORGANIZATION

Faculty members of a comprehensive research university have multiple responsibilities. They are primarily scholars who strive to learn and to teach. They are counselors, role models, tutors, and guides. They are officers of the University who share respon-

sibility for that institution's accomplishing its purposes and achieving its goals. They are, in some respects, officers of state government with special obligations attendant upon that status; they must exercise wisdom and fairness in dealing with other people, particularly with students in their charge.

They must be knowledgeable and well-informed, not only in their academic disciplines but also as professional educators. They must keep abreast of developments in educational law and related legislation.

FACULTY RANKS

The faculty of each college or of each school not within a college, except the Graduate School, consists of all members of the academic staff having the rank of instructor or higher (or equivalent rank) who are appointed full-time and whose appointment, in part or in whole, is in that particular college or school.

Part-time members of the faculty may be enfranchised as a class to the degree deemed appropriate by the faculty of the college or school.

The faculty of each college or school shall define and recommend degree programs for units under its jurisdiction and shall recommend candidates for degrees.

The departmental faculty has jurisdiction over matters concerning departmental educational policies, insofar as these do not conflict with the policies of other departments or with the rules and regulations of its own college or school or of the University.

Full-time faculty hold the ranks of instructor, assistant professor, associate professor, and professor. These ranks are defined in PM-23, *Ranks, Provisions, and Policies Governing Appointments and Promotions of the Academic Staff*. In addition, a chart of academic ranks and their equivalents is contained in the *Bylaws and Regulations of the Board of Supervisors*, Chapter II, Section 2-6.

GRADUATE FACULTY

The *graduate faculty* consists of those members of the teaching and research faculties who have been so designated by the Chancellor, upon recommendation of the Graduate Council acting on appropriate nominations. Such designations provide for classification as Members, associate members, or affiliate members, according to their qualifications and experience. (*The term, "Member," when capitalized, denotes a full member of the graduate faculty.*)

Faculty members who hold the rank of adjunct professor, adjunct associate professor, or adjunct assistant professor in a department offering work for graduate credit are eligible for graduate faculty status as full Members or associate members, depending upon their qualifications.

Qualifications for Appointment

Full Member:

- indefinite term, subject to review;
- rank of associate professor or professor in a department offering work for graduate credit;

- highest degree appropriate to the field or unquestionable evidence of comparable achievement in the field;
- experience in direction of theses and/or dissertations or in developing and teaching graduate-credit courses;
- current and sustained scholarly or creative activities indicated by publications in recognized journals in the field, books, and exhibitions or performances.

Associate Member:

Initial appointment of new faculty members:

- six-year term for initial appointment; two-year term for reappointment, renewable;
- rank of assistant professor or higher in a department offering work for graduate credit;
- highest degree appropriate to the field or unquestionable evidence of comparable achievement in the field.

Renewal of appointment or initial appointment of faculty members with at least six years of professional experience:

- qualifications include participation in the graduate program and scholarly or creative activities indicated by publications in recognized journals in the field, books, and exhibitions or performances.

Affiliate Member:

- two-year term; renewable;
- qualified for associate membership but ineligible because appointment is not in an LSU department offering work for graduate credit or because appointment is not at the rank of assistant professor or higher;
- may serve as member of thesis, dissertation, and examination committees but may not normally chair one of those committees;
- affiliate members who have a continuing and particularly close association with a graduate instructional program may, at the special request of the department, be given permission to chair committees by the dean of the Graduate School.

Privileges and Responsibilities

Full Member:

Members determine policies of the Graduate School, engage in all graduate education activities, and nominate faculty for membership on the graduate faculty. Doctoral general and final examination committees must include two full Members of the graduate faculty, including one from the major department.

Associate Member:

Associate members may engage in all graduate education activities. They may chair a thesis committee if that committee includes at least one full Member of the graduate faculty from the major department. They may chair a dissertation committee if that committee includes at least one full Member of the graduate faculty from the major department.

Affiliate/Ex Officio Member:

Affiliate members and Ex Officio members may serve as members of thesis, dissertation, and examination committees but may not normally chair one of these committees or determine policies of the graduate faculty. Affiliate members who have a continuing and particularly close association with a graduate instructional program may, at the special request

of the department, be given permission to chair committees.

The authority to appoint members of the graduate faculty is assigned to the Chancellor by the *Bylaws and Regulations of the Board of Supervisors* and that authority is delegated to the Vice-Provost and Graduate Dean, who appoints individuals to the graduate faculty with the advice of the Graduate Council.

If the department chair and/or the departmental faculty fail to recommend one of their faculty for membership on the graduate faculty, that faculty member has the right to present nomination papers directly to the Graduate Council for its consideration.

It is the policy of the Graduate School that only persons appointed to the graduate faculty may teach graduate credit courses and serve on graduate student advisory committees; and normally, only associate and full Members may direct theses and dissertations. Only full Members may participate in the determination of the policies of the Graduate School, according to procedures determined by the graduate faculty.

FACULTY GOVERNANCE

FACULTY AUTHORITY

Authority to determine the educational policy of LSU—its colleges, schools, and departments—is delegated to the faculty by the Board of Supervisors. The faculty exercises this authority by deliberative action in the several units and divisions of the University.

FACULTY COUNCIL

The *Faculty Council* consists of all full-time members of the academic staff having the rank of instructor or higher, or equivalent rank, and members of the Executive Council. Members of the Executive Council who do not hold academic rank are nonvoting members of the Faculty Council. As a class, part-time members of the academic staff, holding the rank of instructor or higher (or equivalent), may be enfranchised to the degree deemed appropriate by the Faculty Council.

By action of the Faculty Council on March 1, 1973, meetings of the Faculty Council are open to nonmembers.

The Faculty Council is charged to establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy for the University, subject to the authority of the Board of Supervisors. Except as otherwise provided, the Faculty Council shall establish its own educational policies. Within the framework of the educational policy of the LSU System, the Faculty Council may establish its own educational policies and may exercise legislative power over all matters pertaining to its own meetings.

Any action of the Faculty Council that, in the opinion of the Chancellor or the President, is administrative or that seriously affects the interests of another faculty of the LSU System, or of the System itself, may be suspended by the President.

The Faculty Council is required to meet at least once each academic year. It can also be convened on the written request of 50 members or 20 percent of the membership, whichever is the smaller number. A

council quorum may not be less than 25 percent of the membership.

FACULTY SENATE

The elected *Faculty Senate* has been delegated the authorities and responsibilities of the Faculty Council. The authority of the senate is limited to matters that are proper to the faculty and that have been specifically delegated by the Faculty Council.

The Faculty Senate developed and adopted a set of *Bylaws* during the 1973-74 academic year; a major revision of these was accomplished in 1990.

Included in these *Bylaws* is a listing of Faculty Senate committees and their respective charges, as revised and adopted by the Faculty Senate. (Appendices A and B of this *Handbook* contain the *Faculty Senate Constitution and Bylaws*.)

Additional information concerning the Faculty Senate or its committees may be obtained by contacting the Faculty Senate office.

COLLEGE POLICY COMMITTEES/SENATES

The faculties of most individual colleges and schools have policy committees or senates to help carry out faculty responsibilities in establishing and reviewing educational policy. These bodies serve the additional functions of advising University administrators of faculty opinion on nonacademic matters and of aiding the Faculty Senate elections committee in the conduct of Senate elections.

Full information about the status and membership of college policy committees or senates is available from the president of the Faculty Senate or from the deans of the respective colleges/schools.

FACULTY GRIEVANCES

A faculty member (instructor or higher) who feels he or she has a grievance may appeal for a review by appropriate administrators and/or a review by the Faculty Senate Grievance Committee. A grievance is a complaint and/or claim that there has been unfair or unequal treatment by reason of an act or condition that is contrary to established University policy and procedure governing the employer-employee relationship or that there has been a violation, misinterpretation, or inequitable application of University employment policy.

A faculty member may request an administrative review by his or her administrative unit chair/head, dean, and appropriate Vice-Chancellor before contacting the Faculty Senate Grievance Committee. The administrative appeal procedure is a formal process of review by successively higher levels of the University administration. The faculty member with a complaint or claim may petition for review and resolution at each successive level through the campus administration. The petition should include specific items described in the complaint or claim. Findings of the appropriate Vice-Chancellor, after approval by the Chancellor, shall constitute the final step in the administrative review.

For additional information concerning the Faculty Senate, see Appendix B, *Bylaws of the Faculty*

Senate, in this *Handbook*. Copies of the Faculty Senate Grievance Committee Procedures are available from the Faculty Senate office or the chair of the committee.

COUNCILS • ADVISORY BODIES

EXECUTIVE COUNCIL

The *Executive Council* is composed of the Chancellor (Chair), the Executive Assistant to the Chancellor, the Executive Vice-Chancellor and Provost, the Vice-Chancellor for Finance and Administrative Services, the Vice-Chancellor for Research and Graduate Dean, the Vice-Chancellor for Student Services, the President of the Faculty Senate, the President of the Staff Senate, the Director of Athletics, the Director of Public Relations, the Executive Director of Development (LSU Foundation), the President of the LSU Alumni Association, and the President of the Student Government.

The purpose of the Executive Council is to advise the Chancellor on matters of University policy and campus administration.

The Executive Council meets monthly or more frequently, if needed.

BUDGET COMMITTEE

The *Budget Committee* is composed of the Chancellor, the Executive Vice-Chancellor and Provost (committee chair), the Vice-Chancellor for Finance and Administrative Services, the Vice-Chancellor for Research and Graduate Dean, the Vice-Chancellor for Student Services, the Director of Budget and Planning (*ex officio*), the President of the Faculty Senate (*ex officio*), two elected representatives of the Faculty Senate, a representative of the Staff Senate (*ex officio*), and an appointed student government representative (*ex officio*).

The purpose of this committee is to determine procedures for budgeting, hold budget hearings, allocate and/or reallocate funds appropriated to LSU and advise the Chancellor on matters regarding the budgetary administration of the campus.

UNIVERSITY PLANNING COUNCIL

The *Strategic Planning Committee* is charged with defining guidelines for fundamental decisions and actions that will shape and guide LSU into the 21st century. This comprehensive planning effort allows the University to develop effective strategies, define future directions, establish priorities, and form a sound and coherent basis for decision making. Through this continuing process, the missions, visions, and goals of all components of the University are considered. This ongoing planning process is assessed annually.

UNIVERSITY FACILITIES PLANNING COMMITTEE

The major goal of the *University Facilities Planning Committee* is to coordinate overall campus planning efforts, including the review of all design, construction, and space use activities.

Committee members include the Executive Vice-Chancellor and Provost, the Vice-Chancellor for Research and Graduate Dean, and the Vice-Chancellor for Student Services; the presidents of the Faculty Senate, the Staff Senate, and the Student Government; the deans of the Colleges of Design and Engineering; the Directors of Athletics, Facility Services, and Public Safety; the Executive Director of Computing Services; and three faculty representatives appointed by the Faculty Senate Executive Committee. Permanent nonvoting members include the Chancellor or his designee; the Chancellor of the Agricultural Center or his designee; and the Executive Director of the LSU Foundation or his designee.

Facilities planning is governed by PS-23, *Campus Facilities Planning*, which describes the following functions of the committee: to recommend a comprehensive master plan for all physical systems on the campus, including facility usage, facility location, pedestrian and vehicular circulation, and parking; to assess and rank requests for capital expenditures; to review projections of needs for space on campus; to determine procedures for allocation of space on campus and to recommend such allocations; to approve all criteria used in the selection of construction sites and to recommend such sites; to assure that facility planning is done in accordance with life safety issues; to review and screen all construction projects that modify the appearance of the campus or buildings or change the function of space, insuring adequate design, construction, landscaping, traffic control, and accommodations for disabilities and telecommunications.

COMPUTING SERVICES ADVISORY COMMITTEE

The *Computing Services Advisory Committee* was established to consider and discuss computer concerns and to represent various computer user entities on campus in the administration of computing facilities. Its primary function is to serve in an advisory capacity to the Executive Director of Computing Services and the five computing units on campus: Academic Library Network, Administrative Information Systems, Information Technology Support, System Network Computer Center, and the Office of Telecommunications.

COUNCIL OF ACADEMIC DEANS AND DIRECTORS

The *Council of Academic Deans and Directors* is an advisory body composed of the deans and directors of colleges and of schools not within colleges, together with other academic officers of equivalent rank. The council meets at the call of the Executive Vice-Chancellor and Provost, who is the presiding officer. The council makes recommendations to the Provost and to the Chancellor with regard to administrative matters in the area of academic affairs.

GRADUATE COUNCIL

The *Graduate Council* is composed of ten members of the graduate faculty, two appointed each year by the Chancellor for five-year terms. The Vice-Chancellor for Research and Dean of the Graduate School and Associate Dean of the Graduate School are *ex officio* members of the council. The council advises the Vice-Chancellor for Research and Dean of the Graduate School regarding the administration of academic affairs and policies of the Graduate School. The council reviews individual nominations for membership on the graduate faculty and periodically reviews all members of the graduate faculty by department. Members of this council also serve as a campus-wide faculty committee to evaluate recommendations for promotion of faculty.

GRADUATE ASSISTANTSHIP COUNCIL

The *Graduate Assistantship Council*, composed of nine members of the graduate faculty and three graduate students, was established by PS-85, *Preparation of Teaching Assistants*. The Office of Academic Affairs has oversight through the Graduate School of all provisions of this policy. Members are appointed by the Vice-Chancellor for Research and Dean of the Graduate School and serve staggered three-year terms. The dean, associate dean, and the Graduate School's human resources specialist are *ex officio* members of the council. The council hears appeals and advises the dean on all aspects of graduate assistantships.

COUNCIL OF DEPARTMENT CHAIRS AND HEADS

The *Council of Department Chairs and Heads* is composed of the department chairs and heads, as well as the directors of several academic units. The council meets with the Executive Vice-Chancellor and Provost on a regular basis. Issues affecting the more than 80 academic departments/units are addressed by this council.

ASSESSMENT ADVISORY COUNCIL

The Assessment Advisory Council, composed of nine members appointed by the Executive Vice-Chancellor and Provost, draws its membership from colleges, departments, administrative units, students, and alumni. The council serves to increase University awareness and commitment to needs and outcomes assessment throughout the campus and to guide the development and implementation of assessment conducted by assessment coordinators and academic and student development units. Information from the systematic assessment of student needs and learning outcomes is integrated into overall University planning and allocation of resources through the internal program review process.

PROGRAM REVIEW COUNCIL

The Program Review Council, consisting of fifteen senior faculty members appointed by the Executive Vice-Chancellor and Provost, oversees cyclical internal review of the University's 202 degree programs. The members serve staggered, five-year terms. The Council's charge is to strengthen academic programs through a standardized internal review process that requires evaluation of each degree program. The Council designs and oversees the multi-step review process whereby each degree program is reviewed once every ten years. The process includes a self-study, a site visit and evaluation by a panel of internal and external reviewers, responses to recommendations, and action plans when appropriate.

Among the individuals or groups involved in the process are the Executive Vice-Chancellor and Provost, other appropriate vice-chancellors, the appropriate dean, the unit chair and faculty, the review committee, the students in the program, and other key constituents (business, industry, governmental representatives). Results are reported to the Chancellor, the appropriate vice-chancellors and deans, and the unit, and are made available to the University units involved in the planning, assessment, and budgeting processes.

COUNCIL ON RESEARCH

The *University Council on Research* is composed of faculty and University administrators appointed by the Chancellor for staggered terms. The council advises the Vice-Chancellor for Research and Graduate Dean on all aspects of research at the University and is particularly concerned with sponsored research. The council also assists with the evaluation of applications for sabbatical leave, administers the *Distinguished Research Master Award* program, and allocates summer faculty research stipends. The council is assisted by research advisory groups in the major disciplinary fields. These groups are concerned especially with interdisciplinary research and offer an opportunity for faculty working in similar fields to cooperate on interdisciplinary projects.

INSTRUCTIONAL SUPPORT AND DEVELOPMENT ADVISORY COUNCIL

The *Instructional Support and Development Advisory Council*, whose members are appointed by the Chancellor, advises the Division for Instructional Support and Development in matters relating to instructional effectiveness. The council is composed of representatives from colleges and schools, the LSU Libraries, one graduate student, and one undergraduate student.

ATHLETIC COUNCIL

The *Athletic Council* serves as a policy-formulating and regulatory body in all matters related to the University's intercollegiate athletic program. This

council consists of five faculty members, one staff member, one administrative appointee, two members of the student body, two members of the Alumni Association, one member of the National "L" Club, and the Executive Vice-Chancellor and Provost. The Athletic Director serves as an *ex officio*, nonvoting member and as secretary of the council. The functions and responsibilities of the Athletic Council are set forth in the *Bylaws and Regulations of the Board of Supervisors*.

INTERNATIONAL COORDINATING COMMITTEE

The *International Coordinating Committee* reviews all proposed international agreements and recommends approval or disapproval to the Chancellor. The committee advises the Office of International Development on matters affecting international agreements, initiatives, and relationships with academic institutions in other countries. The Office of International Development acts as liaison on all administrative activities of the committee.

ACADEMIC RIGHTS • DUTIES • RESOURCES • RECOGNITION

RIGHTS • DUTIES

ACADEMIC FREEDOM

LSU is committed to the principle of academic freedom, and faculty are encouraged to explore fully their fields of interest. This principle also includes the right of a member of the academic staff to exercise the ordinary rights of an American citizen in speaking, writing, and action outside the University. At the same time, faculty are expected to be knowledgeable about laws and regulations that increasingly are affecting universities and to operate within the guidelines of University policy and regulations.

Among the many implicit responsibilities of academic freedom is that of refraining from insistence that students or others accept any controversial point of view as authoritative. Academic freedom does not extend to any kind of abuse or infringement of the rights of others.

COLLEGE FACULTY MEETINGS

The dean of each college, or the dean or director of each school not within a college, calls a faculty meeting when it seems advisable to do so and, in any event, holds at least one faculty meeting during each semester, including the summer term. A faculty meeting is required upon the written request of one-fourth of the faculty of a college or school. When faculty members are notified of a meeting, the Chancellor and the Executive Vice-Chancellor and Provost are to receive the same notification.

LEGAL COUNSEL

University operations are increasingly affected by law and by various regulations having legal effect. Pursuant to the provisions of Louisiana Revised Statute 9:2798.1, "Liability shall not be imposed on public entities or their officers or employees based upon the exercise or performance or the failure to exercise or perform their policy-making or discretionary acts when such acts are within the course and scope of their lawful powers and duties." Furthermore, in accordance with Louisiana Revised Statute 13:5108.1, and Revised Statute 5108.2, the state will indemnify university officers and employees from financial loss arising out of claims brought by reason of the negligence or other act of the officer or employee, provided that the officer or employee was acting in the discharge of his duties and within the scope of his employment and was not committing a wrongful act or engaging in gross negligence. Within five days of when the officer or employee was served with the pleading, a copy of the pleading must be delivered to the attorney general's office in order to preserve the right to indemnification.

It is, therefore, a matter of some importance to the academic staff to be familiar with University policy and procedures, especially those that relate to faculty rights, privileges, and responsibilities. University policy is stated in a number of documents with which faculty members should be familiar. See Appendix D, *Policy Statements*, for a complete list. These documents are on file in departmental and college offices; individual copies are also available through the Office of the Chancellor and on the University Computer Network.

University personnel may not contact University attorneys without prior approval from the appropriate vice-chancellor.

POLITICAL ACTIVITIES

A full-time employee of the University shall not accept any appointive political office nor seek or hold any elective remunerative political office without the consent of the President of the LSU System.

Employees may not solicit political contributions during regular office hours, nor may they use University equipment, material, or office space to solicit political contributions. Employees may exercise the rights of individual citizens to attempt to influence legislation or public policy, but they may not utilize state resources to do so, and they must make it clear that they speak as private individuals and not as University representatives.

SELECTION • RETENTION • PROMOTION

FACULTY SEARCH PROCEDURES

Recruitment of faculty members should begin with a careful description of the position to be filled, which should be advertised according to PS-1, *Affirmative Action and Equal Opportunity Policy*. Timely advertisement in appropriate publications will be followed by objective, systematic, and orderly review of applications, references, and supporting materials.

All eligible faculty members shall have access to these materials and the opportunity to participate in the review. An on-site interview will generally be conducted before an offer is made.

Eligible faculty members vote on recommendations for appointment. Faculty who are eligible to vote on such recommendations vary according to the academic level of the candidate. In the case of appointment of assistant professors and instructors, this responsibility may be delegated to a committee designated by the eligible faculty. Details of these procedures are outlined in PS-36, *Criteria for Evaluating Academic Performance; and Policies and Procedures on Faculty Appointment, Performance Evaluation, Reappointment, Nonreappointment, Promotion, and Tenure*, Appendix F in this *Handbook*.

ANNUAL REVIEW OF PERFORMANCE

The performance of each faculty member will be reviewed annually by the appropriate department chair or head, as provided in PS-36. A record of the review will be forwarded through the office of the dean or director of the appropriate college or school to the Office of Human Resource Management for inclusion in the individual's official personnel file.

PROMOTION AND TENURE

Superior intellectual performance is an indispensable qualification for appointment or promotion to a tenured position. Faculty will be judged with respect to their proposed rank and duties, considering their record of performance in teaching, research, or other creative achievement, and service. Different departments/schools will have different expectations, with varying emphases for teaching, research, and service. For detailed information regarding criteria for evaluation of performance, see PS-36 in Appendix F of this *Handbook*.

Promotion is recognition of qualifications and achievements that justify an elevation in rank. Tenure is the prediction that a faculty member will continue to make positive academic contributions throughout the career, a decision based upon previous and current performance. For additional information concerning promotion and tenure, see PS-36 in Appendix F of this *Handbook* and Chapter II, Section 2-7, of the *Bylaws and Regulations of the Board of Supervisors*.

FACULTY WORK LOAD

ACADEMIC WORK LOAD

The work load of faculty members includes formal classroom and laboratory teaching; course development; scholarly activities; supervision of theses, dissertations, and independent study courses; student evaluation and advising; and professional, University, and public service duties. The distribution among these various duties may vary from one faculty member to another and from one semester to another. Assignments are made by the department chair in consultation with the faculty and must be consistent with stated departmental goals and objec-

tives and with stated criteria for evaluating faculty performance.

The normal classroom teaching assignment (for full-time faculty with minimum involvement in other faculty duties) is the equivalent of 12 semester hours of lecture per week. Classroom teaching assignments are adjusted according to research, service, and administrative assignments, and may vary according to student level (undergraduate, graduate, professional). All full-time faculty members carry full work loads and normally have budgetary assignments that reflect the variety of assigned duties.

OUTSIDE EMPLOYMENT

The University encourages the faculty to engage in consulting and other forms of outside employment that enhance their reputations and reflect favorably upon the University. University policies and procedures have been developed to ensure that the outside employment activity does not interfere with the employee's responsibility in the classroom, in research, or in service to the public. These policies are consistent with the *Louisiana Code of Governmental Ethics*.

The principal policy governing outside employment is PM-11, *Outside Employment of University Employees*, administered by the Office of Research. All outside employment must be disclosed in advance by completing a PM-11 *Outside Employment Disclosure Form*. The form is routed through the employee's immediate supervisor and the dean or director to the Vice-Chancellor for Research.

PM-11 implements the provisions of an *Ethics Code* exception for higher education that was passed in 1987. Prior to this amendment a faculty member or employee of the University was prohibited from having a personal consulting contract with a private third party if that third party had a business relationship or sought a business relationship with the faculty member's or employee's department at the University. Furthermore, before the amendment, a faculty member or employee of the University could not perform compensated services for an outside third party if those services were too closely related to the responsibilities, programs, and operations of the faculty member's or employee's department at the University.

Because of the *Ethics Code* amendment, as implemented by PM-11, the law now permits such activity to occur in special circumstances. Approval of the President is required when the proposed outside employment is with another agency of state government or when the employment activity might affect governmental policy or the passage of a bill currently before the legislature.

Contracts between the University and faculty members are also allowed under very limited circumstances. Approvals must be obtained according to PM-67, *Contracts Between the University and Its Faculty Members*.

Faculty and other academic employees who anticipate outside employment are asked to contact the Office of the Vice-Chancellor for Research for assistance. Additional information is available in the booklet *Policies and Procedures Governing Intellectual Property*, available in departments and from the Office of Research.

OFFICE HOURS

Availability for conferences with students is an important part of a faculty member's responsibilities. Faculty members are expected to maintain a sufficient number of scheduled office hours to accommodate students who desire consultation. Office hours should be scheduled at times convenient for students, and faculty members should express their willingness to make special appointments for students unable to utilize scheduled hours.

SUMMER APPOINTMENTS

Because of reduced enrollment during the summer term, the University cannot offer supplementary summer appointments to all faculty members. Such appointments are arranged on an individual basis through the department, in cooperation with the appropriate dean and through the Office of Academic Affairs, which issues appropriate guidelines annually.

In addition, the Council on Research annually grants a limited number of summer faculty research stipends to support full-time activities in the summer. These serve as stipends in lieu of University teaching salaries.

Faculty members may receive part or all of their summer salaries from grant funds, if the terms of the grants permit, but they may not receive more compensation than is permitted by PS-43, *Additional Compensation Limitations for Academic and Administrative/Professional Employees and Computation of Summer Salary Rates for Academic Employees*.

HOLIDAYS

Faculty members on academic-year (nine-month) appointments are in pay status continuously from the beginning of the fall semester through the end of the spring semester, but are accorded holidays as listed in the *LSU General Catalog*, which are the same as holidays for the student body. Holidays for faculty members on fiscal-year (12-month) appointments are authorized by PS-31, *Holiday Schedule*, which is issued annually and usually provides 14 holidays. An employee does not receive holiday payment for a holiday that intervenes while the employee is on leave without pay.

TEACHING • FACULTY-STUDENT RELATIONSHIP

THE CLASSROOM

Faculty Authority

Faculty members have authority in their classes over all matters affecting the conduct of the classes; matters of dress, grooming, and personal opinion are academic only if they affect the conduct of the class in its instructional endeavors and activities.

Class Scheduling

Classes are scheduled by department chairs, working with the Office of Budget and Planning and the Office of Student Records and Registration.

To make any changes in class schedules, with respect to time or place, individual faculty members must request approval of the department chair and appropriate administrative officers.

Nonscheduled use of classrooms should be cleared in advance with the Office of Student Records and Registration. Academic space, other than classrooms, is the responsibility of the Office of the Executive Vice-Chancellor and Provost.

Space for meetings, banquets, and large groups is available in the LSU Union and in Pleasant Hall. Contact the director of the LSU Union or the dean of the Division of Continuing Education to schedule rooms.

Admission to Classes

All persons attending a class are expected to be registered students of the University, with the exception of faculty members who might be unofficially auditing the course. Instructors should notify the department chair and the Office of Student Records and Registration promptly about any errors in registration.

Class Attendance

Students are expected to attend all classes. It is particularly important for freshmen to maintain regular class attendance.

In some colleges/schools, the absence of a student who has been placed on academic probation or attendance probation should be reported to the dean. Faculty members should be familiar with specific attendance requirements of the colleges/schools (see PS-22, *Student Absence from Class*).

Group Excuses from Classes

Students may be excused from classes because of scheduled University activities that necessitate their absence, provided each student has the prior approval of the appropriate dean (see PS-22).

In such cases, students should be allowed to make up any missed assignments or tests. Group excuses are requested by using the "Request for Group Excuse" form, available from the Office of Risk Management. Approved copies of this request should reach the Office of Bursar Operations at least three days prior to the beginning of the trip.

Field Trip Insurance

Although the University has no liability in the case of injury to a student as a result of an accident while on a student trip, it does provide travel insurance at nominal cost to those students participating in field trips. With certain exceptions, insurance is required of all students participating in approved field trips. Regulations governing these trips and insurance are contained in PM-4, *Trips Covered by Student Travel Accident Insurance*, and PS-22.

Classroom, Laboratory, Field Safety

Faculty members are expected to exercise reasonable precautions against accidental property damage and personal injury while performing their duties. Faculty members have a responsibility for the personal safety and health of students in their classes or under their direction. When agents or equipment that may be considered hazardous are used, faculty members are responsible for providing adequate protection, instruction, and supervision for students working in laboratories, shops, or classrooms.

Emergencies should be reported immediately to LSU Police and the Office of Campus Safety.

Copyright Issues in the Classroom

When designing and developing instructional materials, faculty must be aware of the copyright issues related to selection and use of existing information in any kind of format. Institutional operating procedures and federal copyright law have traditionally applied to print material. Technological advances, however, are occurring more quickly than guidelines can be developed. Fair-use policies are difficult to interpret with changing technologies, and this fact has significant implications for the use of instructional materials.

Copyright issues surround the reproduction, distribution, and/or development of a derivative work, a public performance, or a public display of creative works in a variety of formats. Typical data formats involve taping of video broadcasts, motion and sound media in multimedia software, digital information, and print materials.

Copyright permission should be sought for the use of any protected work. It is the faculty member's responsibility to discuss copyright matters with the appropriate administrative sources. Faculty can contact the LSU Union Bookstore for information pertaining specifically to copyright issues related to course packet construction and distribution. In fact, guidelines issued by the Office of Academic Affairs state that when a faculty member obtains course packets from sources other than the LSU Union Bookstore, the University is not obligated to defend the faculty member if copyright issues arise. The Office of Information Technology Support has information regarding site licenses for software dissemination on campus. Sample letters requesting permission for nonprint usage can be obtained from the Division of Instructional Support and Development. All other copyright considerations should be channeled through the appropriate administration in departments and colleges.

The LSU Union Bookstore provides a course packet service to assist faculty and students. In instances where copyright issues are involved, the bookstore will:

- obtain complete bibliographic information from the instructor of the course;
- contact the copyright clearance center or publisher and ask for permission to duplicate the material;
- notify the instructor about royalty fees and success or failure to secure permission to duplicate;
- have the material duplicated;
- price and shelve the material.

Forms for requesting this service are available at the LSU Union Bookstore.

Textbooks

LSU will provide information requested by any bookstore sufficient to accomplish the purpose of ordering and providing textbooks and course materials for the benefit of the student. The intent of PS-92, *Procedure for Ordering Textbooks and Course Materials*, is to provide alternative locations where students may obtain course materials.

All academic departments and faculty with the responsibility of providing information for the ordering of textbooks and classroom materials will provide identical information to all requesting bookstores. Ordering information will be provided in a response time comparable to the deadlines established by the requesting bookstores. Orders may not be placed with only one bookstore and one bookstore is not to be promoted over another (except in the case where only one bookstore requests the information).

The Evening School is to be provided the original textbook order or copy thereof by the academic department or faculty member to meet the requirements for Evening School classes. The Evening School will, in turn, provide copies to any bookstore requesting the textbook order.

Forms necessary for the collection of the information will be provided by the bookstore making the request.

Academic departments or faculty with unresolved complaints related to services as provided by any of the bookstores should contact the Office of the Executive Vice-Chancellor and Provost.

Textbook ordering should be coordinated by each department, with approval of the department chair indicated on the form. However, individual orders from faculty members will be accepted, as long as they have approval of the department chair. Considerable forethought and attention to book orders is necessary to keep costs to students at a minimum. The following are suggestions to keep in mind when ordering:

- Try to meet the LSU Union Bookstore's deadlines. Without an order, the bookstore cannot buy back books from students, assign shelf space for the department's texts, or continue to keep previously used texts in stock.
- Be specific and accurate when ordering. Include author, title, publisher, edition, ISBN, hardback or paperback, and volumes. Indicate if the book is published outside the United States.
- Because of late course assignments and late appointment of some professors, some orders will be late. Telephone orders will be accepted after the deadline and every effort will be made to have the books in place by the first day of class.
- Alert the LSU Union Bookstore as soon as possible if a book is to be discontinued. Abrupt changes are very expensive and the cost of special handling must be borne by the students.
- Ask the LSU Union Bookstore staff for additional information about new editions, publications, and publisher addresses and telephone numbers.

- Faculty members, as individuals, may not sell instructional materials directly to students. State ethics regulations preclude a faculty member's direct receipt of royalties from textbooks and other instructional materials sold to students enrolled in his/her classes or in classes in which the faculty member has played a role in the selection of required texts; royalties so derived, however, may be donated to the LSU Foundation or to any bona fide nonprofit institution. Such donations must be reported annually to the dean through the department chair/head.

Grading System • Grading Policies

It is the right and responsibility of the instructor to determine and assign the grade for each student who is enrolled in the course beyond the final date for withdrawing. The instructor's assignment of a grade is final, and the grade may not be changed or altered except through the academic appeals procedure, following appropriate investigation. Faculty members should familiarize themselves with University grading policies, as published in the *LSU General Catalog*, the *Graduate Bulletin*, and PS-44, *Grades*.

In order to eliminate inconsistencies in grading policies, all faculty members are expected to announce to their classes at the beginning of the semester the general components from which the final grade will be determined, along with their approximate weights.

Written course syllabi must be distributed to students in all courses, graduate as well as undergraduate (see PS-44). These syllabi must include a clear statement of the relative weight to be accorded the component factors for the final grade. In addition, in 4000-level courses in which instruction of graduate and undergraduate students is combined, syllabi must state clearly any differential expectations beyond those already required by University and Graduate School regulations. (According to the University's definition, good standing for undergraduates requires a minimum 2.00 gpa and a 3.00 gpa for graduate students.)

No later than the final day of class, a student is to be shown, upon request, the graded material for which he or she has been responsible (including a record of classroom participation, if that is included in the grade), along with his or her grade immediately before the final examination.

Following termination of the course, students are to be provided, upon request, a review of their examinations and an explanation of the final grade, as well as the method by which it was determined. This review is to include an accounting for all other unreturned work. Grading must be based on work that is assigned and evaluated equitably and fairly, with no special consideration given to individual students unless justified by disability or excused absence. Individual students should not, for example, be allowed to take on "extra credit" projects, spend extra hours in laboratories, or present themselves for reexamination or special examination, unless the same options are available to the entire class on the same terms. Faculty members should take special care to become familiar with policies concerning grading, absences, and disabilities. For additional

information, refer to PS-22 and PS-26, *Policy for Persons with Disabilities*.

All faculty members are expected to keep all unreturned student work and grade books for at least six months following termination of a course. Should a faculty member leave the University, permanently or temporarily, his or her final examinations, all unreturned work, and grade books are to be deposited with the department chair to be kept for at least six months following termination of a course.

Concentrated Study Period

The five-day period (Wednesday through Sunday) immediately preceding the week of final examinations is set aside as a *Concentrated Study Period*. During this time, no extracurricular student activities, such as social and athletic events, will be held on or off campus. There should be no major examinations in academic courses, other than those considered laboratory courses. Any exceptions to this policy *must receive prior approval from the Office of Academic Affairs*.

Final Examinations

Six days (Monday through Saturday) will comprise the final examination period. Final examinations are required in all courses. When a final examination is inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the appropriate department chair, dean or director, and the Executive Vice-Chancellor and Provost. Final examinations *must be given during the published dates for the final examination period*.

A final examination is defined as the last in a series of major tests specified in the course syllabus. It need not be comprehensive. If the course syllabus does not call for a final examination, the last major unit examination is to be considered the final examination and must be given during the final examination period. When a series of major tests is scheduled in addition to the final examination, the last of the major test series may not be given during the *Concentrated Study Period*. Examinations and performances in laboratory-type courses may be given or required during the *Concentrated Study Period*.

A student who, because of illness or other valid reason, is *absent* from any final examination may take a special examination only upon recommendation of the dean of his or her college and with the concurrence of the instructor involved.

Student Appeals

Appeals of final grades must be initiated by the student within 30 days after the beginning of the next regular semester. For details of this procedure, see "Grade Appeals" in the *LSU General Catalog*. In addition, see PS-48, *Appeal Procedures Available to Students*, for information on appeals concerning all aspects of student relationships with the University.

Privacy of Student Records

The *General Education Provisions Act* (the Buckley Amendment) prohibits release of personally identifiable information concerning a student (other than directory information) without the student's consent. PS-30, *Privacy Rights of Students/Buckley Amendment*, defines prerogatives and responsibilities of students and University agents with respect to student records.

Student Academic Misconduct

Academic misconduct represents a most serious and reprehensible type of student misconduct, and the University makes a genuine effort to prevent its occurrence. LSU has also developed policies and procedures to assure students of due process protection when academic misconduct is alleged and to provide meaningful and consistent sanctions for students found guilty of such conduct.

All instructors shall report suspected academic misconduct to the Dean of Students. No University disciplinary sanction shall be imposed upon a student, except in accordance with the provisions of the *Code of Student Conduct*.

An instructor may not assign a disciplinary grade, such as an "F" or zero on an assignment, test, examination, or course as a sanction for admitted or suspected academic misconduct, in lieu of formally charging the student with such misconduct under the provisions of the *Code of Student Conduct*.

Copies of the *Code of Student Conduct* and *The LSU Handbook of Rights and Responsibilities in the Student-University Relationship* are available in the Office of the Dean of Students and in the various college deans' offices.

FACULTY DEVELOPMENT • SUPPORT • AWARDS

To assist faculty with their continued professional development, the University encourages and supports professional leave, travel for presentation of research at conferences, involvement in activities offered through the Center for Faculty Development, and awards for teaching excellence.

FACULTY DEVELOPMENT

Sabbatical Leave

Full-time faculty at the rank of instructor (or equivalent) or above who have completed six years of service on the campus without having received leave with pay may petition for sabbatical leave for study and research to enable them to increase their professional efficiency and usefulness to the University. Normally, sabbatical leave is not approved for work toward an advanced degree. Persons employed on a 12-month basis may be granted 12 months' leave at half pay or six months' leave at full pay. Persons employed on a nine-month basis may receive a semester's leave at full pay or an academic-year leave at half-pay.

Persons on sabbatical leave are expected to devote their full energies to the purpose of the leave.

They may undertake outside employment only with advance approval of the Chancellor and the System President, and such employment is expected to be supportive of the purpose of the leave.

Requests for sabbatical leave are initiated at the departmental level and processed through administrative channels during the fall semester in response to a schedule issued by the Office of Human Resource Management. Sabbatical leave requests may be disapproved or rescinded when financial or other considerations make such action appropriate.

Sabbatical leaves are awarded only to those faculty who have shown by their scholarly accomplishments that such leave would benefit them and the University. Sabbatical leaves should be used to:

- improve research, artistic, or scholarly skills;
- change the direction or thrust of the specialization within the subject field;
- participate in a worthy project that could not be accomplished under the normal workload;
- conduct extensive research requiring access to and review of material that is not available locally;
- use facilities not available on the campus;
- conduct extensive field research;
- facilitate cooperative projects with other universities;
- perform other scholarly endeavors of equal merit.

Submission of the following materials is required:

- a four-page application form; and
- a proposal signed by the applicant.

The *Bylaws and Regulations of the Board of Supervisors* and University policy require the following:

- When compensation is to be received from sources other than the LSU System during a sabbatical leave, justification must be provided and approved prior to acceptance of the compensation and a description of the duties to be performed and the amount of compensation must be included as part of the leave application;
- The recipient must file a report of accomplishments during the leave promptly upon return to duties at the University;
- Recipients of sabbatical leave must return to their University duties for at least one year before accepting employment elsewhere;
- Those faculty who do not fulfill the service obligation must reimburse the University the salary received during the leave, as well as those portions of insurance premiums and retirement contributions paid by the University during the sabbatical leave.

See Chapter III, Section 3-1, of the *Bylaws and Regulations of the Board of Supervisors* and PS-12, *Leave Guidelines*, for additional details.

Leave to Obtain an Advanced Degree

Faculty members on full-time regular academic appointment who have completed three consecutive years of service at the rank of instructor (or equivalent) or above, may petition for a leave of absence with part pay for not more than one year of study that will culminate in the receipt of an advanced degree within five years.

Requests for leave to obtain an advanced degree are initiated at the departmental level and processed through administrative channels during the fall semester, according to a schedule issued by the Office of Human Resource Management.

Persons awarded leave to obtain an advanced degree must return to their university duties for two years before accepting employment elsewhere. Those faculty who do not fulfill the service obligation must reimburse the University the salary received during the leave, as well as those portions of insurance premiums and retirement contributions paid by the University during the sabbatical leave.

See Chapter III, Section 3-2, of the *Bylaws and Regulations of the Board of Supervisors* and PS-12 for details of eligibility, method of application, service requirements subsequent to the leave, etc.

Educational Opportunities

The University invites all faculty members to attend/audit courses offered within the University without charge and without registration. Such attendance, of course, must not interfere with the instructor's conduct of the course or with the accommodation of those who pay fees to attend, and the faculty member will not earn academic credit.

A faculty member who wishes to attend courses without any formal record should obtain the approval of the instructor of the course and ascertain that the audit will not conflict with the faculty member's assigned duties or obligations to the University. Faculty members who wish to audit a course officially should obtain an audit card and proceed as outlined in the *LSU General Catalog*, with payment of appropriate fees.

Retired faculty members who are enrolled in course work—either for audit or credit—are exempt from the customary fees. Full-time employees and members of their immediate families are exempt from the payment of nonresident fees.

Individuals appointed full-time or part-time at the rank of instructor or above may petition (through channels to the Chancellor) to register for undergraduate and/or graduate courses. Each petition shall be evaluated on its own merit.

Major factors determining the course load to be allowed shall be the employee's work load and the relationship of the proposed course to the employee's work assignment. Normally, individuals will not be permitted to register for more than one course during normal working hours. Faculty members above the rank of instructor (or equivalent rank) may not become candidates for an earned degree on the campus of employment (see PM-23).

FACULTY SUPPORT

Division of Instructional Support and Development

The *Division of Instructional Support and Development (DISD)* provides numerous resources and opportunities for the support of faculty instructional activities. Such assistance is considered essential to the University's mission to provide excellence in instruction. The DISD consists of three units: the Center for Faculty development (CFD), the Center

for Instructional Technology (CIT), and the Measurement and Evaluation Center (MEC).

The *Center for Faculty Development* assists faculty and graduate teaching assistants in improving instructional techniques. To accomplish this goal, the center provides seminars on excellence in teaching and other subjects related to faculty development, and answers questions from faculty concerning instruction. Topics addressed by the center's programs may include planning courses, specifying objectives, selecting resources, employing specific instructional methodologies, writing tests, applying learning theory based on research, and evaluating the total process of teaching and learning. The center also houses a professional library of resource material.

The *Center for Instructional Technology* offers faculty and graduate teaching assistants a variety of instructional support services, including:

- design and production of instructional materials through audio, video, photographic, and graphic media;
- provision of instructional presentation equipment;
- duplication of audio and videotapes;
- access to more than 50,000 instructional film and video titles;
- development of computer-based multimedia materials;
- techniques for effectively applying instructional technologies to teaching activities; and
- strategies for integrating instructional technology into lectures, courses, and curricula.

Most of the University's instructional areas include chalkboards, overhead projectors, and projection screens. Some classrooms are also equipped for the projection of computer, film, slide, and video images. Additional equipment is delivered and retrieved at no charge when used by instructors in scheduled academic classes. For some services, such as media production and film/video rental, nominal fees are assessed.

The *Measurement and Evaluation Center* supports instruction through the LSU Computerized Test Scoring Service, the custom design and statistical analysis of machine-scannable survey instruments, and the processing of teacher evaluations. Additionally, the center coordinates longitudinal needs and learning outcomes assessment programs. The center also administers institutional tests for advanced-standing course credit and national tests for admission to graduate and professional schools.

Student Advising, Counseling, and Orientation

The manner in which new students are introduced to the University is critical for their success and retention. Faculty are frequently asked to participate in *orientation programs* designed to provide entering students with the information and guidance needed for the transition to a college environment. Faculty members are encouraged to support the orientation programs coordinated through the Office of Undergraduate Admissions, the Office of the Dean of Students, and the Junior Division.

Faculty interaction with students is of utmost importance, and advising is a major responsibility of the faculty. Faculty members should make themselves available for student advising with respect to

their own academic specialties and professional disciplines. Often, however, students will turn to faculty members who are ill-equipped to handle their problems. In these cases, faculty members should refer students to the *Office of the Dean of Students* or the *Student Health Center*.

In addition to services offered on weekdays between 8 a.m. and 5 p.m. at the Student Health Center, "The Phone" (924-5781), a 24-hour confidential counseling service, provides crisis counseling information and referral service. The chart in Appendix C provides a convenient reference for faculty members who wish to direct students to professional or specialized sources of assistance.

The *Learning Assistance Center* offers a wide variety of services to assist graduate and undergraduate students in increasing their learning potential. Housed in the center are audio and video tapes, computer-assisted instruction guides, and resource materials to assist independent academic learning.

Another campus tutoring program, the *Writing Center*, provides a variety of workshops and seminars that offer students assistance with all aspects of written communication.

In accordance with Federal laws and PS-26, the *Office of Disability Services* ensures equal opportunity for all qualified students with disabilities in the programs and services operated by the University. The individual student's disability-based need is the primary factor in establishing accommodations and support services. Examples of accommodations that a faculty member might be asked to provide are extended time on in-class assignments and examinations, alternative test formats and procedures, and permission for a student to tape record class lectures. Staff in SSD assist faculty with requested accommodations and also serve as a resource for faculty seeking additional information on working with disabled students. Upon request, the staff will provide a faculty member with the publication, "Accommodating Students with Disabilities: A Faculty Resource Guide." For additional information, contact SSD at 388-4307.

The *Career Services Center* assists students in making career choices, developing career plans, and exploring job opportunities. Career assessment instruments, individual counseling, and career days are provided to help students make career decisions. Continuing students are further assisted in gaining valuable work experience through programs such as cooperative education, part-time and summer job location, and internships. The center disseminates information concerning job search preparation and available job listings and also handles arrangements when employers visit the campus to interview students.

The *International Services Office*, housed in Johnston Hall, processes nonimmigrant visas and employment based permanent resident applications for LSU international faculty, staff, and students. It also assists campus departments in submitting forms to the Immigration and Naturalization Service and the Department of Labor. Staff immigration specialists advise international faculty and staff concerning INS-related matters, such as travel outside the United States.

Computing Services

Administrative Information Systems (AIS) develops comprehensive management information systems for the University. AIS has developed and installed more than 50 major data base systems, including telephone registration (REGGIE), degree audit, admissions, payroll, accounting, and financial aid systems. The department employs a variety of technology and supports three different data base environments—CICS, IMS, and DB2.

Information Technology Support (ITS) provides assistance to clients of computing facilities and extends the applications of computer and telecommunication technology to new users on campus. ITS maintains the HelpDesk, which provides assistance with a variety of technology and connectivity issues. It also offers specialized consulting services including advice on hardware and software options, technology standards, and campus-wide license agreements. The staff also performs standardized hardware and software installations, conducts formal training classes, and provides access to training materials.

In addition, ITS manages the central UNIX servers that provide access to research, the library, the Internet, e-mail, news, and other software services for faculty, staff, and students, as well as Local Area Network servers that provide office applications for academic and administrative departments.

The *Louisiana Online University Information System Office (LOUIS)* is responsible for the implementation and enrichment of Louisiana's academic library network (LOUIS) and the Louisiana Library Network (LLN). Seventeen Louisiana academic libraries have been automated on the LSU mainframe and all Louisiana academic and public libraries have access to a repository of index and abstract data base products loaded on LSU's IBM RS/6000 RISC cluster, as well as full-text journal articles accessed through the Internet. The staff, consisting of computer analysts and librarians, interfaces with, provides support to, and coordinates the efforts of library personnel in 21 academic libraries, 66 public libraries, the State Library of Louisiana, and 18 K-12 school libraries throughout the state.

The *System Network Computer Center (SNCC)* provides computing resources and services (24 hours per day) in support of instruction, research, and administrative data processing. Current resources include an IBM 9672-R53 enterprise server running MVS/ESA (TSO) and VM/CMS; an IBM SP with 22 nodes and a cluster of IBM RS/6000 RISC processors running UNIX, and a DEC VAX 7610 with a cluster of 50 workstations running VMS. Extensive software is available. These resources are integrated with the campus-wide, fiber optic backbone, the Internet, and statewide networks.

The *LSU Office of Telecommunications* maintains the campus telephone system and installs network facilities for the distribution of voice, data, and video services on campus. Fiber optic networks provide the campus community with high-speed communications and Internet access.

LSU Libraries

LSU Libraries offer students and faculty strong support for instruction and research through collections containing more than 2.4 million volumes, microform holdings of more than 3.5 million, and a manuscript collection of more than 12 million items. A campus-wide computer network allows access to the library catalog (LOLA) from residence halls, classrooms, and laboratories. LSU is part of the Louisiana Online University Information System (LOUIS). The library catalogs of many of the universities in the state are accessible online from the same terminals through which patrons access LOLA. Periodical databases and full text can also be retrieved through the network.

The LSU Libraries' subject strengths include Louisiana materials, sugar culture and technology, Southern history, agriculture, petroleum engineering, plant pathology, natural history, and various aspects of aquaculture including crawfish, wetlands research, and marine biology.

The LSU Libraries belong to the prestigious Association of Research Libraries, which includes the top 109 academic libraries in the U.S. and Canada, the Association of Southeastern Research Libraries, the Southeastern Library Network, the Louisiana Academic Library Information Network Consortium, and the Coalition for Networked Information.

Middleton Library serves as the main library, with special collections housed in the adjacent Hill Memorial Library. Materials in the fields of chemistry, biochemistry, and chemical engineering are located in the Chemistry Library, Williams Hall. The CEBA Reading Room, 2301 CEBA Building, contains reserve materials for business and engineering courses. The Library and Information Science Library is located in Coates Hall, and the Design Resource Center is located in the Design Building.

The open-shelf arrangement of the main collection in Middleton Library makes material completely accessible; assistance is offered through Reference Services and the periodical desk on the first floor. Information regarding library services, such as the computerized literature search service and bibliographic instruction, may be obtained from the Reference Desk.

A number of electronic data bases can be accessed through LOLA and a Local Area Network in Middleton Library. Additional data bases are on stand alone workstations. Terminals are also available through which other information sources can be accessed via the Internet.

Other features of Middleton Library are listening rooms with an extensive collection of recordings and a microforms area. Self-service photocopying machines are available at a nominal cost. When material not found in the Libraries is needed for research, faculty, staff, and students may borrow it through interlibrary borrowing.

LSU Libraries' U.S. Depository Library collection, the United Nations documents collection, the U.S. Patent Depository Library collection, and the Nuclear Regulatory Commission Public Documents Reading Room collection are housed in Middleton Library. The Library has been a depository for publications of the federal government since 1907 and now has a substantial portion of the U.S. documents

issued before and after that time. In 1964, the Library became a Regional Depository Library. The holdings of United Nations publications date from the establishment of the United Nations in 1947. In 1981, the Library was designated an official depository for U.S. Patents. The patent collection includes all patents issued from 1871 to the present. The department also has an extensive collection of scientific and technical reports from the U.S. Department of Energy, the National Aeronautics and Space Administration, and the National Technical Information Service.

The *Troy H. Middleton Collection of Memorabilia*, located in the basement of Middleton Library, includes items depicting Middleton's life from boyhood through his retirement in 1962 as president of LSU. A book collection on military history and strategy is also contained within this special room.

The LSU Libraries' *Special Collections* in Hill Memorial Library provide a center for research in the humanities, social science, and fine arts. It houses, preserves, and services rare and/or expensive materials, materials requiring special handling or protection, and materials dealing with specific subject areas.

The primary strength of Special Collections resides in *The Louisiana and Lower Mississippi Valley Collections*, an outstanding research and reference collection that consists of materials documenting the history and culture of the region. An integrated collection, it comprises books, journals, maps, prints, photographs, manuscripts, video and audiotapes, microforms and electronic media. It provides rare and early imprints pertaining to the exploration and colonization of the region, books on Louisiana subjects by Louisiana authors, Louisiana state and municipal documents, and a vertical file on numerous Louisiana topics.

The Louisiana and Lower Mississippi Valley Collections also contains the extensive and prestigious manuscript collections of the LSU Libraries, which include the personal and private papers of important individuals in the history of the region, including the Long family, as well as extensive records of business, professions, and organizations; and extensive photographic collections. *The Louisiana and Lower Mississippi Valley Collections* constitute an important resource for research in political and social history, cultural geography, agriculture, education, American French literature, speech, sociology, music, and other fields in the humanities and social services.

The University Archives, administered as part of Special Collections and housed in Hill Memorial Library, preserves the official records of the University.

The Rare Book Collection consists of materials that are generally rare, expensive, or otherwise in need of special handling or protection. Special strengths of this eclectic collection include 18th-century English literature and history, book arts and the history of the book, including the Bruce Rogers Collection, and books on the subjects of New World exploration and travel.

The *E. A. McIlhenny Natural History Collection* was donated to the LSU Libraries in 1971, in memory of Edward Avery McIlhenny, whose private library forms the core of the collection. Rich in ornithological and botanical art, it is an exceptional re-

source for researchers in the history of those fields. Treasure in this collection include the Audubon double-elephant folio *Birds of America*, Banks' *Florilegium*, and the "Native Flora of Louisiana" collection of original watercolor drawings by internationally renowned botanical artist Margaret Stones.

Other subject collections include: the *Judge Warren L. Jones Lincoln Collection*, focusing on the life and times of Abraham Lincoln; the *Oliver P. Carriere Collection of Poker and Hoyle*; the *Gladney Chess Collection*; and the *Rendell Rhoades Crawfish Collection*, covering four centuries of literature on the taxonomy and culture of the crawfish.

Hill Memorial Library also houses the LSU Libraries Image Resource Unit and Electronic Imaging Lab. For more than 40 years the unit has preserved most of the newspapers published in the state. The unit is also responsible for carrying out the preservation of the extensive photographic collections of the *Louisiana and Lower Mississippi Valley Collections*, and for the general conservation work in all areas of Special Collections. In addition, the unit produces photocopies, photographs, and microfilm of materials to serve the needs of researchers and other institutions.

TEACHING AND RESEARCH AWARDS

Several awards are given each year to faculty and graduate teaching assistants for excellence in instruction and research. Among these are:

- LSU Distinguished Faculty Awards
- H. M. "Hub" Cotton Award for Faculty Excellence
- LSU Foundation Distinguished Faculty Teaching Award
- Amoco Award for Outstanding Undergraduate Teaching
- National Honor Society of Phi Kappa Phi Awards for Nontenured Faculty in the Natural and Physical Sciences; the Humanities and Social Sciences; and the Creative and Performing Arts
- Tiger Athletic Foundation Teaching Awards
- George H. Deer Distinguished Teacher Award
- Distinguished Research Master Awards

In addition, individual colleges/schools have teaching and/or research awards.

RESEARCH

RESEARCH PROPOSALS

Research is one of the primary obligations of the University and its faculty, but only a portion of the scholarly activities expected of the faculty can be regularly supported from the general fund of the University. The University strongly encourages applications, proposals, and requests for outside support for research and special projects.

Assistance in matters pertaining to proposals—including general University research policy, Federal agency requirements, sources of funds, and technology transfer—may be obtained from the *Office of Sponsored Research*. The booklet, *LSU Policies and Procedures for Sponsored Research*, and PS-32, *Procedures for Submission of Applications for Sponsored Projects*, are both issued

by the Office of Research. These documents describe the procedures that must be followed with all applications for contract and grant support and should be studied before proposals are prepared in order to minimize revisions and delays. No proposal will be considered official or in any way binding on the University until it is signed by a person authorized to sign on behalf of the University.

In addition, the Office of Sponsored Research maintains an online "Faculty Research Interests" database and information on research funding opportunities.

Also see discussions in this *Handbook* under "Council on Research" and "LSU Foundation."

PATENTS AND COPYRIGHTS

University employees can derive income through royalty sharing, have partial or full interest in a side business, and even bid on or enter into a contract with LSU, if appropriate procedures are followed and approvals obtained.

Through patents and copyrights, the *Office of Technology Transfer (OTT)* protects the intellectual property (new ideas, inventions, and discoveries) of LSU employees. Further, OTT will solicit commercial interest and negotiate licenses with business and industry to transfer LSU intellectual property to the commercial sector.

Generally, LSU owns all patents and copyrights, although authors may retain ownership of copyrights of books, articles, and the like. See Chapter VII of the *Bylaws and Regulations of the Board of Supervisors*.

Royalty income derived from licensing activities is shared with the inventor and certain parts of the University. LSU's current policy provides one of the most progressive incentive plans in the nation, whereby the inventor generally receives 40 percent of the distributable royalties.

Additional information is available in the booklet *Policies and Procedures Governing Intellectual Property*, available in departments and from the Office of Research. Information can also be obtained from the Office of Technology Transfer and PS-68, *University Intellectual Property Rights in Sponsored Research Projects*.

USE OF HUMANS AND ANIMALS IN RESEARCH

Faculty intending to conduct research using humans or animals should first contact the Office of Research (388-5833).

LSU maintains current assurance documents with the Department of Health and Human Services (HHS) for the use of humans and animals as research subjects. Compliance with HHS regulations requires the establishment of an Institutional Review Board (IRB) and an Institutional Animal Care and Use Committee (IACUC) to develop, disseminate, and review all policies pertaining to research on humans and animals. The IRB and IACUC responsibilities on this campus are assigned to separate committees.

Faculty members are strongly encouraged to submit copies of teaching and research proposals to the Office of Research for approval prior to seeking funding and/or implementation. Failure to follow this

procedure will place the University in a posture of noncompliance with HHS regulations and could result in the immediate termination of the project in question. Of even greater importance, noncompliance with HHS regulations could render the University ineligible for extramural funding.

Copies of relevant federal regulations and guidelines are available in the Office of Sponsored Research.

RADIOACTIVE MATERIALS • RADIATION SOURCES • LASERS

Radioactive materials, radiation sources, and lasers used for research and instruction by University personnel require compliance with federal and state regulations and with conditions of the radioactive materials license issued to LSU by the Louisiana Radiation Protection Division.

A comprehensive radiation safety program has been established by the University to assure compliance and to assist users in meeting standards of good practice. The Radiation Safety Committee supervises the radiation safety program; the *Radiation Safety Office* carries out the policies and directives of the committee and is responsible for the day-to-day operation of the program.

Approval by the Radiation Safety Committee is required for:

- proposals involving use of radioactive materials or radiation sources prior to transmittal of the proposal to an outside funding agency;
- individual user projects, including nonsponsored research and teaching, as well as contract and grant proposals;
- radiation and radioisotope facilities in new and renovated buildings at the architectural stage;
- ordering and installing x-ray and other machines that produce ionizing radiation, as well as lasers;
- research projects that utilize x-ray or other ionizing radiation; and
- research projects that utilize lasers.

The committee is also responsible for evaluating incompetent or willful disregard for radiation safety and for preparing recommendations to assure compliance with regulations and policies.

Radioactive waste and unwanted portions of radioactive materials are collected by the Radiation Safety Office for permanent disposal. Individual users are limited to disposal methods approved by the Radiation Safety Committee.

Details of University policies and state and federal regulations concerning use of radioactive materials, radiation sources, lasers, details of necessary forms, license conditions, and general radiation safety assistance are available from the Radiation Safety Office (388-2747). Radiation safety emergencies occurring during regular working hours should be reported directly to the Radiation Safety Office; those occurring during nonworking hours should be reported to the LSU Police Department.

OCCUPATIONAL AND ENVIRONMENTAL SAFETY

As mandated by PS-19, *University Occupational and Environmental Safety Policy*, the Office of Occupational and Environmental Safety (OES) is the principal coordinator of all University safety requirements, reference materials, safety training, hazardous waste disposal, and occupational health exposure evaluations, except radiation safety.

Responsibilities and services provided are detailed in the *University Safety Manual*, copies of which can be obtained from OES. Other information such as specific state and federal regulations concerning occupational health and safety, the environment, or any general safety assistance is also available from OES.

All emergencies or accidents involving injuries should be reported to OES at 388-5640. Those emergencies occurring after hours should be reported to LSU Police at 388-3231. OES also serves as the Emergency Response Team for environmental emergencies such as chemical spills. All concerns about student and employee safety should be reported to OES at 388-5640.

HAZARDOUS WASTE MANAGEMENT

As mandated by the LSU System and the State of Louisiana, the Office of Occupational and Environmental Safety (OES) has established a Hazardous Waste-solid Management Plan. This plan ensures that all generators of waste on the campus will observe state and federal regulations concerning the handling, storage, transportation, and disposal of hazardous materials. OES maintains a storage facility and coordinates all activities involving the collection, storage, and disposal of hazardous waste.

All faculty who generate hazardous waste are ultimately responsible for the proper handling and disposal of the waste. Research grants should include funding for disposal of waste generated as a result of research.

SOLID WASTE MANAGEMENT

Uniform policies and procedures for the safe management of human body waste as a means of protection against the AIDS virus are described in PS-65, *Safe Management of Human Body Fluids and Waste*.

SCIENTIFIC MISCONDUCT

The primary responsibility for detecting, investigating, and resolving allegations of alleged scientific misconduct rests with the University, which must promptly initiate an inquiry into any suspected misconduct brought to its attention. Policies and procedures for reviewing reports of alleged scientific misconduct in research conducted at the University are found in PS-69, *LSU A&M College Policy for Dealing with Alleged Misconduct in Research*. For additional information, contact the Office of Research.

PERSONNEL POLICIES • PROCEDURES • BENEFITS

PERSONNEL POLICIES

EQUAL OPPORTUNITY

LSU firmly supports the national policy of Affirmative Action/Equal Employment Opportunity, as outlined in the University's *Affirmative Action Plan*. The University's policy of equal opportunity is administered without regard to race, color, religion, sex, age, national origin, physical or mental disability, marital status, or veteran's status.

This policy also prohibits sexual and other forms of harassment, in accordance with federal and state laws and regulations.

The University fully embraces equality of opportunity by affirming that it will take affirmative action to ensure that all applicants receive fair consideration for employment and that employees are treated fairly in all employment practices, including recruitment, promotion, selection for training, upgrading, transfer, rates of pay or other forms of compensation, tenure, demotion, layoff, and termination.

The Office for Equal Opportunity Programs is responsible for continuing development, implementation, and monitoring of the *Affirmative Action Plan*, and for implementing auditing and reporting systems that:

- measure the effectiveness of the University's *Affirmation Action Plan*;
- provide indications of need for remedial action; and
- determine the degree to which University goals and objectives are being attained.

Anyone having questions regarding the University's Affirmation Action/Equal Opportunity Policy should contact the Office for Equal Opportunity Programs, 318 Thomas Boyd Hall, 388-6595.

AMERICANS WITH DISABILITIES ACT OF 1990

The *Americans with Disabilities Act (ADA)* prohibits discrimination in all employment practices, public accommodations, transportation, and telecommunications. LSU's policy governing disability issues is outlined in PS-26. Employees requiring an accommodation to perform their essential duties should make a request through the department to the Office of Human Resource Management. Normally, such requests must be accompanied by medical documentation regarding the disability.

All grievances related to the ADA, including faculty grievances, will be heard under PS-80, *Grievance Procedures for Unclassified, Other Academic, and Classified Employees*. Faculty who believe they have been discriminated against may contact Traci Bryant in the Office of Disability Services (388-4307); the Office of Equal Opportunity Programs (388-6595); or Joan Thompson in the Office of Human Resource Management (388-8391).

LOYALTY OATH

By act of the 1950 Legislature, all employees of the University are required to sign a loyalty oath. The oath is included on the employee information sheet. Forms are available in the Office of Human Resource Management, 235 Thomas Boyd Hall.

POLICY ON SEXUAL HARASSMENT

Consistent with Title VII and Title IX of the *Civil Rights Act of 1964*, the University reaffirms and emphasizes its commitment to provide a professional working and learning environment that is fair and responsible; that supports, nurtures, and rewards educational and employment growth on the basis of relevant factors, such as ability and performance; and that is free of discriminatory, inappropriate, and disrespectful conduct or communication.

LSU has a responsibility to protect all members of the University community from sexual harassment and to provide the means to remedy such harassment when it occurs.

Individuals (including students) who believe they are being or have been harassed by an employee may report the behavior to any administrator responsible for the unit or directly to the Office of Human Resource Management. Any administrator receiving a report of possible harassment is required to report the complaint to the Office of Human Resource Management, in compliance with PS-73, *Sexual Harassment*.

When a member of the faculty or academic staff is charged with sexual harassment, the Executive Vice-Chancellor and Provost will be immediately notified and have the responsibility for overseeing the investigation. The Executive Vice-Chancellor and Provost has final responsibility for resolution and disciplinary actions involving members of the faculty or academic staff.

For additional information about sexual harassment and procedures for filing complaints, refer to PS-73 or contact the Office of Human Resource Management, 388-8434.

For information about sexual harassment of students by other students, refer to PS-95, *Sexual Harassment of Students*, or contact the Dean of Students.

DRUG-FREE WORKPLACE ACT OF 1988

LSU is committed to providing a drug-free workplace and to making its employees aware of the dangers of alcohol and drug abuse. In accordance with the Drug-Free Workplace Act of 1988, and other federal and state laws and regulations, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited.

The term *workplace* includes any location on University property, in addition to any location where University business is being conducted. Any employee who violates this policy will be subject to University disciplinary action up to and including termination of employment, in addition to any sanctions assessed through criminal procedures (see PS-67, *Illegal Use of Drugs and Alcohol Misuse*).

NEPOTISM

It is the policy of LSU to recruit and employ the best-qualified individuals, solely on the basis of merit. In accordance with this policy, a member of the immediate family of a University employee will not be excluded from employment by the University. However, it is contrary to University policy and state law for immediate family members to be placed in a supervisor-employee relationship in any form of employment, including gratis (uncompensated) or student employment. (See PS-25, *Campus Policy on Nepotism*.)

On July 18, 1997, the LSU Board of Supervisors approved a resolution amending *Part II, Section 2-13* of the *Bylaws and Regulations of the Board of Supervisors* by repealing the existing policy on nepotism and replacing it with the following new policy that conforms to the *Louisiana Code of Governmental Ethics*.

Section 2-13. Nepotism

- (a) No member of the immediate family of an agency head shall be employed by that agency. "Immediate family" as the term relates to a public employee means children, the spouses of the children, brothers, sisters, parents, spouse, and the parents of the spouse. "Agency" means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. "Agency head" means the chief executive or administrative officer of any agency as defined above or any member of a board or commission who exercises supervision over the agency.
- (b) The provisions of this policy shall not prohibit the continued employment of any public employee, nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of the public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.
- (c) Any person serving as an LSU System employee on April 1, 1980, whose employment otherwise would have been in violation of this policy, may continue in such employment and the provisions of this section shall not be construed to hinder, alter, or in any way affect normal promotional advancement in public employment for such employees.
- (d) This policy shall apply to all forms of employment: regular full-time employment, regular part-time employment, temporary full-time employment, temporary part-time employment, etc., and will apply to all employees, including student workers.

- (e) Exceptions to the restrictions outlined in this policy are not permitted. However, employees of an agency who marry may continue to work in that agency even though one of the employees is the agency head, providing that the supervising spouse avoids participating in transactions in which the subordinate spouse has a substantial economic interest.
- (f) Individual campuses may adopt more restrictive provisions to this policy provided that those provisions are approved by the President of the LSU System.

Questions about the University's nepotism policy should be directed to the Office of Human Resource Management.

ACCESS TO PERSONNEL RECORDS

Faculty members may examine their own personnel records upon written request and within a reasonable period of time not to exceed three working days, from receipt of the request, during which time the custodian of the record or a designated deputy will screen the file for confidential material. Requests for such examination should be submitted to the Office of Human Resource Management, 235 Thomas Boyd Hall (see PS-40, *Confidentiality of Personnel Records of University Employees*).

LEAVE

ANNUAL LEAVE

Annual leave is leave with pay granted employees for the purpose of rehabilitation, restoration, maintenance of work efficiency, or transaction of personal affairs. Annual leave may be used for any personal purpose at any time after it is earned, contingent on departmental approval. Faculty appointed on an academic-year (nine month) basis do not accrue annual leave. Faculty on 12-month appointments do not accrue annual leave while on sabbatical leave or on leave to obtain an advanced degree. The term of the leave may not extend beyond the period for which support is committed to the position or contract.

Employees on a fiscal-year basis who are to be transferred to an academic-year basis should be permitted, where feasible, to take any accumulated annual leave prior to the effective date of such change in status. Any annual leave not taken by the effective date of such change in status is to be retained to the credit of the employee for future use if the employee changes back to a fiscal-year appointment, or for payment and/or service credit upon separation or retirement, in accordance with applicable policies.

Regular members of the academic staff on fiscal-year appointment may elect to accumulate annual leave in accordance with one of the following schedules.

ACCRUAL OF ANNUAL LEAVE—SCHEDULE I¹	
Fifteen or more years of service	Two working days per month (16 hours)
Ten but less than fifteen years of service	One and three-fourths working days per month (14 hours)
Five but less than ten years of service	One and one-half working days per month (12 hours)
Three but less than five years of service	One and one-fourth working days per month (10 hours)
Less than three years of service	One working day per month (8 hours)
ACCRUAL OF ANNUAL LEAVE—SCHEDULE II	
Fifteen or more years of service	Two working days per month (16 hours) with no limit on total accumulation
Ten but less than fifteen years of service	One and three-fourths working days per month (14 hours) with no limit on total accumulation
Less than ten years of service	One and three-fourths working days per month (14 hours) with total accumulation limited to 22 working days

ACCRUAL of SICK LEAVE	
Fifteen or more years of service	Two working days per month (16 hours)
Ten but less than 15 years of service	One and three-fourths working days per month (14 hours)
Five but less than ten years of service	One and one-half working days per month (12 hours)
Three but less than five years of service	One and one-fourth working days per month (ten hours)
Less than three years of service	One working day per month (8 hours)

¹ No limitation on total accumulation.

SICK LEAVE

Sick leave is leave with pay granted employees who are suffering with disabilities as a result of accident, illness, or childbearing that prevents them from performing their usual duties and responsibilities or employees who require medical, dental, or optical consultation or treatment.

Sick leave may be used any time after it is earned. It may not be used for the purpose of child rearing. Sick leave is not accrued while an employee is on sabbatical leave or on leave to obtain an advanced degree. The term of the leave may not extend beyond the period for which support is committed to the position or contract.

Academic employees are required to provide a doctor's certificate for periods of absence exceeding five consecutive working days. Certificates may be required for shorter time periods when justified. Faculty members accrue leave according to the following schedule, with no limitation on total accumulation.

Accrual rates are based on full-time service. Part-time academic employees accrue leave in proportion to their percent of effort. See Chapter III, Section 3-3, of the *Bylaws and Regulations of the Board of Supervisors* and PS-12.

CIVIL • EMERGENCY • SPECIAL LEAVE

Faculty members will be granted *leave with pay* for the following reasons. (Documentation may be required upon request.)

- For the performance of jury duty.
- If subpoenaed to appear as a witness before a court, public body, or commission (a request for such appearance from appropriate authority may be honored without issuance of subpoena), provided that, for these purposes, a plaintiff or defendant shall not be considered a witness.
- To take any examination pertinent to employment at the University. Scheduling of such examinations is subject to departmental approval.
- If performing emergency civil duties in connection with national defense or other civil emergencies.
- If, as a member of the National Guard, ordered to active duty because of a specified emergency situation that threatens peace and property.
- If reporting for a preinduction physical exam for possible entry into the U.S. military forces.
- For voting, provided not more than two hours of leave shall be allowed for voting within a 30-mile radius or within the parish where employed. Up to four hours of leave with pay may be granted to vote within a 31-60 mile radius of the campus, and not more than one day to vote 61 or more miles from the campus (PS-12).

See Chapter III, Section 3-4, of the *Bylaws and Regulations of the Board of Supervisors*; PM-20, *Leave Policies for Academic and Unclassified Employees and Classified Personnel*; and PS-12.

Leave with pay may also be granted to a faculty member by his or her department chair if the Chancellor determines that, because of local conditions, it would be impossible or impractical to report to work (PS-18, *Emergency Response Plan*). Additionally, a maximum of two days of *leave with pay* may be

granted to attend the funeral of a relative within the fourth degree of relationship by blood or affinity.

LEAVE WITHOUT PAY

Leave without pay must be requested in writing in advance and may be granted for personal reasons. The duration of this leave may not extend beyond the period of present appointment.

During such leave, sick leave or annual leave is not accumulated. While on leave without pay, membership in the University group insurance programs (except for AD&D and Sun Life, Ltd.) may be continued, but the faculty member is responsible for both the employee and employer contributions with the exception of leave approved in accordance with the *Family and Medical Leave Act* (see section describing the FMLA).

Service before and after leave without pay is credited in the same manner as if the service had been continuous. When leave without pay is granted, the department must hire only a temporary replacement for the position.

A request for leave without pay will be considered on its merit by the appropriate department. Factors considered will be business necessity and impairment to public service. Reasons for granting leave without pay may include, but not be limited to:

- extended illness (after sick and annual leave are exhausted);
- the need to provide care for a family member;
- education that will directly increase job effectiveness; and/or
- adoption of a child.

In special situations, leave without pay may also be granted for temporary employment outside the University when it is in the interest of public service and/or will be beneficial to the University.

Holiday payment will not be made for any holiday(s) that intervenes while a faculty member is on leave-without-pay status.

Leave without pay may be granted for a period of one year or more for an academic employee, subject to approval of the Board of Supervisors. Refer to PS-12 or contact the Office of Human Resource Management for information.

LSU will maintain the employer contributions for medical insurance for an employee who has been approved for leave without pay under the Family and Medical Leave Act. Questions pertaining to such coverage should be referred to the Office of Human Resource Management, 388-8200.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The *Family and Medical Leave Act (FMLA)* provides for an eligible employee to take up to 12 work weeks of leave for any one or more of the following:

- Birth of a son or daughter and to provide care for the child.
- Placement of a son or daughter for adoption or foster care.
- Care for a spouse, son, daughter, or parent who has a serious health condition.

- Inability to perform the functions of the employee's position because of his or her own serious health condition.
FMLA leave may be paid annual leave or sick leave, as appropriate, or leave without pay (see PS-12). Normally, entitlement must be verified by Human Resource Management prior to the beginning of any FMLA period of leave. Questions pertaining to eligibility for this type of leave should be referred to the Office of Human Resource Management, 304 Thomas Boyd Hall, 388-8200.

MATERNITY LEAVE

(See *Sick Leave and Family and Medical Leave Act of 1993*.)

MILITARY LEAVE

A faculty member who is ordered to duty for training with troops, at field exercises, or for instruction with any branch of the Armed Forces (including the National Guard) for a period not to exceed 15 working days in any one calendar year, is entitled to *leave of absence* without loss of pay, service, annual leave, or efficiency rating, and when relieved from duty, shall be restored to the position held when ordered to duty. Any portion of military leave that is taken in excess of 15 working days during any calendar year is to be taken as annual leave or leave without pay. See also Chapter III, Section 3-5, of the *Bylaws and Regulations of the Board of Supervisors* and PS-12.

TERMINAL LEAVE PAYMENT

Upon termination of service with LSU, a faculty member will be paid the value of accrued annual leave in a lump sum, disregarding any final fraction of an hour. Such payment, however, cannot exceed the value of 300 hours.

Upon death in service or retirement from active duty only, eligible academic employees are paid the value of accrued sick leave not to exceed 200 hours.

COMPENSATION

PAY SCHEDULE

Faculty members on academic-year (nine month) appointment are normally paid on the 21st of each month, or the last working day prior to the 21st if that date falls on a weekend or holiday. Faculty members may elect to request that the Office of Accounting Services spread their net pay over a 12-month period. In that event, they—like fiscal-year appointees—are paid on the last working day of each month.

Upon request, the Office of Accounting Services will deposit pay checks electronically with the employee's bank in Louisiana. The portion of the check showing deductions, net pay, and leave balances will be sent to the employee's department. If the direct-deposit option is not chosen, the pay check will be sent to the employee's department.

Additionally, Accounting Services will also deduct (in addition to regular insurance, retirement, and

tax deductions) tax-sheltered annuity payments; Credit Union checking, savings, or loan payments; Faculty Club, Inc., dues; Faculty Athletic Club and/or Student Recreational Sports Complex membership fees; parking fees; United Way donations; U.S. Savings Bond purchases; season athletic ticket purchases; an employee's deferred tuition and/or dependent's deferred tuition; LSU Laboratory School tuition; and contributions to the LSU Alumni Association, LSU Foundation, and various other campus organizations.

For those faculty members on academic-year appointments, the payment period for any semester begins on the first date designated for orientation and/or registration by the System Committee on Academic Calendars.

ADDITIONAL COMPENSATION THROUGH THE UNIVERSITY

Occasionally, faculty members are asked to assume responsibility for additional duties relatively unrelated to, or independent of, their normal work. When such assignments are clearly not a part of the faculty member's normal assignment, additional compensation may be permitted. Such additional compensation must be justified on an individual basis and approved prior to the beginning of the assignment. It is the faculty member's responsibility to monitor the allowable compensation and not to exceed the limit.

Total compensation from all LSU sources between July 1 and June 30, inclusive, may not exceed the employee's regular fiscal-year salary times 1.30.

Academic-year employees using this computation should first multiply their regular academic-year salaries by 1.2222 to obtain a *fiscal-year* salary equivalent, then multiply this base by 1.30.

These limitations apply to all income covered by any check issued by LSU for any compensation purpose. Additional compensation through the University is covered in detail in PS-43.

LOUISIANA DEFERRED COMPENSATION PLAN

LSU faculty members have the opportunity to reduce current federal and state income taxes by voluntary participation in the State of Louisiana Deferred Compensation Plan. The portion of salary that is set aside will be used to purchase designated investments (life insurance, fixed annuity, variable annuity, mutual funds, and/or savings account) according to the individual's selection(s). Earnings on these investments are also free from current taxation. The Office of Human Resource Management, can furnish details concerning this plan.

Louisiana Deferred Compensation is also offered to temporary or part-time employees who are not eligible for membership in the regular retirement plan (TRSL) as an alternative to paying social security.

GIFTS AND FAVORS

Under Section 1115 of the *State Code of Ethics*, no University employee may accept anything of economic value as a gift or favor from any person who does or seeks to do business with the University, whose activities are regulated by the University, or whose interests may be affected by the employee's performance or nonperformance of duty.

EMPLOYEE BENEFITS

Frequent changes are made in personnel benefits. Contact the Office of Human Resource Management for the current provisions, as well as for more detailed information about coverage.

LOUISIANA STATE EMPLOYEES' GROUP BENEFITS PROGRAM

The State of Louisiana Employees' Group Benefits Program includes hospitalization, life, dependent life, and catastrophic illness insurance. New employees are offered the group insurance coverage during the first 30 days of employment. If a faculty member elects not to participate in the coverage during that 30 days, his or her enrollment at a later time is subject to approval by the insurance company.

General Provisions

- *Eligibility*—75 percent (30 hours per week), appointed for one semester or more than 120 days.
- *Effective Date*—First day of the month following one full month of employment (i.e., employment date, July 1—insurance effective, August 1; employment date, July 2—insurance effective, September 1).
- *Cost-Sharing*—The state (LSU) pays a portion of each employee's insurance premiums; the employee is responsible for the remainder of the premiums for medical/HMO and State Group Life Insurance. The employee pays 100 percent of the premium for dependent life and catastrophic illness insurance.

Faculty members who are on leave without pay may continue their medical and life insurance for a period not to exceed one calendar year, but they must pay both the employee and employer premiums. If a faculty member does not return to active employment within the year, his or her medical coverage and life insurance will automatically be canceled. A faculty member may continue the medical coverage for an additional 18 months under the COBRA Law by paying 102 percent of the total premium. In order to choose this option, the Office of Human Resource Management must be notified within 30 days of the qualifying event.

MEDICAL INSURANCE

State Group Plan

- *State Employee Group Benefits Hospital and Medical Insurance (Comprehensive Major Medical Plan/Indemnity Plan)*—Coverage and de-

ductibles vary with type of treatment received. Brochures providing details are available in the Office of Human Resource Management.

- *Health Maintenance Organizations (HMOs)* are managed health plans that provide an alternative to traditional medical insurance coverage. The employee must reside in the HMO zip code service area in order to be eligible for the HMO. Brochures describing coverage and restrictions are available from the Office of Human Resource Management.
- *Catastrophic Illness Insurance (CIE)*—This benefit may be added to cover 12 catastrophic diseases.

State Employees Group Benefits Program Life Insurance and Dependent Life Insurance

- *Employee Life Insurance*—Provides an eligible employee the choice of one of two plans: 1) a \$5,000 plan or 2) a plan that insures the employee for 1.5 times the annual income, with a maximum allowable coverage of \$40,000.
- *Dependent Life Insurance*—If a faculty member enrolls in group life, he or she may choose dependent life for his or her spouse and dependent children. Coverage amounts for dependents vary based on the employee's level of coverage.

Continental Casualty Company

The University offers a voluntary insurance plan through Continental Casualty Company that provides full (24 hours per day, 365 days per year) coverage against covered accidents, death, and dismemberment (AD&D). This plan includes accidents whether on or off the job (except as noted by "Exclusions"). The benefits provided under this plan are payable in addition to any other insurance that may be in effect at the time of the accident.

Any regular employee (employed at least 25 percent for one semester, or more than 180 days) is eligible for this plan. An employee's spouse and unmarried dependent children, ages 14 days through 18 years, inclusive (22 years if a full-time student), are also eligible. If both husband and wife are LSU employees, only one may enroll for family coverage. Coverage is effective the first day of the month following date of employment.

Sun Life of Canada

As a regular employee, employed at least 75 percent or more (for one semester, or more than 180 days), faculty members are eligible to join a voluntary long-term total disability income insurance program offered by Sun Life of Canada that will supplement other benefits up to two-thirds of salary at the time of the disability if the employee becomes disabled because of an accident or illness. Coverage is effective the first day of the month following the effective date of employment. Current employees may apply for this coverage by providing evidence of insurability.

Other Insurance Programs

- *American United Life Insurance Company*—Term life insurance is available by payroll deduction for persons employed at least 75 percent or more. Dependent life insurance is also available through this plan.
- *American Heritage Life Insurance*—Universal life insurance is available by payroll deduction for persons employed at least 75 percent or more.
- *New York Life Insurance*—Whole life insurance is available by payroll deduction for persons employed at least 75 percent or more.
- *Provident Life Insurance*—This post-retirement life insurance plan is available by payroll deduction for persons employed at least 75 percent or more. The premium for this plan is eligible for the Flexible Benefits Plan tax exemption since it does not become a life insurance plan until retirement.
- *Vision Service Plan*—This plan, which pays for one eye examination, one pair of lenses, and one frame each 12 months for each plan member, is offered by payroll deduction for persons employed at least 75 percent or more. The plan is eligible for inclusion in the Flexible Benefits Plan.
- *Paid Dental Program*—This dental care program is available on a payroll deduction basis. The employee is responsible for the total premium on the plan. Premiums from this plan are eligible for inclusion in the Flexible Benefits Plan.

Additional information about various insurance programs is available from the Office of Human Resource Management.

Flexible Benefits Plan

Premiums-Only Plan—Section 125 of the *Internal Revenue Code* established the opportunity for employees to pay for their life, health/HMO, dental, post-retirement life, vision, and catastrophic illness insurance premiums on a pre-tax basis. If this plan is elected, an employee will pay less federal tax, less state tax, less FICA medicare tax, and show less "wages, tips, and other compensation" on the W-2 form. This plan is commonly referred to as the premiums-only plan. For more details, contact the Office of Human Resource Management.

Flexible Spending Accounts—The Flexible Benefits Plan also provides for employees to have certain out of pocket expenses deducted on a pre-tax basis. There are two types of plans: Flexible Spending Account for Dependent Care (Day Care) and Flexible Spending Account for Medical Expenses. Employees may participate in either or both Flexible Spending Accounts. Eligibility for the plan is the same as eligibility for all medical insurance.

Open Enrollment

April is designated each year as "Open Enrollment" month. During this month an employee may switch carriers or medical insurance, enroll in or drop from the Flexible Benefits Plan, enroll in or drop from the dental or vision plan, or electively drop dependents carried under the medical, dental, or vision plans. The effective date of such changes made during Open Enrollment is July 1.

Personal Property Insurance

The University does not insure privately owned property even though it is in University-owned buildings or housing.

Worker's Compensation Program

University employees (including student workers) are covered by the Louisiana Worker's Compensation Law. This law is designed to protect employees from loss of income due to injuries occurring on the job. Every person performing services arising out of and incidental to his or her employment is covered by this program. The Office of Public Safety and Risk Management, Public Safety Building, South Stadium Road, can furnish details concerning this program.

Employee Assistance Program

The Employee Assistance Program provides for the rehabilitation of University employees with medical/behavioral problems that result in their not being able to meet acceptable work standards for their positions. Such problems include alcohol and drug abuse, marital and family problems, and financial problems. The program does not offer on-campus treatment for these problems, but it does provide diagnosis, counseling, and assistance in obtaining off-campus sources of treatment and rehabilitation. An employee may become involved in the program on a voluntary basis or upon referral by supervisory personnel.

Employee assistance services are confidential. No information about an employee's participation or problems will be divulged to any person or agency without written authorization signed by the employee. Furthermore, this information is not recorded in personnel files and does not serve as a negative factor in personnel decisions.

To receive information regarding a referral, contact the Employee Assistance Program, 388-4306.

RETIREMENT

Eligible persons whose employment with the University began on or after January 1, 1979, must, as a condition of employment, become members of either the Teachers' Retirement System of Louisiana (TRSL) or the Louisiana State Employees' Retirement System (LASERS). (Certain persons employed by the Cooperative Extension Service are required to be members of the U. S. Civil Service Retirement System.)

Academic and administrative employees who are eligible for membership in a defined benefit plan may enroll in the Teachers' Retirement System of Louisiana, the defined benefit plan; or the optional retirement plan (ORP), a defined contribution plan. These plans provide retirement and death benefits to the participants.

Eligibility for retirement is provided under the applicable retirement system.

For information on University policy concerning retirement, see PM-61, *Processing of Retirement Forms; Re-Employment of University Retirees*, and PS-55, *Rights and Privileges of Retired Faculty and Staff Members*. Specific information about each

retirement system also is available from the Office of Human Resource Management.

Teachers' Retirement System of Louisiana—A Defined Benefit Plan

The Teachers' Retirement System (TRSL) is a defined benefit plan wherein LSU and the employee make contributions into a pool of funds from which the employee receives a retirement income based on a benefit formula. The amount of benefit is determined by the years of service and the average salary for the 36 highest successive months of employment. The TRSL has provisions for disability and survivor benefits. A brochure describing the plan in detail is available from the Human Resource Management office.

Teachers' Retirement System's Deferred Retirement Option Plan

Teachers' Retirement System's Deferred Retirement Option Plan (DROP) is an optional program in which a member of the Teachers' Retirement System (TRSL) chooses to freeze his/her regular monthly retirement benefit and to have this benefit deposited each month in a special account at TRSL while he/she continues to work and draw a salary from LSU. To qualify for participation in the DROP program, a member must be (1) any age with 30 years of service credit, (2) at least age 55 with 25 years of service credit, or (3) at least 65 with 20 years of service credit. Brochures describing this option are available from the Office of Human Resource Management, 304 Thomas Boyd Hall.

Optional Retirement Plan—A Defined Contribution Plan

In accordance with Act 90 of 1989, the Teachers' Retirement System of Louisiana administers and maintains an Optional Retirement Plan (ORP) for academic and administrative employees of public institutions of higher education as an alternative to membership in TRSL. Academic and administrative/professional employees may enroll in one of three optional retirement plans: Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA-CREF), Aetna Life Insurance and Annuity Company (AETNA), or the Variable Annuity Life Insurance Company (VALIC).

This plan provides retirement and death benefits to the participants, while affording maximum portability of these benefits. The benefits will be provided by the companies selected to participate in the plan by TRSL's Board of Trustees.

Eligible employees, employed on or after July 1, 1990, must make a decision to either become a member of TRSL or participate in the ORP within 60 days following date of employment. *The decision to participate in ORP is irrevocable.*

Part-time or temporary employees who are not eligible for membership in TRSL may enroll in the ORP within 30 days of the date of employment as an alternative to paying social security.

Social Security

Academic employees of LSU enrolled in a retirement plan (TRSL or ORP), *do not* pay the social security portion of the FICA tax. However, those hired after April 1, 1986, must pay the medicare portion of the FICA tax.

Temporary or part-time employees who are not eligible for membership in TRSL must either pay social security or participate in the ORP or the deferred compensation plan. For more information, contact the Office of Human Resource Management.

Tax-Sheltered Annuities

A tax-sheltered annuities program (TSA) for employees of the University permits reduction of current federal and state income tax by setting aside a portion of the individual's salary toward the purchase of annuities/stocks. Income tax on the diverted income is postponed until benefits are withdrawn. This can result in substantial tax savings, in addition to the supplementation of retirement income. The Office of Human Resource Management can furnish details concerning this program.

Unemployment Insurance

Faculty members are covered by the Louisiana Employment Security Law. This entitles qualified employees who lose their jobs to receive unemployment compensation benefits, if the monetary requirements established by the Employment Security Law are satisfied. Faculty members on continuing academic-year appointment are not eligible for unemployment compensation benefits between the academic years. Details are available from the Office of Human Resource Management.

SEPARATION FROM THE UNIVERSITY

NONREAPPOINTMENT

A term appointment carries no assurance of reappointment, promotion, or tenure; reappointment is made solely at the initiative of the University. The decision to reappoint is based on careful evaluation of the faculty member's professional performance, the availability of better-qualified persons, current and anticipated needs of the department, the role and scope of the University, and financial circumstances. A decision not to reappoint an individual does not, in itself, carry any implications concerning the employee's work or conduct. For detailed information, see PS-36.

TERMINATION FOR CAUSE

Faculty members, whether tenured or not, may be dismissed or their appointments may be terminated prior to normal expiration for any conduct that is demonstrably prejudicial to the University.

Before termination for cause, faculty members shall be entitled to have the charges against them stated in writing and to request a hearing, according to procedures of due process, before a special committee of the faculty appointed by the Chancellor. If a

faculty member does not elect to have a hearing, the Chancellor, before taking action, may provide for a hearing before a special committee of the faculty.

See Article VIII, Sections 4 and 5, of the *Bylaws and Regulations of the Board of Supervisors* and PS-36.

OTHER UNIVERSITY SERVICES

DISCOUNTS

Faculty and staff members are allowed discounts on most items in the LSU Bookstore when purchased for themselves or their immediate families.

STUDENT HEALTH CENTER

Because the *Student Health Center* is funded by student fees, its services are intended primarily for students. Nonstudent spouses can become eligible by paying the Student Health Center fee. These services include a medical clinic with a full-service laboratory, x-ray, and pharmacy facilities; mental health services; and a Wellness Education Department that promotes health education.

Faculty, staff, visitors, and families of students may receive limited services, primarily for on-campus emergencies or work-related injuries. Information and some immunizations may be obtained for University-related foreign travel. The center may be contacted between 8 a.m. and 4:00 p.m. for information concerning these services. The center also offers comprehensive blood screening—available to faculty and staff—to assess coronary risk and other factors—including abnormalities in liver and kidney function, blood fats, and blood sugar. For cost and additional information, call 388-6271.

Services of the center are not available to families of faculty and staff members. Routine injections, such as insulin and allergy shots, are not available to faculty and staff.

PARKING • TRAFFIC • TRANSPORTATION

The University is committed to providing ample on-campus parking for all students, employees, and visitors who use an automobile as transportation to and from campus. The LSU campus is designated as a "walking" campus, with traffic restricted in some areas during the working day.

To park a vehicle on campus, faculty members must register with the *Office of Parking, Traffic, and Transportation*, Public Safety Building, South Stadium Road. Office personnel will assist faculty in selecting parking plans suitable to individual needs.

LSU and Southern University hang-tags are recognized as valid parking tags on either campus.

The *Visitor Registration and Information Center*, the central point of contact for visitors to campus, provides information, maps, and parking passes to any office or event at LSU.

Additional information can be obtained by calling 388-5000.

PUBLIC SAFETY

The University is dedicated to preserving a peaceful and safe environment for the entire LSU community. Everyone is urged to be alert to the possibility of criminal activity on campus and to report all crimes or suspicious activities to the *LSU Police Department* located in the Public Safety Building, South Stadium Road.

To file a complaint, or report a fire, accident, chemical spill, or other type of emergency anywhere on campus, call 911. The LSU Police Department will respond promptly to any location on campus and will request fire, EMS, or police support, as required.

The *Office of Occupational and Environmental Safety* is responsible for enforcing safety measures on campus. Standards for the University Safety Program are defined in PS-19, *University Occupational and Environmental Safety Policy*, which may be obtained from the office in the Public Safety Building, South Stadium Road.

CAMPUS FEDERAL CREDIT UNION

The Campus Federal Credit Union (CFCU) is available to full- and part-time LSU faculty, staff, students, alumni, and family members of these groups.

Campus Federal provides a variety of products and services designed to meet the financial needs of its members. Savings, checking accounts, money market, certificates, and Individual Retirement Accounts are available. Accounts are federally insured by the National Credit Union Administration (NCUA) up to \$100,000.

Campus Federal also offers a variety of consumer loans, including first and second mortgages, automobile loans, and signature loans. Other services include payroll deduction, direct deposit, money machines, telephone banking, telephone bill paying, and VISA and VISA Gold cards.

The Credit Union has three locations in Baton Rouge. One is in the LSU Union and one is on Nicholson Extension across from the LSU Golf Course. The lobby is open Monday and Friday from 8:30 a.m. to 5:00 p.m.; Tuesday, Wednesday, and Thursday from 8:30 a.m. to 4:00 p.m. Drive-through window hours are 7:30 a.m. to 5:00 p.m., Monday through Friday.

The third Baton Rouge location of the Credit Union is at 257 Lee Drive. Lobby hours for this location are Monday, Thursday, and Friday from 10:00 a.m. to 7:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m.

For additional information about any aspect of credit union membership or services, call 388-8841 on campus or 769-4769 at Lee Drive.

PURCHASING • TRAVEL • EXPENSE ACCOUNTS

PURCHASING SUPPLIES AND EQUIPMENT

Requisitions for all materials, supplies, equipment, and services purchased off campus are processed through the *Office of Purchasing*. Authority to commit University funds from any source (state, federal, or grant funds or student fees) is vested in this office whose responsibility is to obtain prices on all requisitioned items and issue printed purchase orders. In case of an emergency, however, the faculty member may contact the Office of Purchasing and it may be able to waive certain requirements and issue purchase orders by telephone.

Unless specifically authorized by the Office of Purchasing and appropriate administrative offices, employees may not obligate the University for any purchase. Those employees who, without prior approval, incur charges against the University will be held responsible for such charges. Similarly, employees who make purchases with personal funds without prior authority, in expectation of reimbursement from the University, will ordinarily not be reimbursed, regardless of the circumstances.

When items are available on campus from *University/Scientific Stores*, purchases are to be made from the Stores. The Stores maintain an inventory of office and janitorial supplies, furniture, laboratory equipment, some computer-related items, and general hardware (including electrical, plumbing, and refrigeration supplies). The Stores also provide a daily pickup service in the Baton Rouge area for miscellaneous nonstock or out-of-stock items that are ordered through the Stores. Scientific Stores also offers help with repairs and deliveries, maintains a cross-referenced library of scientific supply catalogs, and coordinates sales by scientific representatives. Gasoline for University vehicles is to be purchased from the University Service Station.

Personnel affiliated with the LSU Agricultural Center and the Hebert Law Center should obtain purchasing information from the business offices of those institutions.

TRAVEL • EXPENSE ACCOUNTS

Expense accounts are subject to various limitations that should be understood in advance by the employee who contemplates travel at University expense.

University travel reimbursement regulations are outlined in PM-13, *University Travel Regulations*, and are subject to periodic revision. The University will not reimburse employees above prescribed limits for lodging, meals, and certain other costs. The agency awarded the state contract for travel services must be used unless an exception has been granted in advance by the Director of Accounting Services. Contact Accounting Services for the current contractor.

Travel expense voucher forms should be completed and submitted immediately upon completion of travel. (Business Office Procedure 20-2 explains

the procedure for submission and reimbursement of the travel expenses.)

Travel expenses are to be paid by the employee using the LSU-sponsored Corporate Card, the traveler's personal credit card, or personal funds. Cash advances for University-reimbursed travel expenses may be obtained by University employees only under circumstances outlined in exceptions provided in PM-13. If a travel voucher has not been filed by the fifteenth of the month following return of the traveler, the amount of the advance may be deducted from the employee's pay check.

POLICY ON OUTSIDE SPEAKERS

In certain instances, arrangements for consultants, guest lecturers, and persons performing other similar short-term services for the University may require the payment of an honorarium in addition to reimbursement for expenses. When an honorarium is in excess of \$200 a day and/or the total payment to an individual, including travel expenses, exceeds \$750, prior approval of the Chancellor is required. Requests for approval should precede the date of the proposed visit by at least two weeks.

The *Statement of Policy on Outside Speakers* contains the regulations governing invitations to outside speakers by recognized student groups and guidelines for faculty counselors of student organizations. A copy of this statement is contained in the *LSU Handbook of Rights and Responsibilities in the Student-University Relationship*, which may be obtained from the Office of the Dean of Students.

UNIVERSITY PROGRAMS • SERVICES

PUBLICATIONS • PRINTING

LSU PRESS

The *LSU Press*, one of the oldest and largest university presses in the South and one of the outstanding scholarly publishers in the country, was established in 1935 to publish works of scholarship, regional works, and other works consistent with the general objectives of the University. Its purposes are, therefore, essentially academic.

Many of the books that the Press has published were written by faculty members, and one purpose of the Press is to encourage faculty scholarship leading to publication. However, like other university presses, it serves the entire scholarly community and publishes works by those outside LSU as well. The final decision to publish a manuscript rests with the Faculty Senate LSU Press Committee composed of eight faculty members.

Members of the faculty and staff are entitled to a 10 percent discount on all books published by the Press.

PUBLIC RELATIONS

The *Office of Public Relations* is responsible for telling LSU's story to its various publics—on and off

campus—by establishing and increasing awareness of LSU's programs, policies, opportunities, goals, and achievements. This information is provided through the mass media, publications, video, correspondence, and various other means, using the resources and talents available in News Service, Publications, Electronic Media, and Photography.

The *Electronic Media* staff writes and produces video, audio, and other electronic materials that promote the University and inform the public of LSU's activities and programs.

The *News Service* staff maintains relationships with media representatives and helps University divisions plan mass media strategy. The staff also plans, writes, and distributes news stories and feature articles to newspapers, magazines, television, and radio.

The *Publications* staff is involved in the production of more than 400 University publications annually, including *LSU Today*, the University's official weekly newspaper. A calendar of events is published in *LSU Today* at the beginning of each semester and summer term; a weekly calendar is published in each issue.

Public Relations photographers provide photographic services for the University, primarily through News Service and Publications, as deemed appropriate by the Director of Public Relations.

Although most services provided by this office are free to University departments, there are charges for prepress production, electronic media production, and some photography.

Detailed information on University policies concerning all aspects of public relations is provided in PS-10, *Internal and External Communications*.

GRAPHIC SERVICES

Graphic Services includes the University's printing facilities; Duplicating Centers in CEBA, Coates Hall, and Middleton Library; and the Offices of Copier Management and Campus Mail.

Graphic Services, located on River Road, is capable of meeting almost any printing need of the University from simple one-color leaflets to complex four-color printing of brochures, booklets, flyers, and posters. Ranked in the top 10 for university in-plant printing operations, the facility is linked through the campus mainframe computer to campus users.

Duplicating Centers (173 Coates Hall and 3137 CEBA Building) offer speedy pick-up and delivery service; the library copy center (225 Middleton Library) provides self-service copying for faculty, staff, and students. Copier Management (173 Coates Hall) is responsible for managing all office copying machines on campus, and Micrographics (173 Coates Hall) transforms documents into microfiche or 35mm film.

Campus Mail, located next to the U. S. Postal Service in the LSU Union, is responsible for twice-daily pick-up and delivery of inbound and outbound mail.

MUSEUMS • GALLERIES

MUSEUMS

The Museum of Art and the Museum of Natural Science form the LSU Museum Complex, the purposes of which are research, enrichment of various academic programs, and public service.

The *Museum of Art*, located in Memorial Tower and open to the public, contains original 17th through mid-19th century period rooms from England and America, as well as galleries for temporary exhibitions. The museum owns a comprehensive collection of the graphic works of Caroline Durieux, internationally recognized print-maker; an outstanding collection of New Orleans-made silver; and a sizeable collection of Newcomb pottery. Other collections include 19th century lighting devices and early oil and watercolor paintings depicting south Louisiana subjects, especially Baton Rouge area views. Additional collections are located in Lakeshore House, 3960 West Lakeshore Dr.

The *Museum of Natural Science* consists of the Division of Zoology, located in Foster Hall, and the Division of Geoscience, located in the Howe-Russell Geoscience Complex. Museum exhibits in both buildings are open daily to the general public. The exhibits in Foster Hall consist of nine major dioramas that depict the flora and fauna of selected scenes from North America, including Louisiana's animal life. In addition, visual aids are provided to explain various biological principles. Geoscience exhibits include the *Prehistoric Garden*, the *Louisiana Native American Room*, and a Louisiana mastodon. The museum's extensive research collections contain more than 500,000 cataloged specimens of birds, mammals, fishes, amphibians, and reptiles. Monthly lectures on topics in natural history are provided.

The *Rural Life Museum and Windrush Gardens*, located on the 450-acre Burden Research Plantation approximately five miles from campus, provides insight into the largely forgotten lifestyles and cultures of pre-industrial Louisianians.

GALLERIES

The primary mission of the *School of Art Gallery*, located in Foster Hall, is to exhibit the visual art produced by students majoring in art. Thesis exhibitions, senior shows, and group exhibitions allow students a bridge to the professional world while still under the direction of their professors. Additional exhibitions include exchange shows with other universities, the annual faculty exhibition, and curated shows from outside the region or country.

The *LSU Union Art Gallery* is centrally located on the main floor of the LSU Union. The gallery hosts seven rotating exhibits a year. Exhibits include traveling shows; regional and national drawing, print, and photography competitions; curated exhibitions; and LSU faculty and student art shows. Arts and humanities programs are hosted in conjunction with gallery exhibitions. All programs are free and open to the public. The gallery hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, and 2:00 p.m. to 4:00 p.m., Saturday and Sunday. For additional information, call 388-5117.

UNIVERSITY-RELATED ORGANIZATIONS

AFRICAN-AMERICAN CULTURAL CENTER

The *African-American Cultural Center (AACC)* is a campus facility with the goal of educating students, faculty, and staff about the history, culture, and contributions of African-Americans. Objectives of the AACC include providing a forum for dialogue and exchange of views among African-Americans and others, serving as an information base on topics related to African-American history and culture for citizens of Louisiana, and promoting interracial harmony among members of the University community and among citizens of Louisiana. Various programs and activities in support of these objectives are sponsored by and held at the AACC. Membership is open to all members of the University community.

CAMPUS CLUB

Campus Club is a service and social organization that has existed as a part of LSU for more than 70 years. Membership is open to women affiliated with LSU as administrators or faculty or as wives of administrators and faculty. Dues are used to fund a scholarship. See the campus telephone directory for the current telephone number.

LSU ALUMNI ASSOCIATION

The *LSU Alumni Association*—a nonprofit organization whose members are graduates, former students, or friends of LSU—is dedicated to helping the University through fund raising, worldwide chapter programs, academic recruiting, student aid, and various information programs. Active membership in the association is gained through an annual contribution of \$35 or more to the LSU Alumni Association.

Alumni funds are used to support the LSU Alumni Association Scholarship Program (Top 100, Chancellor's Alumni, National Merit, Chancellor's Leadership Scholarship) and other academic awards, such as professorships, student jobs, faculty awards, seminars, workshops, and meetings.

Homecoming celebrations, reunions, campus visitations, and chapter programs throughout Louisiana and around the world are planned each year by the Alumni Association. Alumni recognition programs include the LSU Alumnus of the Year, the University's highest alumni honor, the LSU Alumni Hall of Distinction, and chapter service awards.

LSU Magazine is published quarterly as a joint effort by the LSU Alumni Association and the Office of Public Relations. This magazine, containing University and alumni news and features, has a circulation of approximately 20,000.

LSU FOUNDATION

The purpose of the *LSU Foundation* is to foster private financial support for Louisiana State University, the LSU Agricultural Center, and the Hebert Law Center. The foundation encourages and receives capital gifts and bequests for the academic, research, and public service programs of the University, including endowed and nonendowed funds for restricted and unrestricted purposes. The foundation also manages investments and serves as trustee for private assets contributed for the benefit of the University.

The foundation accepts undesignated gifts to be used in any academic area of the University where the need is greatest; restricted gifts, used only for the purpose designated by the donor; special gifts, such as objets d'art and library materials; and planned gifts made through wills, life insurance, and trusts.

TIGER ATHLETIC FOUNDATION

The *LSU Tiger Athletic Foundation (TAF)*, a private, nonprofit corporation, is the central fund raising organization supporting LSU athletics. Its mission is to facilitate the development of a comprehensively superior athletic program.

Unrestricted contributions benefit every athlete and team through scholarship and other academic awards, as well as through the construction and maintenance of athletic facilities.

The foundation is administered by its own board of directors, comprised of TAF donors, and meets quarterly. Officers are elected bi-annually.

LSU WOMAN'S FACULTY CLUB

The *LSU Woman's Faculty Club*, founded in 1928, encourages and promotes fellowship among the women members of the faculty and administrative staff; provides for contacts and exchange of ideas from women representatives in various fields of interest within the University; and sponsors opportunities to better the position of women members of the faculty, administrative staff, and women students of the University.

Women eligible for membership include full-time resident members of the teaching faculty, administrative staff, the LSU Libraries, the Hebert Law Center, and the LSU Agricultural Center with the rank of instructor or above, or equivalent rank.

HONORARY SOCIETIES

Three of the oldest and most prestigious University honor societies are *Omicron Delta Kappa*, *Phi Beta Kappa*, and *Phi Kappa Phi*.

Omicron Delta Kappa

Omicron Delta Kappa (ODK) is the national leadership honor society for college students that recognizes and encourages superior scholarship, leadership, and exemplary character. Founded in 1914 at Washington and Lee University, Lexington, Virginia, ODK was the first college honor society of national scope to recognize and honor meritorious leadership and service in extracurricular activities

and to encourage the exercise of general campus citizenship.

Membership is awarded to undergraduate (junior and senior) students—and occasionally to students in graduate and professional schools—as well as to faculty, staff, and community members. Student membership candidates must rank academically in the upper 35 percent in their school/college and must show leadership in at least one of five areas: scholarship; athletics; campus or community service, social activities, religious activities, and campus government; journalism, speech, or the mass media; and creative/performing arts. Membership in ODK is a mark of the highest distinction.

Phi Beta Kappa

The oldest academic society in the U.S., *Phi Beta Kappa* was founded in 1776 at the College of William and Mary. The LSU chapter was installed in 1977 as Beta of Louisiana. For more than two centuries, Phi Beta Kappa has advocated the ideal of a liberal education as a basis for a life-long love of learning and as a way to broaden the perspectives of students, whatever their chosen field of endeavor. At LSU, juniors and seniors in the College of Arts and Sciences and the College of Basic Sciences who have an excellent academic record are considered for election. Phi Beta Kappa election criteria emphasize breadth in a student's course of study, in addition to an overall excellence.

Phi Kappa Phi

Phi Kappa Phi, a national scholastic honor society founded in 1897, now contains 272 chapters nationwide. It is one of the most prestigious scholastic honor societies in the United States. The LSU chapter was founded in 1930 as the 43rd chapter in the nation. At the present time, the national office is located in the French House on the LSU campus.

The primary objectives of Phi Kappa Phi are to promote the pursuit of excellence in higher education and to recognize outstanding achievement by students and faculty through election to membership and through various awards and fellowships. Phi Kappa Phi is unique because it recognizes superior scholarship in *all academic fields*, rather than restricting membership to a limited field. Undergraduates and graduate students who rank in the top 10 percent of their graduating classes may be invited to become members of Phi Kappa Phi. New LSU Phi Kappa Phi members are initiated and honored in the spring semester each year and wear identifying ribbons on their academic gowns at the commencement exercises.

Each year Phi Kappa Phi awards \$1,000 to each of three outstanding nontenured faculty members in the areas of 1) natural and physical sciences, 2) creative and performing arts, and 3) social sciences and humanities.

RECREATIONAL • DINING FACILITIES

FACULTY CLUB

All full-time LSU faculty, administrative and research staff members, and Ph.D. candidates who are teaching assistants are eligible to join *Faculty Club, Inc.*, a private organization. Members have opportunities to meet and work with a cross-section of the campus community through participation in a variety of activities such as pre-football game buffets, family activities, and dances. Annual membership dues enable the club's Board of Governors to offer these events at a moderate cost.

The *Faculty Club*, located on Highland Road, may be used by the general public, as well as the University community. The dining room is open for lunch from 11:30 a.m. to 1:30 p.m., Monday through Friday. Conference rooms are available for meetings and luncheons during regular club hours. The club is also open for special events by reservation. Hotel rooms are available to University departments for persons visiting the campus in a University-related capacity.

LSU UNION

The *LSU Union* offers many convenient services, including a U. S. Post Office, barbershop, games areas, several types of dining and snack facilities, craft center, travel agency, art gallery, ballrooms, meeting rooms, student organization offices, the LSU Union Bookstore, duplication facilities, check room, lost-and-found service, storage lockers, automatic bank tellers, and a full-service branch of Campus Federal Credit Union. The University ID Card office and the Tiger Express debit card system are also housed in the Union.

Recreation and entertainment provided in the Union include concerts, plays, operas, art shows, various other performing arts, speakers, bowling, billiards, crafts, television, and movies.

The Union Theater adjoining the main building seats 1,300, with a smaller auditorium, the Colonnade, on the lower level.

Union membership, available to faculty members, entitles the holder to a number of special privileges, including discounts on movies and other events; advance notice and advance ticket-buying privileges for a wide variety of Union-sponsored events; eligibility for all foreign and domestic tours sponsored by the Union; the use of craft facilities and classes; invitations to art gallery receptions, exhibitions, and programs; and charge privileges in the Plantation Room restaurant.

ATHLETIC FACILITIES

The Division of Recreational Sports and the Athletic Department Field House have facilities open year-round for use by members who pay a nominal membership fee. An all-weather outdoor track can be used by faculty members when not in use by varsity sports.

The University maintains a natatorium, as well as a large outdoor swimming pool, tennis courts, and

handball courts. LSU also operates an 18-hole golf course and a practice range located south of the stadium. Faculty members can participate in a variety of intramural athletic activities.

Tickets • Faculty members may purchase season tickets, if available, for home football and basketball games at the full public price, with a reduced surcharge allowed on two football tickets. Faculty

members may attend all other sporting events free of charge by presenting their faculty ID cards at the gate. Football tickets are sold each spring for the following season and basketball tickets are sold in early fall. Ticket purchases may be made through the Athletic Ticket Office at the LSU Athletic Administration Building adjacent to Tiger Stadium.

APPENDICES

APPENDIX A

Constitution of the Faculty Senate Louisiana State University

Article I—Nature and Functions

Section 1 • The Faculty Senate shall consist of members of the Faculty Council duly elected in accordance with the provisions of this *Constitution*.

Section 2 • The Faculty Senate shall possess all of the powers conferred upon the Faculty Council by regulations of the Board of Supervisors or otherwise, and shall exercise such powers in a manner consistent with the policies of the Faculty Council as stated in the *Handbook*: "The Faculty Council is charged to establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy for the University, subject to the authority of the Board of Supervisors. Within the framework of the educational policy of the LSU System, the Faculty Council may establish its own educational policies and may exercise legislative power over all matters pertaining to its own meetings." Such power shall be exercised by the Senate at any and all times when the Council is not in session. The Senate shall represent the Council in all matters and shall be deemed to voice the policies, opinions, and sentiments of the Council on any matter within its jurisdiction.

Section 3 • The Senate shall consider any matter within its jurisdiction on its own initiative or which is brought to its attention by resolution of the Faculty Council; it may consider any matter within its jurisdiction at the request of the University or at the request of a member or members of the Faculty Council.

Section 4 • The Senate shall maintain liaison with all other segments of the University community and with other interested groups and individuals.

Section 5 • The Senate shall present a report of its activities and actions to the Council at each regular meeting of the Council and at such other time or times as the Council shall by resolution provide.

Section 6 • At any meeting of the Faculty Council for which the item is on the *Agenda* distributed prior to the meeting, the Council may, by vote of a majority of those present and voting, review, modify, overrule, or otherwise deal with any action taken by the Faculty Senate. Upon the written request of 50 members or 10 percent of the Faculty Council, whichever is the smaller number, final action of the Senate shall be submitted to the Council for review. Upon written request of a majority of the Senate, any pending matter may be referred to the Faculty Council for final action.

Article II—Membership

Section 1 • Members of the Faculty Senate shall be elected by their respective college or school faculties on the basis of one representative for each 25 members of the Faculty Council, or major fraction thereof, as determined on the first day of the spring semester, provided that each college and school not within a college shall have at least one representative.

Section 2 • Allocations shall be made by the Senate Executive Committee. Any dispute arising from such allocations shall be determined finally by the Senate.

Section 3 • All members of the Faculty Council, including those who are department heads or chairs, shall be eligible for election to the Faculty Senate, with the exception of members of the Executive Council other than the President of the Faculty Senate and members of the Council of Academic Deans and Directors. Department heads or chairs may, however, be ineligible for membership on certain Faculty Senate committees, as dictated by the *By-laws*. Eligibility for Faculty Senate membership shall be determined as of the date of election, and questions of eligibility shall be determined by majority vote of the Senate. In the event that any member of the Senate shall terminate membership in the Faculty Council, or shall become a member of the Executive Council, other than the President of the Faculty Senate, or become a member of the Council of Academic Deans and Directors, or shall resign from the Senate, the seat shall be declared vacant and appropriate steps shall be taken under the provisions of this *Constitution* to fill the vacancy. The Senate may by bylaw or resolution create reasonable conditions for continued membership in the Senate not inconsistent with the provisions of this *Constitution*.

Section 4 • The term of office of members of the Faculty Senate shall be three years. Terms of office shall begin on the first regular class day of the fall semester. Members elected to fill unexpired terms shall serve until the expiration of such period.

Section 5 • No member of the Faculty Senate shall be eligible for re-election until a period of one year has elapsed since that member's last service in the Senate.

Article III—Election of Members

Section 1 • The procedures of nomination and election of members of the Faculty Senate shall be administered by the Election Committee of the Senate or by persons designated by the committee for that purpose. All disputes arising out of the nomination or election of members and not resolved by the election committee of the Senate shall be determined by majority vote of the Senate.

Section 2 • The election of members of the Faculty Senate shall be conducted during the month of April in each year, with one-third of the membership to be elected in each year. The Senate shall determine and publish the method of nomination and election of its members, provided, however, that each member of the Faculty Council shall at all times be entitled to nominate candidates and to vote for each Senate seat allocated to that member's college or school not within a college.

Section 3 • The names of all persons elected to the Faculty Senate, together with their college or school affiliation, shall be published in *LSU Today* or other University publication.

Article IV—Officers

Section 1 • The Faculty Senate shall elect from its membership a President, a Vice-President, and a Secretary. The elected term for officers of the Senate shall be one year. The Senate shall enact procedures for the nomination and election of its officers.

Section 2 • The Faculty Senate may create such additional offices as may be deemed necessary or desirable.

Article V—Meetings

Section 1 • The Faculty Senate shall hold at least nine meetings during the period from August through May.

Section 2 • Special meetings of the Faculty Senate may be called at any time by the President of the Senate and shall be called by the President upon the written request of 20 members of the Senate.

Section 3 • Fifty percent of the authorized membership of the Senate shall constitute a quorum for the transaction of business of the Senate.

Section 4 • The Secretary of the Faculty Senate shall record detailed minutes of the proceedings of all meetings. The minutes of meetings of the Faculty Senate shall be available for inspection upon the request of any member of the Faculty Council. The secretary of the Faculty Senate shall publish or circulate to all members of the Faculty Council a written summary of transactions of each meeting of the Faculty Senate.

Section 5 • Normally, final action will not be taken on an item at either a regular or special meeting of the Faculty Senate that has not previously appeared on an agenda of the Faculty Senate circulated at least three working days in advance to all members of the Faculty Senate.

Section 6 • Resolutions announced on the agenda or introduced during a meeting of the Senate normally shall be voted on at the next meeting. However, by a two-thirds vote of those present and comprising a quorum, the Senate may elect to vote on a resolution during the meeting at which it was introduced.

Section 7 • Meetings of the Faculty Senate shall be open to all members of the Faculty Council, and they shall be eligible to speak at Faculty Senate meetings.

Article VI—Committees

Section 1 • There shall be an Executive Committee of the Faculty Senate composed of the President, Vice-President, Secretary, and three other members elected by the Senate. The immediate Past President shall serve as an *ex officio* member on the Executive Committee. During any given academic year, not more than two of the six voting members of the

Executive Committee may be from the same college or school not within a college.

Section 2 • The Executive Committee shall implement policy as directed by the Senate. In addition, it shall represent the Senate in dealings with University officials and others, prepare agenda for Senate meetings, and appoint all nonelected members of Senate committees. If issues arise that require immediate response or action, the Executive Committee is empowered to act for the Senate. The full Senate shall receive notification of such action at or before its next meeting.

Section 3 • From the end of the spring semester to the first fall class day, the Executive Committee will consist of the current year members and the elected members for the next academic year. All members of the Executive Committee shall have voting privileges during this period.

Section 4 • The Faculty Senate shall have other standing and special committees as may from time to time be created by the Executive Committee of the Faculty Senate, or by action of the Faculty Senate.

Section 5 • Any member of the Faculty Council, Executive Council, Council of Academic Deans and Directors, and the student body is eligible for appointment to any committee of the Faculty Senate, unless specifically excluded by the committee membership as defined in the Faculty Senate *Bylaws*. All chairs of committees shall be faculty members. Members of the Executive Council (other than the President of the Faculty Senate) and members of the Council of Academic Deans and Directors are ineligible to serve as chairs of Faculty Senate committees.

Article VII—Amendments

Section 1 • Amendments to this *Constitution* may be proposed by the Faculty Senate or by any member of the Faculty Council.

Section 2 • Amendments to this *Constitution* shall become effective upon adoption by the Faculty Council by a two-thirds vote of the members of the Faculty Council present at the meeting and comprising a quorum. Amendments may also become effective upon adoption by mail ballot in which 25 percent of the Faculty Council respond and two-thirds of those responding approve.

Section 3 • The Executive Committee of the Faculty Senate shall review this *Constitution* and the Faculty Senate *Bylaws* every year that ends in zero or five and make appropriate recommendations for revisions, when needed.

APPENDIX B

Bylaws of the Faculty Senate Louisiana State University

Article I—Meetings

1. Meetings of the Senate will be open to the public, but only members of the Faculty Council and invited guests will be eligible to speak at Faculty Senate meetings.
2. The Senate reserves the right, upon majority vote, to go into closed session if sensitive or personal items are to be discussed, but no final action can be taken in closed session.
3. The President, the Executive Committee of the Senate, and/or the Senate by majority vote, is authorized to invite guests to speak or to testify about matters that the Senate is considering.
4. The regular meetings of the Senate will take place alternately on all of the working days of the week. The meeting schedule and room reservations for the following year's meetings will be arranged in May by the President and Secretary. Notice of the scheduled regular meetings will be sent to all members of the Senate no later than the first week of the academic year.
5. There shall be a written notice given to all members of the Senate in advance of any special meeting. The Faculty Senate representative shall post the agenda of special meetings in all departments within his or her college or school.

Article II—Agenda

1. The announcement of meetings of the Senate shall include notice of the time and place of the meetings and summaries of business to be acted upon. It shall be circulated to all members in advance of regular meetings.
2. The priority of topics on the agenda shall be established by the Executive Committee.
3. By a majority vote, the Senate can change the order of the agenda.

Article III—Order of Business

1. Distribution of list of members for determining attendance.
 - a. Each member, and/or proxy shall register attendance.
 - b. Proxy and alternate representatives shall be indicated in the minutes.
 - c. This register shall be filed with the records of the meeting.
2. Approval or revision of minutes.
3. President's report.
4. Committee reports.
5. Agenda business item.
6. Introduction of new business.

Article IV—Minutes-Reports of Committees

1. The minutes of each meeting will be prepared by the Secretary and distributed to the Executive Committee for tentative approval or correction.
2. After tentative approval by the Executive Committee the minutes will be distributed to the faculty, staff, and administration of LSU. The min-

utes will be distributed to every member of the faculty.

3. The minutes will be finally approved or corrected at the meeting that follows their distribution. Corrections will appear in the minutes of the meeting at which corrections were made.
4. Each standing committee will submit regular written reports in April as described in Article IX, Sections 4-6. Written reports of special assignments will be submitted by standing committees when the assignment is completed.
5. Special committees will submit written reports when the committee's assignment is finished as specified in Article IX, Section 9.

Article V— Executive Committee and Officers

1. **Executive Committee** • The membership of the Executive Committee is defined in the Faculty Senate *Constitution*, Article VI. Specific duties of the Executive Committee are to assist the President in the execution of official duties; to appoint members of Faculty Senate committees, with the exception of elected committee memberships; to set the agenda for Faculty Senate meetings; to appoint a nominating committee for the election of officers; and to serve as the Faculty Senate Elections Committee.
2. **President** • The President, in conjunction with the Executive Committee, has the responsibility of providing leadership for the Faculty Senate. The President shall be the presiding officer at meetings of the Faculty Senate. The President is the official representative from the Faculty Senate to the University administration, other governing bodies, and the public, and shall have administrative responsibility for the Faculty Senate office. The President is responsible for preparing the agenda for each meeting, and shall see that notices of meetings, agenda, and minutes of previous meetings are properly circulated. The President does not serve as a voting representative from any school or college and shall vote only in the event of a tie. Upon taking office, the President will vacate a senate seat for the presidential term; it shall be filled according to Article VI, Section 6, Faculty Senate *Bylaws*.
3. **Vice-President** • The Vice-President shall assume the duties and responsibilities of the President whenever the President is unable to serve and/or resigns. In the event when there are more than six months remaining in the President's unexpired term, a special election will be required, as in Article VII of the Faculty Senate *Bylaws*.
4. **Secretary** • The Secretary shall edit, summarize, and oversee preparation of the minutes for distribution and shall be responsible for publication of the minutes. The Secretary also shall assume primary responsibility for handling Senate correspondence.
5. **Parliamentarian** • The President shall appoint a Parliamentarian prior to the discussion of business at any meeting of the Senate. The Parliamentarian shall be prepared to advise the Senate

on points of order in accordance with *Robert's Rules of Order*, except where these Rules have been superseded by the *Constitution* or *Bylaws* of this Senate.

Article VI—Alternate Representation

1. By written notice to the President submitted before the meeting, a member of the Senate may choose another faculty member representing the same college or division as a replacement at that Senate meeting. Such a representative must be eligible for election to the Senate.
2. In lieu of choosing a replacement representative, a member of the Senate may, by written notice to the President, give a proxy vote to another member of the Senate.
3. Proxies and alternate representatives shall be announced by the President at the start of the meeting.
4. If a member of the Senate is absent from the campus for a semester or longer, this position will be taken for that period by the eligible nonelected person who received the next highest number of votes in the last regular election in that college. If there is no person thus qualified, a special election will be held.
5. The seat of a member of the Senate who has been repeatedly absent from Senate meetings can be declared vacant by a three-fourths vote of members of the Senate attending a meeting, if a request for such action has been made in writing by at least five percent of the faculty of the college represented. The motion to remove a member of the Senate shall be voted on at the meeting of the Senate immediately following the request.
6. If for any reason a vacancy occurs, as determined by the Executive Committee, the position will be filled by the eligible nonelected person who received the next highest number of votes during the election of that seat. If there is no such qualified person, then the position will be filled by the eligible nonelected person who received the next highest number of votes in the next most recent regular election in that college. If there is no person thus qualified, a special election will be held.

Article VII—Election of Officers

1. The President, Vice-President, Secretary, and three other members of the Executive Committee of the Senate for any academic year will be elected following the procedure outlined in Article VII, Section 2.
2. All current senators and the President are eligible to be nominated for Executive Committee positions. Executive Committee membership does not automatically imply Faculty Senate membership. The Executive Committee of the Senate shall appoint a nominating committee composed of four retiring members of the Senate representing four different colleges or divisions. The nominating committee shall report to the Executive Committee a slate of candidates, at least one for each Senate office, and for two at-large Executive Committee members, after ascertaining that the nominees are willing and

available to serve. That slate shall be published in the *Agenda* for the March meeting of the Senate. At the March meeting, the President shall announce the slate and call for further nominations from the floor. Candidates' programs for the Senate shall be circulated before the April meeting. At the April meeting officers shall be elected in the order: President, Vice-President, Secretary, and two at-large Executive Committee members. After each election the floor shall be reopened for nominations for the next office to be filled. Before the first meeting of the fall term, the Executive Committee shall nominate and announce in the *Agenda* for the meeting at least one newly elected senator to fill the third at-large position on the Executive Committee. At the first meeting, nominations will be opened, and the election held.

3. Elections shall be held by secret ballot. If no one receives a majority vote on the first ballot, then there will be a second balloting between the two persons receiving the largest number of votes.
4. In the event of a tie vote in the election of any officer, another balloting shall be held between the tied candidates. If the tie is not broken after the second balloting then the tie vote shall be broken by casting of lots.
5. In the event that an elected Faculty Senate President does not take office or does not serve out the term and there are more than six months remaining in the term, a special election will be called by the Executive Committee to elect a new President. The Executive Committee will make nominations to fill the vacancy at the first Senate meeting after the vacancy occurs. Nominations will appear on the written agenda for the meeting and nominations may be made from the floor. The election will be conducted in the same meeting, according to Article VII, Sections 3 and 4 of the *Bylaws*.
6. In the event an elected member of the Executive Committee does not take office or does not serve out the term, and there are more than six months remaining in the term, a special election will be called by the Executive Committee to elect a replacement. The election procedure will be the same as that followed to fill the vacated position of the President.
7. In the event a member of the Executive Committee is elected to fill the vacant position of President or a vacant Executive Committee position, the special election will be extended to fill all such vacancies in the same meeting.

Article VIII—Election of Members of the Senate

1. Elections of members of the Senate will be carried out in accord with Article III of the *Constitution* of the Faculty Senate.
2. The Executive Committee of the Faculty Senate will serve as the responsible elections committee and shall be responsible for keeping records of such elections on file for future reference.
3. The elections committee shall delegate responsibility for conducting elections to the policy committee or similar representative body of the college or school not within a college in which the election is to be held. If such a committee

does not exist, the procedure shall be conducted by the outgoing senators of the college or school not within a college. However, in the event of an emergency, a dispute, or a conflict of interest, the Elections Committee is empowered to conduct the election and will not under such circumstances delegate its authority to members of the Senate or other faculty from the college or school not within a college.

4. Each faculty member may nominate as many persons as there are members of the Senate to be elected from a given college or school not within a college. The elections committee or its delegates will provide a list of persons eligible for nomination. This list shall be posted in each department of the college or school not within a college at least one week before the previously announced deadline for submission of nominations. The list of eligible candidates shall be circulated to each faculty member in the college or school not within a college if the elections committee deems such procedure desirable.
5. Nominations shall be solicited from all eligible participants. All nominations shall appear on a first ballot.
6. Each eligible faculty member may vote for as many nominees as there are positions to be filled. The top $(n+1)$ vote recipients for n vacant positions shall be placed on a second ballot. In case of tie votes, those vote recipients involved shall also be placed on the second ballot.
7. The second ballot shall establish the elected senator(s) and alternate(s), except that tie votes for the position of senator will require a final ballot among the tied candidates. Ties on a final ballot will be broken by lot.
8. It shall be permissible for a college or school not within a college to apportion, by faculty action, senate seats by department. Such changes in procedures must receive prior approval by the Executive Committee.
9. The names of the persons responsible for elections in each college shall be provided to the President of the Faculty Senate and read into the minutes of the Faculty Senate at the March meeting.

Article IX—Committees

1. There will be standing and special committees.
 - a. Terms of faculty members of standing committees will be three years and approximately one-third of the members of each committee will be appointed each year. Reappointment to such committees shall only be made in those cases in which continuity over long periods is desired or in which for other reasons longer appointments are desirable. Terms of student members are one year.
 - b. Terms of members of special committees will end when the committee's work is completed.
2. Members of standing committees, except those elected, will be appointed by the Executive Committee after it receives recommendations from the Committee on Committees. Appointments will be reported in the Senate Minutes.

Committees may include *ex officio* members, but *ex officio* designates nonvoting.

3. The Senate will delegate specified powers to its standing committees. These delegations will appear in the list of committees given below.
4. Standing committees will report their findings and recommendations to the Senate through the President and Executive Committee of the Faculty Senate and, when appropriate, through the President of the Senate to the administration. However, grievance committee reports of specific cases will be treated as confidential information and will not be reported to the Faculty Senate. The President of the Senate will report such findings and recommendations to the Senate in a manner deemed appropriate by the Executive Committee.
5. The procedures of Article IX, Section 4, shall not apply to the Courses and Curricula Committee, nor to subcommittees of both the Admissions, Standards, and Honors and the General Education Committees charged with making rulings regarding student petitions for exceptions to established educational policy. The minutes of the Courses and Curricula Committee meetings shall constitute its reporting obligation. Subcommittees charged with ruling on exceptions shall report via summary through their parent committees.
6. Normally, the Senate will receive standing committee reports routinely, but the Senate reserves the right to review and reverse any standing committee action. The standing committee shall be provided an opportunity to present and defend its recommendations to the Senate before final action is taken by the Senate.
7. The President of the Senate shall nominate members of special committees who will be appointed by the Executive Committee.
8. Announcements of appointments to special committees shall be made to the Senate at the first meeting following their selection. The Senate reserves the right to review and alter the membership of any special committee during the Senate meeting at which appointments are announced.
9. Special committees shall report to the Senate through the President of the Faculty Senate.
10. The number of committee members and the constituency of each standing committee shall be decided by resolution of the Senate.
11. If for any reason a permanent vacancy, as determined by the Executive Committee, occurs on a committee whose members are elected by the Faculty Senate or by the Faculty Council, the position will be filled by the eligible nonelected person who received the next highest number of votes in the last regular election. If there is no person thus qualified, a special election will be held by the Faculty Senate.
12. The list of Faculty Senate standing committees and their duties follows.

Academic Computing Committee

Charges:

1. to conduct continuous review of and make recommendations regarding policies and procedures governing all activities related to academic

computing—instructional and research—on the LSU campus;

2. to present annually a recommended faculty position on the status of academic computing; and
3. to facilitate communication and cooperation between the faculty and administration in matters related to academic computing.

Membership:

Ten faculty members—one each from the Colleges of Agriculture, Arts and Sciences, Basic Sciences, Business Administration, Design, Education, and Engineering, and the School of Veterinary Medicine; one from among the Schools of Library and Information Science, Mass Communication, Music, and Social Work; one faculty member from among the following: Center for Coastal, Energy, and Environmental Resources (CCEER), LSU Libraries, and the Museum Complex. The Director and Assistant Director for User Services of the System Network Computer Center (SNCC) and a representative appointed by the Dean of the LSU Libraries will serve as *ex officio* members of the committee.

Admissions, Standards, and Honors Committee

Charges:

1. to formulate, recommend to the Senate, and monitor policies and standards concerning admission requirements of LSU;
2. to conduct continuous studies and to make recommendations designed to maintain and improve the standards of scholarship among students; and
3. to study and develop more effective means of recognizing student achievement in scholarship and leadership.

Membership:

Nine faculty members, including at least one faculty member from each of the following colleges: Arts and Sciences, Agriculture, Basic Sciences, Business Administration, and Engineering; Executive Vice-Chancellor and Provost (or designee), *ex officio*; Director of Admissions (or designee), *ex officio*.

Commencement Exercises Committee

Charges:

1. to participate in planning and supervising the conduct of the commencement exercises;
2. to coordinate the work of the administrative departments rendering services for commencement;
3. to solicit questions and ideas from the University faculty by all means available and work for their implementation to further enhance the dignity of this meaningful occasion; and
4. to solicit suggestions for commencement speakers from faculty and make recommendations to the Provost.

Membership:

Nine faculty members; two undergraduate students; Executive Vice-Chancellor and Provost (or designee), *ex officio*.

Committee on Committees

Charges:

1. to nominate persons to the Executive Committee for appointment to the Faculty Senate commit-

tees, ensuring appropriate adherence to committee makeup restrictions mandated by the *Bylaws*, and representation across colleges, as well as among sexes, races, and creeds, when not explicitly mandated; and

2. to recommend replacements when vacancies occur, using similar constraints.

Membership:

Twelve faculty members (four elected each year by the Faculty Senate); Student Government President, *ex officio*.

Council of Policy Committees

Charges:

1. to act as liaison between the policy committees of the various academic units and the Executive Committee;
2. to develop and continuously maintain universally applicable criteria for evaluation of academic and research programs for planning and/or restructuring;
3. to advise the Executive Committee regarding planning and/or restructuring; and
4. to provide recommendations to the Executive Committee on all academic policy matters that affect more than one college or school.

Membership:

The chair or designated member of the elected policy committees from each of the following academic units: College of Agriculture, Arts and Sciences, Basic Sciences, Business Administration, Design, Education, Engineering, and the School of Veterinary Medicine. The chairs or designees of the elected policy committees from each of the following: Library and Information Science, Mass Communication, Music, and Social Work shall select one member from among themselves to be a voting representative of the group. The chairs or designees of the elected policy committees from each of the following: Center for Coastal, Energy, and Environmental Resources (CCEER), LSU Libraries, and the Museum Complex shall select one member from among themselves to be a voting representative of the group. The Vice-President of the Faculty Senate will serve *ex-officio*.

Courses and Curricula Committee

Charges:

1. to approve or disapprove, after review, proposed additions to, alterations of, and elimination of all courses, curricula, and degree programs submitted by colleges and schools, or referred by the Office of Academic Affairs;
2. to notify the appropriate departments and colleges and the Office of Academic Affairs regarding all decisions reached by the committee and to make recommendations concerning needed clarification, coordination, or study of the implications of proposed changes;
3. to consult, when deemed appropriate, with departments that appear to be affected by proposed changes in courses and curricula; departments may appeal decisions made by the committee; if the appeal is supported by the college curriculum committee, the matter shall be sent directly to the Faculty Senate for final determination and placed on the *Agenda* of the Faculty Senate for

the next regularly scheduled meeting of the Senate; and

4. to conduct on its own initiative continuing studies of courses and curricula, and to make recommendations to departments concerned and to the Executive Vice-Chancellor and Provost concerning changes that appear to be desirable and that appear to require study by specific departments concerned or by special committees appointed for the purpose.

Membership:

Eleven experienced faculty (no more than two from any college or school); one undergraduate student; one graduate student; chair of the General Education Committee, *ex officio*. The Office of Academic Affairs will provide administrative assistance at the request of the committee.

("Experienced" is defined as having had one or more years of active participation on a department, school, or college curriculum committee.)

Faculty Grievance Committee

Definitions:

1. A *grievance* is a complaint or claim that there has been unfair or unequal treatment by reason of an act or condition that is contrary to established University policy and procedure governing the employer-employee relationship, or that there has been a violation, misinterpretation, or inequitable application of University employment policy.
2. The definition of the term, "faculty member," as used by this committee, shall be the definition provided in Section 1-2.2 A, *Bylaws and Regulations of the Board of Supervisors*.

Charges:

The Faculty Grievance Committee shall have the authority:

1. to hear all complaints of faculty members relating to salary, promotion, nonreappointment, tenure, and allegations of other unfair treatment. Any allegation of unfair treatment can become a grievance, but the Grievance Committee cannot substitute its judgment for an academic judgment made in a fair and reasonable manner, according to University evaluative procedures. It may determine, however, that such an academic judgment has been unfairly made or hopelessly corrupted by bad practices or procedures and is, therefore, invalid. The committee shall not hear appeals arising from the dismissal for cause of a tenured faculty member, after due process as outlined in PS-36.
2. to decide whether or not the facts of a faculty petition merit a detailed investigation;
3. to conduct an investigation when it appears to be warranted;
4. to seek to bring about a settlement, if this appears to be possible;
5. to report its findings and recommendations, if the case is found to have merit, but a settlement cannot be effected. Copies of these findings will be sent to all parties involved in the investigation, and in a case that requires administrative assistance, copies will be sent to the LSU administration and to the Executive Committee of the Faculty Senate. If the findings indicate that the grievance complaint is not justified, the committee's findings shall only be communi-

cated to the petitioner where the grievance has gone no further than to the committee. Where the case has gone further than to the committee, the committee's findings shall be communicated to the petitioner and to all levels of administration that have been involved in the case;

6. to keep confidential all grievances and findings of the committee relative to grievance petitions.

Membership:

Nine tenured faculty members; three members elected each year by the Senate. The Committee on Committees shall nominate six persons for the three positions. Additional nominations may be made from the floor of the Senate. The three persons who receive the largest number of votes shall be elected. The fourth person shall be an alternate. If a replacement is needed for a member unable to serve out a full term, the alternate shall serve. Chairs and heads of departments, deans, and directors are ineligible.

Faculty Personnel Policies Committee

Charges:

1. to conduct continuing review of and to make recommendations regarding policies pertaining to conditions of employment, promotion, tenure, compensation, leave, insurance, retirement, and all other matters concerning fringe benefits affecting the welfare of faculty personnel and their dependents;
2. to confer with representatives of nonacademic personnel who may be appointed to study problems affecting all University personnel;
3. to consider all other matters referred to the committee by the Faculty Senate and/or the administration of Louisiana State University; and
4. to ensure that a representative of the LSU faculty, not on the respective governing board, attends all open board meetings, hearings, etc., conducted by the governing boards of the health, insurance, and retirement systems of Louisiana that manage benefit and insurance plans covering LSU faculty.

Membership:

Eight faculty members (seven active; one retired); Director of Human Resources or designee, *ex officio*.

General Education Committee

Charges:

1. to interpret and clarify the philosophy and goals of general education, to keep abreast of similar programs nationwide, to review periodically the existing requirements, and to recommend restructuring, when appropriate;
2. to coordinate with the Office of Academic Affairs the establishment of instruments for judging the quality and effectiveness of the general education requirements;
3. to evaluate the effectiveness of individual courses in fulfilling the goals of general education. The committee's evaluations and recommendations shall be submitted, through the Executive Committee, to the Executive Vice-Chancellor and Provost;
4. to review proposed additions to, alterations of, and eliminations of courses from the general education requirements submitted by departments in the several colleges and schools not

- within a college or by the Office of Academic Affairs;
5. to coordinate with Junior Division counselors and with counseling faculty in participating academic units to ensure that students are provided with adequate information about the general education requirements;
 6. to create a subcommittee that shall make recommendations to the Office of Academic Affairs concerning student petitions for exceptions to the published general education requirements, including course substitutions;
 7. to direct, as needed or as requested, surveys of the academic units, including deans, directors, and department chairmen or heads in order to determine the impact of the general education requirements on areas such as academic programs, facilities, and faculty and staff scheduling. Where problems are identified, the committee should recommend solutions.
 8. to transmit all reports and recommendations to the administration through the Faculty Senate Executive Committee, with the exception of the subcommittee on exceptions to the general education requirements.

Membership:

Nine experienced faculty, one from each college or school not within a college granting undergraduate degrees: Arts and Sciences, Agriculture, Basic Sciences, Business Administration, Design, Education, Engineering, Mass Communication, and Music; the Executive Vice-Chancellor and Provost (or designee), *ex officio*; chair of the Courses and Curricula Committee, *ex officio*. (Experience is defined as having had one or more years of active participation on a department, school, or college curriculum committee.)

Improvement of Instruction Committee**Charges:**

1. to initiate and promote programs and procedures designed to encourage the improvement of instruction. (These activities may involve, but will not be limited to, the following: reviewing current teaching methods and approaches to instruction and suggesting new methods and approaches when needed; evaluating existing academic options and recommending new options; facilitating the acquisition of instructional materials and equipment; designing means of evaluating instruction; promoting an environment conducive to faculty professional development; and assessing changing academic needs of students. In summary, the Committee on the Improvement of Instruction will consider any and all means of creating an environment that promotes excellence in instruction.)

Membership:

Nine faculty members; one undergraduate student; one graduate student; Executive Vice-Chancellor and Provost (or designee), *ex officio*.

International Education Committee**Charges:**

1. to select tuition exemption scholarships for international students;
2. to screen prospective LSU student Fulbright applicants;

3. to act in advisory capacity to administrative units of LSU in areas that affect international students and LSU students studying abroad; and
4. to develop and promote international exchange programs (study, research, services) between LSU and universities, colleges, and institutes in other countries.

Membership:

Nine faculty members; one representative from the Office of Admissions, *ex officio*; Director of International Services Office, *ex officio*; Director of International Programs, LSU Agricultural Center; one representative of International Programs, Division of Continuing Education, *ex officio*; one undergraduate international student or an undergraduate student participating in the international program; one graduate international student or graduate student participating in the international program.

Library Committee**Charges:**

1. to participate in the development and monitoring of a long-range plan for the library;
2. to advise the administrative officers of the LSU Libraries on all matters related to development and utilization of library resources and facilities, including allocation of funds for acquisitions and their distribution among various formats;
3. to inform faculty about library policies, collections, and financial standing; and
4. to serve as a channel of communication for expressing faculty needs and expectations to the library administration.

Membership

Ten faculty members representing a balance among disciplines, colleges, and schools; Dean of LSU Libraries, *ex officio*; one undergraduate student; one graduate student.

LSU Press Committee**Charges:**

1. to serve primarily as an advisory group to the LSU Press and to the administration of Louisiana State University in matters relating to the LSU Press; and
2. to inform the Faculty Senate of all major LSU Press activities.

Membership:

Eight faculty members; Director of the LSU Press, *ex officio*.

Public Relations Committee**Charges:**

1. to foster improved communications and public relations;
2. to recommend to the Faculty Senate specific actions or broad guidelines for improving public relations;
3. to make an on-going assessment of the status of the public image of the institution;
4. to present the position of the faculty on governance of higher education, on academic programs, on service, on budgetary matters, on the University's obligation to the state and to the people of the state, and on the state's obligation to the University; and
5. to nominate persons to the Executive Committee for appointment to a subcommittee to act as

liaison with the Alumni Association Board of Directors.

Membership:

Seven faculty, two undergraduate students, Director of Public Relations, *ex officio*.

Review and Long Range Planning Committee

Charges:

1. to review policies, procedures, and expenditures of the University and the influence that the policies, procedures, and expenditures have on teaching, research, and service programs and particularly on the interrelationships between colleges and departments;
2. after review of existing policies, procedures, and expenditures of the University, to recommend long range goals of the University, methods for implementing the goals, rearrangement of priorities, and budgetary suggestions for arriving at new goals and priorities;
3. to present a faculty position on the definition and execution of the mission of the University without concerning itself with administrative detail or involvement in the regular operational activities of the University;
4. to take particular interest in developing and implementing interdisciplinary research, teaching, and service programs;
5. to determine limitations and opportunities afforded one part of the University by the activities of another part of the University;
6. to anticipate future needs and obligations of the University; and
7. to review continuously the role of the University in the region, state, nation, and world.

Membership:

Eight faculty members: one former president of the Faculty Senate or former chair of the Council of Policy Committees; one former faculty member of the Budget Committee; five faculty members elected by the Senate, with one a current senator; Faculty Senate President, *ex officio*.

Student Aid and Scholarships Committee

Charges:

1. to determine policies, procedures, and standards for granting student aid and scholarships when these are not set by law or the donor;

2. to select the recipients of student aid and scholarships where such selection is not determined by the mechanical application of standards or does not depend on the evaluation of special skills;
3. to act as a judicial body to hear and decide appeals from students in connection with granting, withholding, or withdrawing scholarship or financial aid; and
4. to recommend ways to increase the availability of scholarship funds.

Membership:

Nine faculty members; Director of the Office of Student Aid and Scholarships, *ex officio*; Executive Vice-Chancellor and Provost (or designee), *ex officio*; Director of Undergraduate Admissions (or designee), *ex officio*; two undergraduate students.

Committee on Student Recruiting and Retention

Charges:

1. to monitor, review, and recommend policies and efforts to recruit students to this campus;
2. to advise the Faculty Senate and the administration of the perceived effectiveness of recruiting practices;
3. to encourage campus-wide participation in attracting outstanding students to LSU; and
4. to monitor recruiting policies and rates of retention to increase the retention of matriculated students.

Membership:

Eleven faculty members (faculty membership should include a representative from each senior college or school not within a college and some faculty who teach regularly at the lower course level); Executive Vice-Chancellor and Provost (or designee), *ex officio*; Director of Public Relations, *ex officio*; Director of Undergraduate Admissions (or designee), *ex officio*; two undergraduate students.

Article X—Changes, Additions, Modifications and Repeal of Bylaws

These *Bylaws* may be changed, added to, modified or repealed by a two-thirds vote of the total membership of the Senate, provided that the proposal for such change is introduced at least one month in advance of the vote.

APPENDIX C

Chart of University Counselors and Advisers

Area	Counselor/Adviser	Counseling/Advising Needs
General	Dean of Students (388-4307)	Personal problems; assistance in contacting specialists
	Junior Division (388-6822)	Academic problems; counseling referrals; concerns of prospective freshmen
Scholastic	Office of Academic Affairs Department chairs Faculty members	Degree requirements; courses and curricula; study habits
	Deans Faculty counselors Graduate advisers	Academic advising; initial course placement; academic status; preregistration; degree requirements; choice of courses; study habits; test taking
	Learning Assistance Center (388-2872) Junior Division (388-6822)	Academic assistance; tutoring; study skills; workshops and seminars; English writing lab; supervised math study programs
	Records and Registration (388-1686)	Grades; official transcripts; diplomas
	Undergraduate (388-1175) and Graduate Admissions (388-2311)	Requirements for admission; application procedures; fees; ACT, SAT, GRE, GMAT, MCAT
	Faculty; deans; Career Services Center (388-2162); Junior Division (388-6822)	Information regarding specific occupations; interests, abilities, opportunities; career choices; interpretation of interest and aptitude tests; suitability for career/chosen major
	Measurement and Evaluation Center (388-1145)	Test evaluation and administration
Speech	Speech and Hearing Clinic (388-2545)	Speech correction problems
Emotional/Social	Student Health Center (388-6271) Junior Division (388-6822) "The Phone" (924-5781)	Group/individual psychological consultation; referrals; emotional first-aid
Financial	Student Aid and Scholarships (388-3103) Graduate Assistantships/Fellowships (388-1676)	Student jobs; scholarships; student financial aid; long-term, short-term, and emergency student loans
Health	Student Health Center (388-6271)	Physical examinations; diagnosis and treatment; special diets; claim forms
	Kinesiology (388-2036)	Corrective exercises
	Human Ecology (388-2281))	Nutrition and diet
Housing	Residential Life (388-8663)	Housing problems
Religion	Ministers	Religious problems; personal counseling
Traffic/Security	Campus Safety (388-5640) • Police (388-3231) • Parking, Traffic, and Transportation (388-5000)	Safety problems; parking
Veterans' Affairs	Office of Veterans' Affairs (388-1547)	Veterans' assistance

APPENDIX D

Policy Statements

University policy is stated in a number of documents of which faculty members should be aware. These documents are available in departmental and college offices and on the LSU Homepage.

- *Bylaws and Regulations of the Board of Supervisors*
- *LSU General Catalog, Graduate Bulletin*, professional school catalogs
- *LSU Handbook of Rights and Responsibilities in the Student-University Relationship* (Office of Student Services)
- *Permanent Memoranda (PM)*, issued by the Office of the LSU System President
- *Policy Statements (PS)*, issued by the Office of the Chancellor

University Policy Statements are as follows (*dates indicate year of most recent revision*):

- PS-1** ● Affirmative Action and Equal Opportunity Policy (1/1/82)
 - PS-2** ● Vacant and/or New Positions Supported from General Revenue Resources (5/1/77)
 - PS-3** ● Teaching Assignments for Nonfaculty Personnel (8/22/77)
 - PS-4** ● Compensation for Commuting Faculty Exchange Participants (6/10/75)
 - PS-5** ● Remuneration for Guest Lecturers, Performers, and Other Independent Contractors (7/1/95)
 - PS-6** ● Solicitation of Advertisement (6/5/89)
 - PS-7** ● University Faculty Awards (7/1/97)
 - PS-8** ● Employee Discipline Procedures for Professional, Other Academic, and Classified Employees (6/16/97)
 - PS-9** ● Administration and Coordination of Special Activities (5/1/77)
 - PS-10** ● Internal and External Communications (8/1/96)
 - PS-11** ● Use of University Funds for Entertainment (10/18/84)
 - PS-12** ● Leave Guidelines (12/15/95)
 - PS-13** ● Guiding Principles for Nonvarsity Athletics (6/10/75)
 - PS-14** ● Soliciting and Deliveries of Personal Orders (11/23/94)
 - PS-15** ● Employment of Retirees and Persons 70 Years and Older (3/15/83)
 - PS-16** ● Changes in Space Utilization (*Superseded by PS-23*)
 - PS-17** ● Processing Personnel Action Forms (*Rescinded June 1, 1993*)
 - PS-18** ● Emergency Response Plan (7/5/95)
 - PS-19** ● University Occupational and Environmental Safety Policy (6/1/96)
 - PS-20** ● Title, Position, and Salary Control for Academic, Professional, and Administrative Personnel (10/1/93)
 - PS-21** ● Graduate Assistantships (11/1/93)
 - PS-22** ● Student Absence from Class (3/1/96)
 - PS-23** ● Campus Facilities Planning (7/1/95)
 - PS-24** ● Administrative Council (5/1/79)
 - PS-25** ● Campus Policy on Nepotism (2/25/94)
 - PS-26** ● Policy for Persons with Disabilities (1/26/93)
 - PS-27** ● Advertising Vacancies (*Canceled, see PS-1*)
 - PS-28** ● Employment and Payment of Contingent Employees (6/2/97)
 - PS-29** ● Environmental Control in the Classroom (11/18/91)
 - PS-30** ● Privacy Rights of Students—Buckley Amendment (11/1/96)
 - PS-31** ● Holiday Schedule (Annual)
 - PS-32** ● Procedures for Submission of Applications for Sponsored Projects (7/1/93)
 - PS-33** ● Student Employment (7/5/95)
 - PS-34** ● Salary Savings (11/1/76)
 - PS-35** ● Performance Evaluation of Administrative, Professional, and Other Academic Staff (5/1/96)
 - PS-36** ● Criteria for Evaluating Academic Performance; and Policy and Procedures on Faculty Appointment, Performance Evaluation, Reappointment, Nonreappointment, Promotion, and Tenure (7/1/97)
 - PS-37** ● Minimum Class Size (8/1/91)
 - PS-38** ● Academic Credit for Individual Off-Campus Study (8/91)
 - PS-39** ● Performance Evaluations (Classified) (7/1/97)
 - PS-40** ● Confidentiality of Personnel Records of University Employees (6/1/94)
 - PS-41** ● Assignment of Space and the Opening and Closing of Buildings for Activities on Holidays and Weekends (5/1/79)
 - PS-42** ● Course Fee Policies (12/15/77)
 - PS-43** ● Additional Compensation Limitations for Academic and Administrative/Professional Employees and Computation of Summer Salary Rates for Academic Employees (5/16/95)
 - PS-44** ● Grades (3/1/96)
 - PS-45** ● Courses and Curricula (10/05/95)
 - PS-46** ● General Studies Faculty Council (4/22/91)
 - PS-47** ● Employee Benefit and Indirect Cost Rates (5/1/78)
 - PS-48** ● Appeal Procedures Available to Students (1/18/95)
 - PS-49** ● Building Coordinators (7/1/97)
 - PS-50** ● Responsibilities and Concerns of University Personnel (7/15/79)
 - PS-51** ● Notice of Confidentiality of Documents Pertaining to Sponsored Projects (7/1/93)
 - PS-52** ● Recognized Student Organizations—Due Process Protection (5/8/80)
 - PS-53** ● The University's Participation in the Pre-Trial Intervention Program of East Baton Rouge Parish (1/1/92)
 - PS-54** ● A Policy Governing the Applicability of the *Code of Student Conduct* to Students with Dual Relationships with the University (4/24/80)
 - PS-55** ● Rights and Privileges of Retired Faculty and Staff Members (9/15/80)
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- PS-56** ● WPRG: A Noncommercial Educational FM Radio Station Licensed to Operate on the Baton Rouge Campus of Louisiana State University (6/11/80)
- PS-57** ● Chairs, Designated Professorships, Lectureships, and Prizes (9/1/80)
- PS-58** ● Plan of Action for Natural Disasters and Other Emergencies (*rescinded July 1995; replaced by PS-18*)
- PS-59** ● Employee Assistance Program (10/31/96)
- PS-60** ● Food Service Within LSU Facilities and Premises (6/1/94)
- PS-61** ● Overtime Policy (10/10/88)
- PS-62** ● Public Prayer (5/18/87)
- PS-63** ● Procedure for Notice When a Regularly Enrolled Student Dies (3/1/92)
- PS-64** ● Use of University-Owned Word Processing Equipment by University Employees for Typing and Reproducing Theses, Dissertations, and Other Works for Pay (*Canceled 2/1/88*)
- PS-65** ● Safe Management of Human Body Fluids and Waste (3/25/87)
- PS-66** ● The Policy on Flying of the United States Flag and the Louisiana Flag (12/15/87)
- PS-67** ● Illegal Use of Drugs and Alcohol Misuse (7/31/96)
- PS-68** ● University Intellectual Property Rights in Sponsored Research Projects (2/1/89)
- PS-69** ● Louisiana State University and A&M College Policy for Dealing with Alleged Misconduct in Research (10/11/89)
- PS-70** ● Naming University Facilities (7/1/93)
- PS-71** ● Louisiana State University and A&M College Policy for Establishing Endowed Chairs (4/2/90)
- PS-72** ● Immunization Policy (1/1/96)
- PS-73** ● Sexual Harassment (11/21/94)
- PS-74** ● University Records and University Archives (7/1/90)
- PS-75** ● Illegal or Abusive Use of Drugs or Alcohol by Students (10/1/90)
- PS-76** ● University Policy on Smoking (11/1/94)
- PS-77** ● Distribution of Campus Share of "Distributable Royalties" (3/26/92)
- PS-78** ● The Serving, Possession, and Consumption of Alcoholic Beverages on Campus and the Hours of Scheduled Social Functions (8/15/95)
- PS-79** ● Flexible Work Hours and Staffing (7/1/92)
- PS-80** ● Grievance Procedures for Unclassified, Other Academic, and Classified Employees (9/1/92)
- PS-81** ● Certification of Proficiency in Spoken English for Faculty and Teaching Assistants (11/12/92)
- PS-82** ● Use of University Facilities/Premises (12/15/92)
- PS-83** ● Managing Communicable Diseases (2/1/93)
- PS-84** ● Custody and Care of University Facilities and Premises (8/30/96)
- PS-85** ● Preparation of Teaching Assistants (3/15/93)
- PS-86** ● Award of Posthumous Degrees (7/1/93)
- PS-87** ● University Identification Cards (7/1/94)
- PS-88** ● Summer Youth Camps (7/1/93)
- PS-89** ● Distinction Between Gifts and Grants (*Currently under formulation, 1/95*)
- PS-90** ● Worker's Compensation and Other Insurance Coverage (3/1/96)
- PS-91** ● Campus Mail (3/3/94)
- PS-92** ● Procedure for Ordering Textbooks and Course Materials (6/6/94)
- PS-93** ● Use of University Name and Indicia (8/28/95)
- PS-94** ● Policies and Procedures for International Agreements (9/15/94)
- PS-95** ● Sexual Harassment of Students (11/1/94)
- PS-96** ● Possession of Firearms and Other Dangerous Weapons by LSU Employees Within Its Facilities and Premises (11/1/94)
- PS-97** ● Emergency Evacuation Plan for Persons with Disabilities (3/16/95)
- PS-98** ● Disclosure of Significant Financial Interests to Prevent Bias in Research (9/15/95)
- PS-99** ● Radiation Safety Violations (4/15/96)
- PS-100** ● LSU War Memorial Commission (7/1/96)
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APPENDIX E

Permanent Memoranda

The following are statements of policy originating from the Office of the President of the LSU System:

- PM-1** • Permanent Memoranda from the Office of the President (1/18/54)
 - PM-2** • Payment for Honoraria (11/20/80)
 - PM-3** • Compensation Limitations, Academic and Nonclassified Employees/Fringe Benefits Associated with Salary Supplement Grants (2/21/90)
 - PM-4** • Trips Covered by Student Travel Accident Insurance (12/5/90)
 - PM-5** • Holiday Schedule (Annual)
 - PM-6** • Lease or Rental of Space by University (2/6/91)
 - PM-7** • LSU System Guidelines for Awarding Honorary Degrees (4/5/93)
 - PM-8** • Student Employment (1/19/89)
 - PM-9** • LSU System Investment Policy (10/21/94)
 - PM-10** • Indirect Cost Allowances on Grants and Contracts (9/26/91)
 - PM-11** • Outside Employment of University Employees (5/12/94)
 - PM-12** • Educational Privileges for Full-Time Nonacademic and Other Academic Employees (5/5/93)
 - PM-13** • University Travel Regulations (7/1/96)
 - PM-14** • Operation and Maintenance of Physical Plant (5/29/73)
 - PM-15** • Salary Scales for Instructional and Related Services in Continuing Education (9/15/80)
 - PM-17** • Noncash Remuneration of Regular University Employees (10/11/73)
 - PM-18** • Registration of Motor Vehicles (5/29/73)
 - PM-19** • Determination of Teaching Loads and Proper Utilization of Facilities (5/2/73)
 - PM-20** • Leave Policies for Academic and Unclassified Employees and Classified Personnel (11/6/95)
 - PM-21** • Use of University Automobiles and Trucks (5/29/73)
 - PM-22** • Guidelines on Employment and Leave Policies Relating to Pregnancy and Childbirth (10/4/72)
 - PM-23** • Ranks, Provisions, and Policies Governing Appointments and Promotions of the Academic Staff (9/11/92)
 - PM-24** • LSU System Council of Faculty Advisors (5/29/97)
 - PM-25** • Use of University Funds for Entertainment (10/11/73)
 - PM-28** • Visiting Scholars (3/11/58)
 - PM-29** • Academic Ranks and Privileges—Medical School (*Repealed by PM-23*)
 - PM-30** • LSU System Radiation Protection Program (6/14/93)
 - PM-31** • Residence Regulations of the LSU System (1/2/92)
 - PM-35** • Age Discrimination in Employment Act; Amendments of 1978; Act 160 of 1978 Louisiana Legislature (*Rescinded 11/25/91*)
 - PM-38** • (*Canceled 7/21/93; superseded by PM-11*)
 - PM-40** • Contracts for University Procurement of Professional, Personal, and Consulting Services (2/13/92)
 - PM-41** • Salary Cost Distribution and Conversion of Salaries (11/1/72)
 - PM-42** • Physical Facilities Inventory and Analyses (9/9/74)
 - PM-43** • Procedure for Handling Grants and Contracts with federal Agencies (*Canceled 3/28/89*)
 - PM-44** • Execution of Contracts and Other Similar Documents (8/16/74)
 - PM-45** • Leaves of Absence for Military and Other Defense Service (*Rescinded March 1994*)
 - PM-46** • Appointment and Promotion of Teaching and Research Staffs (*Repealed by PM-23*)
 - PM-47** • Classification, Tenure, and Leaves of Absence of Library Staff (*Repealed by PM-23*)
 - PM-48** • Appointment and Promotion of Cooperative Extension Service Staff (6/14/85)
 - PM-50** • University Publications (*Rescinded*)
 - PM-53** • Tenure Recommendations for Assistant Professors (*Repealed by PM-23*)
 - PM-54** • Minimum Wage and Overtime Compensation for Classified and Unclassified Positions (10/19/76)
 - PM-55** • Equal Employment Opportunity Policy (5/26/77)
 - PM-56** • Personnel Policies for Unclassified Employees (5/12/75)
 - PM-57** • (*Superseded by PM-61*)
 - PM-58** • Commitments for Data Processing and Computing Equipment (4/9/86)
 - PM-59** • Classification of Academic Current Funds Expenditures by Function (4/25/73)
 - PM-60** • Execution of University System Contracts (2/5/91)
 - PM-61** • Processing of Retirement Forms; Re-employment of University Retirees (4/12/88)
 - PM-62** • (*Superseded by PM-61*)
 - PM-63** • Channels of Communication with Board of Regents (9/9/75)
 - PM-64** • LSU Intellectual Property: Distribution of Royalties and Other Matters (9/30/91)
 - PM-65** • Payroll Deduction Authorization (10/9/87)
 - PM-66** • Consulting Which Was Prohibited by the Ethics Code Prior to Passage of Act 229 of 1987 (*Canceled May 1993; see PM-11*)
 - PM-67** • Contracts Between the University and Its Faculty Members (6/29/93)
 - PM-68** • Construction, Modification, Maintenance, Care, and Operation of Sorority and Fraternity Houses Located on University Property (8/25/94)
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APPENDIX F

PS-36 • Criteria for Evaluating Academic Performance; Policy and Procedures on Faculty Appointment, Performance Evaluation, Reappointment, Nonreappointment, Promotion, and Tenure

Effective July 1, 1997

I. GENERAL POLICY

Personnel decisions described in this policy statement have the most serious long-term implications for the quality of the faculty, and therefore for the University. All such decisions, not based on financial exigency or change in departmental programs, shall be made solely on the basis of professional merit, quality of contribution to the University, and the competent and regular performance of assigned duties. Judgments may not be based on attributes of the candidate that are irrelevant to professional performance, such as age, disability, national origin, race, religion, or sex. In making these important personnel decisions, it shall be the general policy of the University to utilize peer judgment, with review by academic chairs, deans, the Provost, and the Chancellor. Faculty personnel decisions should be based on criteria for evaluating academic performance, discussed in Section IV of this policy statement. All faculty positions will be advertised according to PS-1 and PM-55.

It is the policy of the University to keep faculty who are being reviewed as fully informed as possible during processes covered by this document and to give the person under review access to all official written statements by reviewers produced as a part of the proceedings (unless designated as confidential in PS-40). When conferences are held as a part of the notification or annual review process, the candidate may invite a peer advisor. Conference attendees at the department level are the chair and the candidate (with peer advisor, if desired). The same group and the dean constitute the attendees at the college level.

Timely notification and understanding of appeal procedures are essential to the review processes. After recommendations have been finalized by any administrative officer, a candidate for reappointment, promotion, and/or tenure is notified in a timely manner, prior to submission of the review file to the next reviewer. Notification is through official university channels, either orally or in writing, and may be at a conference. Each administrative officer notifies the previous reviewer of action promptly until the process has been completed.

Candidates are entitled to submit for the official record letters of dissent with negative performance evaluations and negative recommendations on reappointment, promotion and/or tenure. These formal letters are included with files submitted for review beyond the department. Faculty are also entitled to appeal negative personnel decisions through the appeal procedures outlined in Section VII of this document.

These basic principles are augmented by specific details of the various policies and procedures found in the individual sections of this policy statement that address appointment, performance evaluation, reappointment, non-reappointment, promotion and/or tenure, and appeal.

Any college and/or departmental guidelines formulated must conform to PS-36 and be approved by the Provost. If such guidelines are in conflict with PS-36, PS-36 will take precedence.

This policy statement does not increase or diminish the legally enforceable rights of the University and its employees. While strict adherence to this policy statement is expected, minor procedural errors may occur. The misapplication or failure to follow any specific provision of this policy statement should not be of itself grounds for setting aside or modifying any employment decision when it has been determined by appropriate authority that the decision was fairly made and in the best interest of the University.

II. CRITERIA FOR EVALUATING ACADEMIC PERFORMANCE

A. GENERAL

Superior intellectual attainment and ethical behavior are indispensable qualifications for appointment, promotion, and tenure. Insistence upon these criteria is necessary for maintenance of the quality of the University as an institution dedicated to the development and dissemination of knowledge and guided by established standards of ethical and professional conduct.

Faculty will be judged with respect to the proposed rank and duties considering their record of performance in teaching, research and other creative achievement, and service. The eligible voting faculty and the university officials who review applications for tenure and/or promotion will evaluate the candidate's qualifications and past performance consistent with job assignments. Evaluations must be built around an analysis of the assigned tasks as well as any responsibilities initiated by the faculty member during the review period. Tenure-track faculty members will not be given major assignments that do not contribute toward tenure. While the evaluation of faculty will be based on criteria established by this policy statement, different departments and schools may have different expectations, with varying definitions and emphases for teaching, research and other creative activity, and service or other accomplishments in the discipline.

The successful candidate will have developed a strong individual professional reputation and will have clearly contributed to the functioning of the academic program of which she/he is a part. Contributions to the welfare and mission of the University such as leadership, collegiality, and mentoring may be easily substantiated, but not be easily categorized within the existing framework of criteria; the value of these contributions can be significant and should be both documented and considered. Superlative positive contributions demonstrate leadership and significantly advance the mission of the academic unit. Likewise, negative actions such as uncooperative, disruptive, or combative behavior may demonstrate a lack of collegiality and significantly interfere with the mission of the academic unit.

Recommendations are based on an overall assessment of the individual's contribution. In evaluating the qualifications of faculty, judgments will be made as to whether the individual is engaging in a program of work that is notable in at least two of the areas and satisfactory in the third. The chair will consult with the departmental faculty regarding performance expectations. As the University enters new fields of endeavor and refocuses its ongoing activities, situations will arise in which the proper work of faculty members departs markedly from established academic patterns. In such instances, exceptional care will be taken to apply the criteria with sufficient flexibility but without relaxation of high standards.

The criteria set forth in this policy statement are intended to serve as guides in evaluating the individual's performance. The lists under each area represent examples of performance and are not comprehensive.

B. TEACHING

The University exists for the development and dissemination of knowledge. Excellent instruction challenges students to analyze and assimilate facts, concepts, and ideas; it ultimately frees them to become more self-directed in their own learning. Teaching, both an art and a science, takes on many forms, but good teachers consistently communicate information to their students in a planned and comprehensible manner. Of paramount importance is the teacher's ability to engage students so that instructional objectives are achieved.

Since teaching is fundamental to the role of the faculty, failure to place excellence in teaching at the center of the University's mission fails both those who come to study at LSU and those whose support the institution requires. Consequently, effective teaching is a necessary criterion for reappointment, promotion, and tenure. A distinction must be made between routine classroom performance and teaching excellence that draws upon the faculty member's depth and breadth of scholarship. The peer review process must be diligent in safeguarding the institution's commitment to excellence in teaching. Under normal circumstances a tenure or promotion commitment will not be made unless there is clear and documented evidence of ability and commitment to the teaching role.

In assessing the effectiveness of an individual's teaching, reviewers should consider the teacher's command of the subject; evidence of continuous growth in the subject field; ability to organize material for instruction; ability to present material with force and logic; ability to arouse curiosity in beginning students; ability to stimulate advanced students to creative work; and effectiveness of student academic advising.

It is the responsibility of the chair to submit evaluative statements accompanied by evidence documenting the individual's teaching effectiveness at lower-division, upper-division, and/or graduate levels of instruction.

No single set of satisfactory evidence can be prescribed. However, among significant types of evidence of teaching effectiveness are:

- Peer evaluations, based upon class visitations, lectures before professional societies, or performance of the individuals' students in higher sequence courses.
- Student performance on uniform departmental examinations or standardized tests.
- Accomplishments of present and former students.
- Reports or interviews with graduating students or alumni, and unsolicited testimonial letters.
- Textbooks, published lecture notes, or articles that reflect teaching contributions and scholarship, e.g., repeated textbook adoptions by comparable institutions.
- Development of new and innovative courses, preparation of creative teaching material or instructional strategies, or exceptional contributions to a department's instructional program, including those in nontraditional modes such as distance learning, correspondence and independent study, and extramural courses.
- Honors or special recognition for teaching accomplishments.
- Selection for special teaching activities outside of the University, e.g., Fulbright awards, special lectureships, panel presentations, seminar participation, and international student and development projects.
- Courses taught including direction of individual student work, e.g., independent studies, theses or dissertations, creative and artistic student projects, and informal student seminars.

- Membership on special bodies concerned with teaching, e.g., accreditation teams and special commissions.
- Receipt of competitive grants/contracts to fund innovative teaching activities or to fund stipends for students.
- Coordination of multi-disciplinary and/or inter-departmental instructional courses.
- Selection for teaching in special honors courses and programs.
- Supervision of students enrolled in clinical activities on and off campus.
- Student evaluations and comments that reflect teaching excellence and creativity, and the stimulation of students to achieve.

C. RESEARCH AND OTHER CREATIVE ACTIVITY

A significant and continuous program of research and/or other creative activity is fundamental to the role of the faculty and essential to attaining the University's goal of academic excellence and national prominence. Inquiry and originality are central functions of the University. Faculty should develop new ideas, interpret enduring ideas, participate in the application of ideas, and disseminate the results of their work through media appropriate to their disciplines.

Research and other creative activity should not only be enumerated but evaluated through peer review, administrative review, and external review. For collaborative endeavors, the degree of the candidate's contribution should be identified. Sources for evidence of excellence are suggested below:

- Scholarly and creative works such as books, articles, novels, musical compositions, plays, essays, designs, bulletins, when published by publishing houses and journals that accept work only after rigorous review and approval by peers in the discipline.
- Citation of research or other creative activities in scholarly publications, scholarly reviews, favorable impact listing in Citation Indexes; critical reviews of creative activity in juried publications.
- Award of grants and contracts to finance the development of research or other creative activity.
- Original works presented such as plays, poetry, musical compositions, art, designs, completed projects (interior designs, architecture); contributions to theater productions, artist(s) or guest artist(s) in juried solo or collaborative presentations; video or audio recordings produced for presentation or public distribution.
- Awards for excellence of research or other creative activity.
- Development of patents, processes, or instruments useful in solving important problems.
- Presentations before learned societies or before audiences where rigorously reviewed.
- Membership on important scientific expeditions or engaging in the delivery of technology through involvement in development projects.

D. SERVICE

University and public service is an important component of the University's mission. This includes service to the institution—to students, colleagues, departments, colleges, and the University—as well as beyond the campus. Service by members of the faculty to the community, state, nation, and beyond, both in their special capacities as scholars and in areas beyond those special capacities when the work is at a sufficiently high level and of sufficiently high

quality, should be recognized as evidence for promotion and/or tenure.

It is also important to recognize that distinctions exist between an individual's service based on the performance of professional and academic responsibilities (including those within the institution), and service provided through the performance of civic responsibilities. The latter, while expected, is not an important factor in promotion and/or tenure considerations.

The faculty plays an important role in the administration of the University and in the formulation of its policies. Recognition should therefore be given to scholars and artists who participate effectively and imaginatively in faculty governance and the formulation of departmental, college, and university policies, and who prove themselves to be able administrators.

Faculty service efforts should be planned and focused in areas appropriate to departmental and university missions. Chairs may be consulted in the planning process to ensure that the faculty member's proposed service activities are consistent with departmental expectations. In documenting service activities it is important to emphasize those service efforts which are truly innovative, creative, and supportive of the faculty member's professional stature and appropriate to the department's role and mission. These efforts shall be carefully and completely described with particular attention to impact.

In addition to the development and dissemination of knowledge, faculty with clinical assignments (Veterinary Medicine, Education, Psychology, Communication Disorders, etc.) have a responsibility to provide service of the highest quality as a necessary basis of the education of professional, graduate, and postgraduate students. These contributions may not easily lend themselves to description under teaching or research criteria, but should be considered under service criteria.

Examples of excellence and effectiveness in service are outlined below to indicate the scope of activities valid for consideration as university and public service.

- Officer in a national professional organization.
- Committee chair of national professional organization.
- Service on a major governmental commission, task force, or board.
- Program chair or similar chair at a national meeting.
- Invitations to speak at regional, national and international meetings.
- Evidence of excellence in patient management and diagnostic support in Veterinary Medicine, Psychology, Communication Disorders, etc.
- Service on certification boards for medicine, engineering, etc.
- Officer in regional or state professional organization.
- Service as consultant to business or government agencies.
- Consultation with industry, agricultural commodity groups, or other relevant special constituency groups.
- Editorships, editorial board member, manuscript reviewer.
- Awards for service.
- Leadership in technology transfer, economic development, or job creation.
- Excellence in administrative role within the University.
- Chair or member of a standing or ad hoc Louisiana State University or LSU System Committee.
- Advisor to student organizations.
- Chair or member of college or departmental committee.
- Officer or member in the Faculty Senate.

- Contributions to faculty and staff training or development programs.

III. INITIAL APPOINTMENT

A. POLICIES

1. **Minimum Qualifications** (as appropriate to job assignment)
 - a. **Instructor** (and equivalents) ● A master's degree, equivalent post-graduate study, or professional experience.
 - b. **Assistant Professor** (and equivalents) ●
 - (1) A terminal degree or equivalent professional experience.
 - (2) Clear evidence of commitment to student learning and potential for scholarly achievement.
 - c. **Associate Professor and Professor** (and equivalents) ●
 - (1) A terminal degree or equivalent professional experience.
 - (2) Publications or creative works of high quality that indicate a significant scholarly career appropriate to the rank.
 - (3) A demonstrated and sustained commitment to student learning.
 - (4) Demonstrated service to the academic community and the public.
 - d. **Distinguished Professors** ● Appointments to these ranks are governed by the *Bylaws and Regulations* of the Board of Supervisors, Permanent Memoranda, and university and college policy statements.
2. **Inbreeding**

Appointments to the rank of assistant professor or higher of persons whose terminal degrees are from LSU will be made only when the exceptional merit of the candidate is demonstrated.
3. **Terms of Appointments**
 - a. **Instructor** (and equivalents) ● Appointed for terms of one year or less.
 - b. **Assistant Professor** (and equivalents) ● Appointed initially for a term of three years (renewable for up to three years). The initial employment contract should clearly enumerate special conditions, such as years of service at another university that will count toward tenure at LSU.

Persons who have not completed all requirements for the terminal degree are sometimes appointed at the rank of assistant professor, and sometimes at the rank of instructor, depending on the customs and needs of the various colleges. The special conditions of these appointments shall be clearly indicated in all contracts.
 - c. **Associate Professor and Professor** (and equivalents) ● Appointed for terms of four years or less. The initial appointment should clearly enumerate special conditions such as years of service at another university that will count toward tenure at LSU.

If a candidate has received tenure at a comparable university or where there is a record of exceptional accomplishments, tenure may be awarded with the initial appointment.
 - d. Any deviation from terms of appointment outlined in III.A.3.b and III.A.3.c. for faculty at the rank of assistant professor, associate professor and professor whose initial appointments begin on a date other than the beginning of the fiscal year (July 1)

or the academic year (date determined annually) require prior written approval of the Provost.

4. Joint Appointment

Faculty may be appointed jointly in more than one department or academic unit but may be granted tenure in only one academic department known as the primary department. At the time of appointment, the primary department must be specified on the employment contract.

5. Voting Eligibility

The chair will submit a recommendation independent of the faculty recommendation. Consequently, the chair shall not vote as a faculty member.

Voting eligibility of the faculty varies according to the rank of the *candidate* under consideration as follows:

- a. **Instructor** (and equivalents) ● All tenure-track and tenured faculty or a committee designated by the tenure-track and tenured faculty.
- b. **Assistant Professor** (and equivalents) ● All tenure-track and tenured faculty or a committee designated by the tenure-track and tenured faculty. A majority of the eligible voting faculty must approve on an annual basis the use of a committee to appoint assistant professors.
- c. **Associate Professor and Professor** (and equivalents) ● All tenure-track and tenured faculty or a committee designated by the tenure-track and tenured faculty.

Tenured appointments ● Only those tenured faculty equal to or senior in rank to the candidate may vote on the question of tenure. The vote must be taken in a separate ballot.

Instructors and members of the academic staff on nontenure-track appointments (part-time, visiting, research, etc.) may be consulted but do not have a vote in recommendations for appointment.

Faculty holding joint appointment shall have voting rights in the primary department, and when enfranchised by the eligible voting faculty of a secondary unit, may also vote in the secondary unit. However, faculty may not vote regarding the same candidate in more than one unit.

An offer of employment to any candidate is not authorized until the Employment Contract has been approved at the highest level of administrative review, as delegated by the LSU System and/or the Chancellor.

B. PROCEDURES

1. Recruitment and Screening

Recruitment of faculty begins with a description of the position to be filled. The position should be advertised according to PS-1 and PM-55. All appropriate faculty should be involved in the recruitment and evaluation process. It is the chair's duty to fill vacancies in accordance with equal opportunity requirements as found in PS-1, and to place before the eligible voting faculty the proper applicant pool for consideration and review.

All material related to candidates' applications should be available to those eligible to vote on the candidates. (See PS-40 related to the confidentiality of personnel records.) A committee may be appointed by the chair to screen applicants to be interviewed for a position, or the faculty may act as a committee of the whole for this purpose.

2. Interview

An interview is desirable at the rank of instructor and other nontenure-track appointments. An interview is required for tenure-track and tenured appointments. An on-

campus interview is preferable; however, in unusual situations, a telephone interview or an off-campus interview may suffice.

3. Department Review and Recommendation

A meeting of the appropriate faculty, or faculty-designated committee, and the chair should be held for the purpose of selecting a candidate to be recommended for a position.

When a candidate is being considered for joint appointment, official written statements of evaluation must be submitted by the faculty and the chair in the secondary unit. In such cases these statements become part of the appointment file.

The official vote of the faculty is based on the total vote of eligible voting faculty as specified in Section III.A.5 and must be a written ballot. Eligible voting faculty may vote absentee, when necessary, by providing written ballots to the chair who will include them in the total vote.

Although the official vote of the faculty is based on the total vote of the eligible voting faculty, ballots should identify the voter as *tenured* or *tenure-track*. Additionally, a ballot for appointment with tenure must provide for separate votes on each recommendation.

The chair will include the written votes of absent faculty whenever feasible. Separate tallies of the tenure-track and tenured faculty votes must be recorded, but the official vote of the faculty is based on the total vote of eligible voting faculty.

The eligible voting faculty will submit a recommendation signed by their designated representative to accompany the chair's recommendation to the dean.

The chair will submit the appointment file to the dean. The appointment file shall include:

- Faculty report signed by a representative of the faculty. [Majority and minority reports from the faculty when such reports exist.]
- Report from faculty and chair in secondary unit, when appropriate.
- Faculty recommendation regarding term of appointment or tenure.
- Faculty vote tallies.
- Chair's recommendation.
- Employment Contract signed by chair, candidate's vita, certification of academic credentials.

4. College Review and Recommendation

The dean will review and forward appointment recommendations according to the rank of the *candidate*, as follows:

- a. **Instructor/tenure-track assistant professor** ● The appointment file is submitted to the dean for final action. In the event the departmental faculty recommendation and the chair's recommendation do not agree, the dean will decide.

In the event there are special provisions, the contract will be forwarded for additional approvals as required.

- b. **Tenure-track associate professor/professor** ● The appointment file will be submitted to the dean for review.

If the dean recommends approval of the appointment, she/he will sign the Employment Contract and forward it with the candidate's vita and certification of academic credentials to the Office of Human Resource Management.

If the dean does not recommend approval of the appointment, she/he will forward the Employment Contract, candidate's vita and certification of aca-

demetic credentials to the Provost with a statement explaining the reasons.

Other documents in the appointment file will be returned to the chair until final disposition of the recommendation.

Human Resource Management will route the Employment Contract and vita to the Provost for final approval. After review and recommendation by the Provost, the original of the Contract will be returned to the chair, through the dean, for signature by the candidate.

- c. Tenured associate professor/professor** • The appointment file will be submitted to the dean for review.

If the dean recommends approval of the appointment, she/he will sign the Employment Contract and forward it with the candidate's vita and certification of academic credentials to the Office of Human Resource Management (HRM).

If the dean does not recommend approval of the appointment, she/he will forward the Employment Contract, candidate's vita and certification of academic credentials to the Provost with a statement explaining the reasons.

Other documents in the appointment file will be returned to the chair until final disposition of the recommendation.

HRM will route the Employment Contract through the following administrative levels for review and recommendation to the System Office:

- Provost;
- Chancellor.

- 5. University Review** (tenured appointments only)—

After review and recommendation by the Provost and the Chancellor, the Employment Contract and vita will be forwarded to the Office of the President for final approval.

- 6. LSU System Review** (tenured appointments only)—

Tenured appointments must be approved by the President of the LSU System.

- 7. Offer of Employment**

An Employment Contract cannot be forwarded to a candidate for her/his review and signature of acceptance until final administrative approval has been secured. Any supplementary correspondence from a chair/dean outlining secondary details such as office space assignments, etc., should not be forwarded to the candidate until final administrative approval of the Contract. This does not preclude a chair from having preliminary discussions with the candidate prior to offering the Contract.

IV. PERFORMANCE EVALUATION

A. POLICIES

1. Purpose

Performance evaluations should assist the faculty member with her/his future professional development as well as contribute to an understanding of how her/his contribution is viewed by students, colleagues, and the chair. Evaluators should consider the professional development of their faculty as well as evaluate achievements. Collectively, the reviews will also help the chair, dean, and other administrative officers to assess the strengths and weaknesses of a department or college.

2. Sources

Evidence of performance may be obtained from many sources including, but not limited to, annual reports from the faculty member, updated resumes, and other evidence related to the criteria set forth in Section II. The evaluations of nontenured faculty must include opinions of the tenured

faculty. Sampling of student opinions should be carried out in such a manner as to assure that students are free to convey honest opinions without fear of reprisal and that ratings are both reliable and valid.

3. Interval

Normally, reviews will be conducted annually for all faculty during the spring semester and will cover the previous calendar year. A review for promotion and/or tenure within the same academic year may serve as the annual review.

B. PROCEDURES

1. General

While departments may differ in the manner in which they conduct the performance evaluation, the procedure devised should record accurately, in a manner which is clear even to those outside the University, the individual's achievements as measured against the appropriate criteria.

Performance evaluations become part of the official personnel file and are utilized over a long period of time in making decisions regarding retention, promotion, and salary; therefore, it is important that the process be inherently fair, systematic, and uniform within the academic unit.

2. Department Review and Report

The chair will annually oversee and/or conduct a review of the performance of each faculty member.

a. Nontenured Faculty

As part of the annual review, the tenured faculty, or their designated committee, will meet to evaluate the performance of each nontenured faculty member.

Joint Appointments • The reviews of faculty holding joint appointments will be conducted by the primary department. Written statements of evaluation must be submitted by the faculty and the chair of any secondary unit in which the faculty member is jointly appointed. These statements become a part of the official performance evaluation file.

As a result of the review, a written advisory and evaluative faculty report regarding each nontenured faculty member will be provided to the chair. The report should reflect the majority as well as the minority views of the eligible voting faculty. In the case of strong disagreement, separate majority and minority reports may also be submitted. The report, signed by a faculty representative, will accompany the annual performance evaluation by the chair given to each nontenured faculty member and will accompany the recommendation submitted by the chair to the dean.

The chair will summarize her/his assessments on the department report form (annual performance evaluation), sign the form and submit it along with the faculty report on nontenured faculty to the faculty member. The faculty member will sign the form thereby designating that she/he has seen the evaluation and return it to the chair. The form and the faculty report are then forwarded to the dean.

b. Tenured Faculty

Review of tenured faculty performance will be by the chair. Utilizing information from multiple sources (see Section IV.A.2.) the chair will summarize her/his assessments on the department report form (annual performance evaluation).

Joint Appointments • The reviews of faculty holding joint appointments will be conducted by the primary department. Written statements of evaluation must be submitted by the chair of any sec-

ondary unit in which the faculty member is jointly appointed. These statements become a part of the official performance evaluation file.

The chair will sign the form and submit it to the faculty member. The faculty member will sign the form thereby designating that she/he has seen the evaluation and return it to the chair. The form is then forwarded to the dean.

3. Individual Faculty Conferences

The chair will meet with each nontenured faculty member to discuss her/his evaluation.

The chair may meet with each tenured faculty member at the request of either the chair or the faculty member to discuss her/his evaluation.

4. Faculty Dissent

The faculty member may submit a separate formal letter of dissent with reasons for the dissent to the dean through the chair. The dean will review the evaluation and respond to the dissent in a timely manner. A copy of the dean's response will be sent to the faculty member and the chair. The annual performance evaluation, with all resulting correspondence, will be forwarded through the dean to the Office of Human Resource Management for inclusion in the faculty member's official personnel file.

5. College Review

The dean will sign or initial the department report form and forward it to the Office of Human Resource Management for inclusion in the individual's official personnel file.

Those forms with formal letters of dissent will be forwarded by Human Resource Management to the Provost for review before inclusion in the individual's official personnel file.

V. REAPPOINTMENT/NONREAPPOINTMENT (NONTENURE DECISIONS)

A. POLICIES

1. General

A term appointment or a series of term appointments carries no assurance of reappointment, promotion or tenure. Reappointment is made solely at the initiative of the University. Although most probationary tenure-track appointments are made with the expectation that renewal as well as eventual promotion and/or tenure will be justified, reappointment recommendations and decisions should be made deliberately and carefully. Reappointment does not guarantee tenure, but it is expected that tenure-track candidates who are recommended for reappointment will have demonstrated reasonable progress toward meeting the criteria for the award of tenure.

2. Candidate Eligibility

Reviews are normally conducted in a time frame which allows for timely notice of nonreappointment to be given in accordance with Section V.B.5. in the event of a negative review.

- a. **Instructor** (and equivalents) ● Reappointed for renewable terms of one year or less.

Before a third consecutive renewal, the chair must provide each instructor with a written statement of the conditions of further reappointment. The chair will forward a copy of this statement, signed by the instructor, with the appropriate personnel form to the dean. If the dean recommends approval of the reappointment under the conditions outlined, she/he will sign the personnel form and forward it with the written statement of conditions to the

Office of Human Resource Management to be placed in her/his official personnel file.

- b. **Assistant Professor** (and equivalents) ● Reappointed for no more than three years and not beyond the maximum total years of term appointments allowable (as stipulated in Section 2-7 of the *Bylaws and Regulations* of the LSU Board of Supervisors). There will be no reappointment reviews during the fifth year. Employment must end on completion of the fifth year or automatically be extended through the sixth year and mandatory review.

- c. **Associate Professor and Professor** (and equivalents) ● Reappointed on a term basis, though not for more than four years of total service at LSU.

3. Voting Eligibility

The chair submits a recommendation independent of the faculty recommendation, and consequently, does not vote as a faculty member.

Voting eligibility of the faculty varies according to the rank of the *candidate* under consideration for reappointment as follows:

- a. **Instructor** (and equivalents) ● All tenure-track and tenured faculty or a committee designated by the tenure-track and tenured faculty.
- b. **Tenure-track Assistant Professor, Associate Professor, and Professor** (and equivalents) ● All tenured faculty equal to or senior in rank to the candidate.

Faculty without tenure and/or at a rank lower than the candidate may be consulted but do not have a vote in recommendations for reappointment/non-reappointment.

Faculty holding joint appointment shall have voting rights in the primary department, and when enfranchised by the eligible voting faculty of a secondary unit, may also vote in that unit. However, faculty may not vote regarding the same candidate in more than one unit.

Recusals ●

- a. A faculty member who must make a formal recommendation at an official stage in the review process must recuse herself/himself at the departmental level.
- b. A faculty member serving in an advisory capacity at the college level may vote at the department level but must recuse himself/herself from voting on recommendations made at a subsequent stage in the official review of candidates from their departments.

B. PROCEDURES

1. Nomination

The dean notifies all chairs of the submission timetable for reappointment/nonreappointment recommendations. The timetable is announced annually by the Office of Human Resource Management.

The chair notifies each candidate of eligibility for reappointment and lists the documentation the candidate must prepare for the review. (Section V.B.2.)

The candidate is responsible for providing accurate Documentation and Supporting Material for the reappointment file. The chair will ensure that the candidate has opportunity to submit all relevant information and material for judgment by the eligible voting faculty and that these materials are conveyed to the appropriate persons.

2. Department Review and Recommendation

Responsibility for departmental actions concerning reappointment/nonreappointment lies with the chair, who ensures that all pertinent material is included in the reappointment file and verifies the accuracy of the material.

The chair may appoint one or more review committees annually. The review committee will evaluate the Documentation and Supporting Material and make recommendations that will provide the background for departmental discussion by the eligible voting faculty. Prior to the meeting, the eligible voting faculty must have access to material relevant to the decision. Reappointment files are maintained in a central location within the department. Access to the reappointment file is limited to the candidate, the eligible voting faculty, the chair, and the staff involved in processing personnel forms.

A meeting of the eligible voting faculty will be held in order to vote on reappointment. The chair convenes the meeting. It may be valuable for the chair to hear faculty discussion, however, she/he plays no active role other than providing factual information requested by the eligible voting faculty.

Separate tallies of the tenure-track and tenured faculty votes must be recorded, but the official vote of the faculty is based on the total vote of eligible voting faculty. The chair does not vote as a faculty member but submits a separate recommendation.

As a result of the review, a written advisory and evaluative faculty report regarding each candidate will be provided to the chair. The report should reflect the majority as well as the minority views of the eligible voting faculty. In the case of strong disagreement, separate majority and minority reports may also be submitted. The report, signed by a faculty representative, will accompany the recommendation submitted by the chair to the dean.

Joint Appointments • The reviews of faculty holding joint appointments will be conducted by the primary department. Written statements of evaluation must be submitted by the faculty and the chair in secondary units in which the faculty member is jointly appointed. These statements become part of the official reappointment file.

Prior to submission of reappointment/nonreappointment recommendations to the dean, the candidate will receive copies of all official written statements generated by faculty and chair(s) regarding her/his reappointment/nonreappointment.

Candidate Response • The candidate may prepare a formal letter of response for inclusion with the reappointment file submitted for review beyond the department. In order to be considered in the college review process, such a letter must be sent to the chair and to the dean no later than five working days after the deadline for forwarding departmental recommendations to the dean.

The chair will submit the reappointment file to the dean. The reappointment file shall include:

- Biographical information.
- Employment information.
- Evidence of candidate's performance as provided by the candidate in her/his Documentation and Supporting Material (Appendix B).
- Faculty report signed by a representative of the faculty.
- Faculty recommendation regarding term of reappointment (when appropriate).
- Faculty vote tallies.
- All annual performance evaluations.
- Chair's recommendation.

- Majority and minority reports from the faculty when such reports exist.
- Report from faculty and chair in secondary unit, when appropriate.
- Candidate's formal letter of response (when such a letter exists).
- Personnel Action Form (PAF) signed by the chair.

In the case when nonreappointment is recommended, or if the candidate requests it, a conference with the chair will be held.

3. College Review and Recommendation

The dean may appoint a faculty committee(s) to review and advise her/him regarding reappointment/nonreappointment recommendations. The procedure for appointing these committees varies by college, but in all cases they are advisory only. The recommendations of the advisory committees are not part of the reappointment file. The dean has the ultimate responsibility for her/his recommendation.

The dean will review and make reappointment recommendations according to the rank of the *candidate*, as follows:

Instructor/assistant professor • Recommendations for reappointments/nonreappointments from the faculty and the chair are submitted to the dean for final approval. The dean shall provide written notification of her/his decision to the candidate and the chair.

In the case when nonreappointment is the decision, or if the candidate requests it, a conference with the dean will be held in a timely manner. At the conference, the candidate will receive a written statement from the dean supporting her/his decision. The statement becomes part of the candidate's official personnel file.

Associate professor/professor • If the dean recommends approval, she/he will sign and forward the Personnel Action Form to the Provost for review. The dean shall provide written notification of her/his recommendation to the candidate and the chair at the time of submission to the Provost.

In the case when nonreappointment is the recommendation, or if the candidate requests it, a conference with the dean will be held in a timely manner. At the conference, the candidate will receive a written statement outlining reasons for her/his recommendation. The statement becomes part of the candidate's official personnel file.

4. University Review (associate professor and professor ranks only)

The Provost will review, take action on and return the Personnel Action Form to Human Resource Management for inclusion in the official personnel file.

The chair will inform in writing the eligible voting faculty of the results of all reappointment reviews, including the term of the reappointment.

5. Timetable for Notice of Nonrenewal

Employment under a term appointment ends unconditionally on the date indicated in the appointment form and reappointment is solely at the initiative of the University. Ordinarily, written notice of a decision not to reappoint will be given according to the following schedule:

For faculty on initial one-year appointment, at least 90 days before the end of the appointment,

For faculty whose term appointment is ending in the second year of service, at least six months before the end of the appointment,

For faculty whose term appointment is ending after two or more years of service, at least 12 months before the end of the appointment.

Once a faculty member is notified of a final decision not to reappoint, that decision shall normally be irrevocable, and the decision is not suspended pending an appeal. The decision does not require administrative or Board of Supervisors' approval except as specifically set forth in this policy statement.

IV. PROMOTION AND TENURE

A. POLICIES

1. General

Since the granting of promotion and/or tenure has serious long-term consequences for the University, numerous stages have been built into the process to ensure a thorough and equitable review. In all cases, a review is required prior to the award of tenure. All persons at every stage have a responsibility to act in a judicious manner. Certain reviewers serve as official line officers; others serve only in an advisory capacity. The LSU promotion and/or tenure review process culminates with the President of the LSU System and the LSU Board of Supervisors. Each **official** stage in the process is concluded with a formal recorded recommendation on the LSU System Promotion/Tenure Review Request form as follows:

The appropriate departmental faculty;

- The chair of the department;
- The academic college dean;
- The Provost; and
- The Chancellor.

Additional University review stages which are **advisory only** are:

- Academic dean's advisory committee(s);
- Provost's advisory committee(s); and
- The Dean of the Graduate School.

All promotion and/or tenure recommendations are submitted on the LSU System Promotion/Tenure Review Request form and other materials as designated in Appendix B will be attached. The promotion and/or tenure file will be forwarded for review through administrative channels to the LSU System Office.

2. Review Schedule

Normally, reviews for promotion and/or tenure will be considered only once each year as follows:

- Preliminary reviews at the department level normally begin in September, approximately nine months prior to the nonreappointment notification deadline.
- The review continues at the college level and usually concludes no later than mid-January, at which time materials are forwarded for review at the University level.
- The University level review normally ends with the submission of materials to the System Office in late February or early March.
- The entire process is usually concluded at the Board of Supervisors meeting in April.

All candidates have the right to initiate a review at any time without prejudice to subsequent reviews. All candidates have the right to voluntarily withdraw from a nonmandatory or a mandatory review at any stage prior to the submission of recommendations to the President.

3. Accelerated Review

Since it is unusual for a candidate to amass the necessary body of evidence and record of performance at LSU in less than the full service period, accelerated promotion and/or tenure is uncommon.

A promotion/tenure recommendation for nontenured assistant professors or a tenure recommendation for nontenured associate professor or professor is considered *accelerated* if it is submitted prior to the mandatory review period. Such a recommendation must demonstrate that the candidate clearly meets the criteria which would be expected at the time of a mandatory review.

For tenured associate professors, a promotion recommendation to the rank of professor is considered accelerated if it is submitted prior to the fifth year in rank as an associate professor.

4. Mandatory Reviews

Promotion and/or tenure reviews for nontenured assistant professors, associate professors, and professors must be conducted no later than the mandatory review period, and at the latest time that will allow at least a one-year notification of nonreappointment.

In establishing the time of the mandatory pre-tenure review, prior service at other institutions at the rank of assistant professor or higher may be included only when recorded in the initial LSU appointment agreement.

Exceptions to the prescribed pre-tenure probationary period may be justified in some circumstances. Each request for exception will be routed through regular promotion/tenure administrative channels and addressed individually. Examples include but are not limited to the following situations:

If a candidate has been rehired after a break in tenure-track service, the prior tenure-track service at LSU may count as part of the candidate's pre-tenure probationary time only when recorded in the reappointment agreement.

Leave without pay (including medical and hardship cases) will not count toward the pre-tenure probationary period unless requested by the candidate as part of the leave request and approved by the Provost.

Temporary part-time appointments interrupting a tenure-track appointment will normally not count as part of the pre-tenure probationary period. Any exception must be requested at the time of change to part-time status and must be approved by the Provost.

A change from a full-time tenure-track appointment to a regular part-time appointment will result in the cancellation of the tenure-track appointment. A change from a tenured appointment to a regular part-time appointment will result in the cancellation of tenure.

A candidate who chooses not to be reviewed at the mandatory time or who chooses to withdraw from the mandatory review process must send a written request to the dean through the chair. Such a request must include an official resignation and will result in nonreappointment at the end of the employment contract.

5. Candidate Eligibility

- a. **Instructor** (and equivalents) ● May not acquire tenure. Normally, instructors shall not be promoted to assistant professor. However, instructors may compete in a national search for appointment to an available assistant professor position.

b. Assistant Professor (and tenure-track equivalents)

- Must be reviewed for promotion and/or tenure no later than her/his sixth year at LSU. An assistant professor who has other university or equivalent service prior to employment at LSU may have an earlier date for mandatory review. Assistant professors may not be reappointed after seven years without promotion and tenure.

Normally, assistant professors in a tenure-track position who are promoted to the rank of associate professor will attain tenure.

Tenure shall not be awarded at the assistant professor rank.

c. Associate Professor (and tenure-track equivalents)

- Must be reviewed for tenure no later than her/his third year at LSU. The third-year mandatory review follows the same procedures required of the mandatory pre-tenure review of assistant professors. Associate professors may not be reappointed without tenure after four years of service at LSU.

Tenure-track associate professors who are promoted to professor will receive tenure with the promotion.

Normally, tenured associate professors are eligible for consideration for promotion to professor in their fifth year of service as an associate professor.

d. Professor (and tenure-track equivalents) ●

- Must be reviewed for tenure no later than her/his third year at LSU. The third-year mandatory review follows the same procedures required of the mandatory pre-tenure review of assistant professors. Professors may not be reappointed without tenure after four years of service at LSU.

6. Voting Eligibility

Only tenured faculty senior in rank to the candidate are eligible to vote on promotion and/or tenure decisions for candidates below the rank of professor. Only tenured professors are eligible to vote on tenure for tenure-track professors.

Faculty holding joint appointment shall have voting rights in the primary department; and, when enfranchised by the eligible voting faculty of a secondary unit, may also vote in the secondary unit. However, faculty may not vote regarding the same candidate in more than one unit.

Recusals ●

- A faculty member who must make a formal recommendation at an **official** stage in the review process must recuse herself/himself at the departmental level.
- A faculty member serving as an administrator who may make recommendations at an advisory University review stage must recuse himself/herself at the departmental level. [Example: Dean of the Graduate School]
- A faculty member serving in an advisory capacity at the college level may vote at the department level but must recuse himself/herself from voting on recommendations made at a subsequent stage in the official review of candidates from their departments.

In special cases, and with the approval of the Provost, the dean may appoint faculty from other departments to the departmental review committee. Such cases are normally limited to reviews in departments with fewer than three eligible voting faculty.

B. PROCEDURES**1. Nominations**

The dean will notify all chairs of the submission timetable for promotion and/or tenure recommendations. The timetable is announced annually by the Office of Human Resource Management.

The chair will annually review each faculty member's current curriculum vitae to determine eligibility for promotion and/or tenure based upon the guidelines in Section VI.A.2 of this policy statement. The chair will notify each candidate of eligibility for promotion and/or tenure and will list the documentation the candidate must prepare for review. Departments must nominate faculty whose terms of service require decisions.

Nominations of candidates for nonmandatory promotion and/or tenure review are made to the chair. Nominations may come from the candidate, from one of the eligible voting faculty, and from the chair.

Nominations must be made in time to permit full evaluation of the candidate, consistent with the timetable described in Section VI.A.1 of this policy statement.

The candidate is responsible for providing accurate Documentation and Supporting Material (Appendix B) for the promotion and/or tenure file. The chair will ensure that the candidate has the opportunity to submit all relevant information and material for judgment by the eligible voting faculty and that these materials are made available to the appropriate persons.

2. External Evaluation

While the primary responsibility for the evaluation lies with the LSU faculty and administrators, objective evaluations from appropriate off-campus professionals can make a significant contribution to the review process. All recommendations for promotion and/or tenure must be accompanied by letters of evaluation from recognized experts in the candidate's field, none of whom may be a member of the LSU faculty. In the case of an assistant professor or associate professor candidate, the external evaluator must be of higher rank than the candidate. Care should be given to selecting evaluators who are free of bias.

In most cases, letters of evaluation should come from faculty employed at institutions with Carnegie Rankings of Research I or II. Deans can grant special permission to accept letters from other colleges and universities and/or from nonacademic individuals with acknowledged professional standing. A letter from a person who has served as a candidate's major professor for a graduate degree or postdoctoral advisor is unacceptable. No more than one letter may come from any institution.

The candidate, eligible voting faculty, and chair will develop lists of potential evaluators. Both the faculty and chair are responsible for selecting the evaluators. The final confidential list of evaluators will include a brief statement of their qualifications, professional rank, and institution of employment. The list will be presented to the dean for approval prior to contacting the evaluators. After approval by the dean, the chair will contact proposed evaluators to determine willingness to participate. The candidate will not be informed of the identity of evaluators. Should a candidate become aware of the identity of evaluators, she/he will not contact evaluators at any time during the process.

Normally, five to six evaluation letters are to be requested. A minimum of three should be received before a recommendation vote may be taken. All evaluation letters received by the department must be forwarded with the promotion and/or tenure file.

The chair will furnish each evaluator with the candidate's documentation. The candidate, in consultation with the chair, may select a sample of representative supporting material for inclusion.

The sample letter (Appendix C) must be sent with the Documentation and representative Supporting Material to the evaluators. The letter may be modified only with the approval of the dean.

No information from the evaluator's letters will be divulged to the candidate. (See PS-40 for confidentiality of letters of evaluation.) The letters will be maintained and reviewed in a central location within the department. Access to the letters will be limited to the eligible voting faculty, the chair, and the staff involved in the processing of personnel forms. The letters must be available to the appropriate faculty prior to a final vote on the candidate at the department level. Both the names of the evaluators and the contents of the evaluation letters are to be held in strictest confidence.

The letters are submitted with the promotion and/or tenure file for review beyond the department. A copy of the letter sent to the evaluators and a brief statement of their qualifications are to be included with the letters of evaluation. All letters received and names and addresses of solicited evaluators who did not respond must be forwarded with the promotion and/or tenure file.

3. Department Review

Responsibility for departmental actions concerning promotion and/or tenure lies with the chair, who ensures that all pertinent material is included in the promotion and/or tenure file and verifies the accuracy of the material.

The chair may appoint one or more review committees annually. The review committee will evaluate the Documentation and Supporting Material and make recommendations that will provide the background for departmental discussion by the eligible voting faculty.

The promotion and/or tenure file is maintained in a central location within the department. Access to the promotion and/or tenure file is limited to the candidate, the eligible voting faculty, the chair, and the staff involved in processing personnel forms. However, the candidate shall not have access to the list of and letters from external evaluators. The recommendation of the faculty is included in the file when the recommendation is made.

A meeting of the eligible voting faculty will be held in order to vote on promotion and/or tenure recommendations. The chair convenes the meeting. It may be valuable for the chair to hear faculty discussion, however, she/he plays no active role other than providing factual information requested by the eligible voting faculty. A written ballot will be taken for the final recommendation of the faculty.

Separate tallies of the tenure-track and tenured faculty votes must be recorded, but the official vote of the faculty is based on the total vote of eligible voting faculty. The chair does not vote as a faculty member but submits a separate recommendation.

a. Nonmandatory Reviews • A meeting of the eligible voting faculty is held to determine if the documentation warrants being sent to external evaluators. The chair must notify the candidate in a timely manner if the faculty recommend against sending her/his material to external evaluators. The candidate may appeal the decision to the dean who has final authority.

Normally, the promotion and/or tenure review file in nonmandatory reviews will be forwarded from the department only with a positive majority vote

of the eligible voting faculty present and absentee ballots when cast. A candidate may appeal to the dean if the decision of the faculty in a nonmandatory review is negative, and if the candidate requests it, a conference with the dean will be held. The dean's decision is final.

b. Mandatory Reviews • The review committee will evaluate the promotion and/or tenure file and make recommendations that will provide the background for departmental discussion by the eligible voting faculty.

Regardless of the recommendations, the promotion and/or tenure file for a mandatory review must be reviewed at all designated levels of the University.

As a result of the departmental review, a written advisory and evaluative faculty report regarding each candidate will be provided to the chair. The report should reflect the majority as well as the minority views of the eligible voting faculty. In the case of strong disagreement, separate majority and minority reports may also be submitted. The report, signed by a faculty representative, will accompany the recommendation submitted by the chair to the dean.

Joint Appointments • For candidates holding joint appointment, official written statements of evaluation must be submitted by the faculty and the chair in secondary units. In such cases these statements become a part of the promotion/tenure file.

4. Department Recommendation

Prior to submission of promotion and/or tenure recommendations to the dean, the candidate will receive copies of all official written statements of evaluation generated by faculty and chair(s) regarding her/his promotion and/or tenure.

Candidate Response • The candidate may prepare a formal letter of response for inclusion with the promotion and/or tenure file submitted for review beyond the department. In order to be considered in the college review process, such a letter must be sent to the chair and to the dean no later than five working days after the deadline for forwarding departmental recommendations to the dean.

The chair will submit to the dean all mandatory promotion and/or tenure review recommendations and all positive nonmandatory promotion and/or tenure review recommendations which are supported by a majority of the eligible voting faculty. All of the following items are submitted to the dean and constitute the promotion and/or tenure file:

- LSU System Promotion/Tenure Review Request Form with all required attachments.
 - External Evaluations (including sample letter of request, names and addresses of all solicited evaluators, brief statement of evaluators qualifications, all evaluations received).
 - All annual performance evaluations.
 - Faculty report signed by a representative of the faculty (including recommendation, faculty distribution by rank, and voting tally for eligible voting faculty), as well as majority and minority reports from the faculty when such reports exist.
 - Report from faculty and chair in secondary unit, when appropriate.
 - Candidate's formal letter of response when such a letter exists (see Section VI.B.5).
 - Chair's recommendation, including evaluative comments. The chair's recommendation will not rank candidates.
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In all cases of promotion and/or tenure, a conference with the chair and the candidate will be held. At the conference, the written statements supporting the faculty recommendation as well as that of the chair will be reviewed. The candidate will also be informed of the faculty vote tallies but does not have access to the individual faculty vote.

Supporting Material should be returned to candidates who are recommended for promotion and/or tenure after final approval by the LSU System. Supporting Material for candidates who are *not* recommended for promotion and/or tenure should be retained at the department level for at least six months after the final LSU System action. In cases involving grievances, administrative review, or litigation, the promotion and/or tenure file should be retained until such actions are resolved.

5. College Review

The dean may appoint a faculty committee(s) to review and advise her/him regarding promotion and/or tenure recommendations. The procedure for appointing these committees varies by college, but in all cases they are advisory only. The recommendations of the advisory committees are not part of the promotion and/or tenure file. The dean has the ultimate responsibility for her/his recommendation.

6. College Recommendation

In addition to a written evaluation that addresses the teaching, research and other creative activity, and service qualifications of each candidate, the dean officially designates "Recommend," or "Do Not Recommend" on the LSU System Promotion/Tenure Review Request form and forwards the promotion and/or tenure file without assessing relative rank to Provost.

The candidate is advised in writing of the dean's recommendation at the time of submission to Provost. In the case when promotion and/or tenure is not recommended, or if the candidate requests it, a conference with the dean will be held.

7. University Review

a. Provost • With advice from the Provost's Advisory Committee (if one is appointed), the Provost evaluates the promotion and/or tenure file, officially designates "Recommend" or "Do Not Recommend" on the LSU System Promotion/Tenure Review Request form, and forwards the promotion and/or tenure file to the Chancellor.

b. Chancellor • The Chancellor evaluates the promotion and/or tenure file, officially designates "Recommend" or "Do Not Recommend" on the LSU System Promotion/Tenure Review Request form, and forwards the promotion and/or tenure file to the President of the LSU System.

The Chancellor will notify candidates of the University recommendation at the time of submission of the promotion/tenure file to the LSU System.

8. LSU System Review

Tenure recommendations must be approved by the President. Promotion recommendations must be approved by the Board of Supervisors.

9. Notification

The Chancellor will, in a timely manner, notify candidates of LSU System decisions.

VII. APPEAL PROCEDURES (for Nonreappointment, Promotion and Tenure)

A candidate may provide additional information at any time; however, an appeal may not be initiated until action has been taken at the final approval level.

The appeal procedure is a formal process of review and written responses at successive levels of the University administration. All documents become part of the employee official personnel file.

A. Department/College Level •

The faculty member should submit a written petition of appeal, including specific issues of dispute and desired resolution, to the chair. If a satisfactory resolution is not obtained at the department level, the appeal may be forwarded to the dean for review and resolution.

If the faculty member is not satisfied with the decision rendered at the level of the chair or dean, she/he may submit the appeal to the Faculty Senate Grievance Committee; should the grievant elect to bypass the Faculty Senate Grievance Committee and immediately appeal to the Office of the Provost, the Provost may nevertheless choose to refer the appeal to the Faculty Senate Grievance Committee for an advisory opinion.

B. Faculty Senate Grievance Committee •

The Faculty Senate Grievance Committee "cannot substitute its judgment for an academic judgement made in a fair and reasonable manner, according to University evaluative procedures." Further, the Committee is charged "to report its findings and recommendations [to all parties involved], if the case is found to have merit, but a settlement cannot be effected." A Grievance Committee Report will be forwarded to the Office of the Provost.

Additional information concerning the Faculty Senate Grievance Committee can be found in the *Bylaws of the Faculty Senate* in the *Faculty Handbook*. Copies of the Faculty Senate Grievance Committee Procedures are available from the Faculty Senate Office or the chair of the Committee.

C. Provost • If an appeal is not satisfactorily resolved at the level of the Provost, the faculty member may request that the Provost forward the appeal file to the Chancellor for review and final action.

D. Chancellor • Findings of the Chancellor shall constitute the final step in the appeal procedure.

VIII. APPENDICES

A. DEFINITIONS

Academic Unit • A basic budgetary and/or disciplinary division organized to facilitate teaching, research, and/or support services by faculty or other members of that unit.

Accelerated Review • 1) A tenure recommendation is considered accelerated if it is submitted prior to the mandatory review period. 2) A promotion recommendation is considered accelerated if it is submitted prior to the fifth year in rank as an associate professor.

Certification of Academic Credentials • Official documentation of academic preparation, including, especially documentation of the highest degree earned. For each faculty member, the documentation will normally consist of one or more of the following documents: 1) transcripts; 2) a photocopied diploma; 3) an official degree completion letter from the Graduate School of the institution where the highest degree has been earned.

Chair • An academic department chair, department head or director serving as the chief executive officer of an academic unit. In those units not organized by traditional academic departments, all responsibilities assigned to the chair normally will fall to the dean.

College • An academic unit reporting to the Provost and administered by a dean/director.

Collegiality • Acting in an ethical and professional manner regarding colleagues.

Confidentiality • See PS-40.

Dean • An academic dean or director serving as the chief executive officer of a college, library, or a school not within a college.

Department • An academic unit included in a college and reporting to a dean. (Includes schools with directors when reporting to the dean of a college as well as schools with budget autonomy and a dean.)

Documentation • All material used in the promotion and/or tenure review process specified in Appendix B as Documentation.

Eligible Voting Faculty • The faculty eligible to vote on personnel decisions vary by type of action and rank of the candidate under consideration (see appropriate sections for the variations), but in all cases, voting rights are limited to those with a full-time continuing appointment in the University. Faculty who have given official notice of resignation or retirement or who have been given notice of non-reappointment or termination are ineligible to vote on appointment decisions.

Enfranchised Faculty • Jointly-appointed faculty and part-time members of the academic staff who are extended rights and privileges of full-time faculty in a particular unit as follows:

- a. On matters of appointment, reappointment/non-reappointment, promotion and tenure, jointly-appointed faculty and members of the academic staff on nontenure-track appointment may be extended the voting rights and privileges of full-time tenure-track or tenured faculty in a particular unit only by a majority vote of that portion of the faculty with whom the jointly appointed faculty would be voting.
- b. Units extending the franchise to jointly appointed faculty must do so for groups of faculty defined by specific criteria rather than for individuals on a case-by-case basis. Such voting rights are then consistent with tenure and rank requirements for other faculty.
- c. The rights and privileges may be limited in scope and/or in term as specified by the eligible voting faculty extending those rights and privileges.
- d. The rights and privileges will be for a term ending with the academic or fiscal year in which the rights and privileges are conveyed and must be renewed annually.

Faculty • For the purposes of this document, faculty is defined as full-time members of the academic staff at the rank of instructor and above and equivalent library and curatorial personnel.

Joint Appointment • A concurrent appointment of one person in one academic unit and one or more additional units.

LSU • The Louisiana State University and A&M College. References to *campus* refer specifically to LSU in this context.

LSU System • The system of campuses and other facilities governed by the Board of Supervisors of Louisiana State University and A&M College.

Mandatory Review • A review of nontenured assistant professors, associate professors and professors which must be conducted in association with the end of a term appointment to allow at least a one-year notification of nonreappointment. Such a review can result in reappointment, nonreappointment, or tenure.

Majority Vote • More than 50% of the participating votes. Abstentions do not count as part of the total vote.

Nonmandatory Review • A review that is accelerated or not mandated by a term appointment.

Nonreappointment • The option exercised by the University not to continue employment of a person who completes a term appointment.

Official Personnel File • The collection of documents relevant to the individual's employment at LSU which are housed in the Office of Human Resource Management. These documents include but are not limited to all personnel action forms, job descriptions, performance evaluations, promotion/tenure reviews, sabbatical requests, and correspondence.

Peer Advisor • A tenured faculty member at LSU who serves in an advisory capacity to the candidate.

President • The President of the LSU System.

Pre-tenure Review • A review of the performance and an assessment of the potential for future accomplishments of nontenured faculty, leading to recommendations to the University administration regarding the terms and conditions under which the appointee may expect to continue employment or have her/his appointment terminated.

Primary Department • A department in which tenure may be granted as specified in the terms of employment.

Probationary Period • The time of service in a tenure-track position, prior to the granting of tenure.

Promotion • Advancement to a higher academic rank.

Reappointment • The option exercised by the University to continue employment of a person who completes a term appointment.

Scholarship • Evidence of contribution to one's discipline. Scholarship encompasses research and related activities, publication, creative and artistic presentations, and other evidence of scholarly and creative accomplishments.

Secondary Department/Unit • A department or unit in which a faculty member may be concurrently appointed for less than 50% effort.

Supporting Material • All material used in the promotion and/or tenure review process specified in Appendix B as Supporting Material and retained at the department level until final disposition of the recommendation.

Tenure • An indeterminate appointment.

Tenure-Track • An appointment that may lead to the award of tenure.

Term Appointment • An appointment for a stipulated period which may or may not lead to tenure.

Terminal Degree • The highest earned degree normally expected in a particular field.

University • See *LSU*.

B. DOCUMENTATION AND SUPPORTING MATERIAL

The following extensive listings describe material outlined in the Criteria Statement (Section II) which should be considered in the reappointment review and the promotion and/or tenure review of a candidate. These items *are not* arranged in order of importance. With the exception of the history of assignments, all Documentation and Supporting Material should be compiled and furnished by the candidate. It is the candidate's responsibility to insure the accuracy and authenticity of the Documentation and Supporting Material.

1. Documentation

These records must be submitted with the LSU System Promotion/Tenure Review Request form in the order listed through appropriate review channels. Each item should be listed only once.

1.1. History of Assignments •

A report prepared by the chair describing assignments for teaching, research and creative activities, and service.

1.2. Teaching •

1.2.1 Documentation of teaching activities. Provide summary data only.

1.2.1.1 Teaching Evaluations • results of student evaluations of teaching.

1.2.1.2 Teaching history

- Courses taught, including interdisciplinary and off-campus courses. (Course number, title, location, semester, and enrollment)
- New courses developed. (Course number, title, location, semester, and enrollment)
- Graduate committees • chair or member

1.2.2 Listing of publications concerning instruction [Published items only] • All authors should be listed in the order they appear in the publication or manuscript.

1.2.2.1 Textbooks

- Entire books
- Laboratory manuals
- Portion of a book (specify exactly what portion)

1.2.2.2 Shorter works

- Chapters or essays in books, except for textbooks
- Articles in refereed journals or bulletins • Journals of national and international reputation; all other refereed journals
- Other Publications

1.2.2.3 Edited books with scholarly introductions or notes by the editor

- Collections of previously unpublished material, correspondence and diaries
- Collections of scholarly essays
- New editions of previously published works
- Translations

1.2.2.4 Recordings

- Video or audio recordings produced for presentation on radio or television.
- Video or audio recordings produced for public distribution.

1.2.2.5 Instructional material—multimedia, electronic, etc.

1.2.2.6 Miscellaneous—Any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in nonrefereed journals, etc.

1.2.3 Listing of publications concerning instruction accepted for publication but not yet published • Include all available pertinent information.

1.2.4 Participation in:

1.2.4.1 Professional meetings, symposia, workshops, and conferences on teaching (other than artistic performances) • List the meetings, date, and location, and indicate the nature of the participation, e.g., reading a paper, critiquing, organizing, or chairing sections.

1.2.4.2 Local instructional activities (guest lectures, etc.)

1.2.5 Other instructional activities or other contributions to the profession:

1.2.5.1 Membership in professional organizations;

1.2.5.2 Administrative duties;

1.2.5.3 New teaching methods/material developed, etc.

1.2.6 Awards, lectureships, or prizes that show recognition of teaching achievement.

1.2.7 Research support/grant activities aimed at advancing one's ability to teach • Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.

1.3 Research and creative Activity •

1.3.1 Listing of research publications [Published items only] • All authors should be listed in the order they appear in the publication or manuscript.)

1.3.1.1 Books and monographs • include place, publisher, and date of publication.

1.3.1.2 Shorter works

- Chapters or essays in books, except for textbooks
- Articles in refereed journals or bulletins • Journals of national and international reputation; all other refereed journals
- Other publications

1.3.1.3 Edited books with scholarly introductions or notes by the editor

1.3.1.4 Collections of previously unpublished material, correspondence and diaries

- Collections of scholarly essays
- New editions of previously published works
- Translations

1.3.1.5 Recordings

- Video or audio recordings produced for presentation on radio or television.
- Video or audio recordings produced for public distribution.

1.3.1.6 Miscellaneous—any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in non-refereed journals, etc.

1.3.1.7 Electronic dissemination of research.

1.3.2 Listing of other publications accepted for publication but not yet published • Include all available pertinent information.

1.3.3 Other creative and artistic contributions • Those faculty members whose job expectations consist of creative activities (e.g., creation of works of art; participation in dramatic productions; presentation of recitals; performances; exhibits; etc.) should provide evidence of these activities and their signifi-

cance. Dates and places should be designated. Creative activities should be listed in order of importance as follows:

- 1.3.3.1 **Original works presented** • plays, poetry, musical compositions, art, designs, completed projects (interior design, architecture, landscape architecture, etc.)
- 1.3.3.2 **Other creative activities** • contributions to theatrical productions, guest artist in solo or collaborative presentations in juried competitions.
- 1.3.4 **Participation in other professional meetings, symposia, workshops, and conferences** (other than artistic performances) • List the meetings, date, and location, and indicate the nature of the participation, e.g., reading a paper, critiquing, organizing, or chairing sections.
- 1.3.5 **Other scholarly or creative activities** or other contributions to the profession:
 - 1.3.5.1 **Membership in professional organizations;**
 - 1.3.5.2 **Administrative duties;**
 - 1.3.5.3 **New standard testing methods,** new design of equipment, etc.
- 1.3.6 **Other awards, lectureships, or prizes** that show recognition of scholarly or artistic achievement.
- 1.3.7 **Other research support/grant activities** • Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.
- 1.3.8 **Theses/dissertations directed** • (Numbers only)
- 1.3.9 **Major areas of research interest.** (This item submitted to LSU System for informational purposes ONLY.)
- 1.4 **Service** •
 - 1.4.1 **Student organizations** advised.
 - 1.4.2 **Recruitment** of students and faculty.
 - 1.4.3 **University service** • department, college, university, and Faculty Senate committees.
 - 1.4.4 **Professional service:**
 - 1.4.4.1 **Advisory boards,** commissions, or agencies.
 - 1.4.4.2 **Journals edited,** manuscripts refereed, books and proposals reviewed.
 - 1.4.5 **Other external service** •
 - 1.4.5.1 **Art shows/science fairs** judged.
2. **Supporting Material**

These materials remain in the department until the review process is finalized but may be requested by a reviewer at any subsequent stage of the review process. Such material may include:

 - 2.1 **Teaching portfolios,** including course syllabi, teaching philosophy, instructional material developed, etc.;
 - 2.2 **Comments and letters of commendation** from students, peers, etc.;
 - 2.3 **Copies of papers and evidence of other scholarly activities;**
 - 2.4 **Examples of creative and artistic work;**
 - 2.5 **Appointment letters** to commissions, review panels, etc.

C. SAMPLE LETTER TO EXTERNAL EVALUATOR

Dear []:

[Candidate name], who is currently a(n) [assistant/associate] professor in the Department of [], is being considered for promotion to [associate professor/professor] [with tenure]. [She/he] has a _____ percent teaching/_____ percent research appointment with a normal teaching load of courses/semester. I would appreciate your help in evaluating [her/his] teaching, research, and service contributions through your response to the following.

A. State if you know the candidate personally. If so, how long and in what capacity have you known the candidate?

B. Rank the candidate against other scholars in the same discipline, with similar time in rank.

C. Comment upon the degree of recognition already achieved by the candidate in [her/his] discipline, noting any distinctive contribution.

D. Evaluate the scope and significance of the candidate's scholarly/research interests and activities in terms of their importance, and [her/his] promise for further growth as a scholar.

E. Comment on the candidate's contributions to instruction in [her/his] discipline.

F. Evaluate the candidate's degree of university and professional service.

G. Provide any additional insights that may be helpful in evaluating the candidate for promotion and/or tenure.

For your convenience, I enclose [candidate name] vitae and selected supporting material. I would appreciate a reply by date.

Published LSU policy stipulates that letters of evaluation will be regarded as confidential and will not be provided to the candidate. Unless you state explicitly that the letter is not to be regarded as confidential, your letter and identity will be shared only with those individuals who are authorized to review and make recommendation on the candidate. The only exception to this policy would come in the event of a direct court order to release the data on a specific candidate to that candidate or her/his representative(s).

I am grateful for your help in this matter. If you need further information, please contact me at phone #, fax #, or e-mail.

Sincerely,

APPENDICES

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