

**University of Louisiana
Monroe**

**School of
Health Professions
and
School of Nursing**

Policies and Procedures Manual

TABLE OF CONTENTS

	Page
Table of Key Personnel and Abbreviations	3
Section I – Student Related	
Advising Records	5
Student Handling of Advising Folders	6
Fall and Spring Advising	7
Summer Advising	8
Late Advising (Fall and Spring semesters)	9
Late Drops	10
Late Adds	11
Administrative Drops	12
Permission to Take Courses out of Sequence	13
Override Pre-Requisites (a course prerequisite or other restriction is waived)	14
Course Substitutions	15
Acceptance of Transfer Credit	16
Maximum Course Load Requirements	17
Student Increase in Max Hours for SHP and SON Majors	18
Overloading a Class	19
Change of Major	20
Check Sheets/Degree Plan	21
Graduation: Identification of Graduating Seniors	22
Graduation: Dean’s Letter and Certification	23
Graduation: Failure to Graduate	24
Complaints and Appeals	25
Background Checks and Drug Screenings (Prior Disclosure)	26
Initial Background Checks and Drug Screenings	27
Drug Screening for Suspicious Behavior	28
Student Immunizations	29
Student Workers in the CHPS Associate Dean’s Office	30
Section II – Faculty Related	
Recruitment, Retention	31
Recognition	32
Scheduling Classes	33
Canceling Classes (low enrollment)	34
Canceling Classes (illness, maintenance)	35
Section II – Faculty Related continued	
Changes to Class Schedules	36
Textbook Orders	37
14 th (5 th) Day Class Rosters	38
Absence and Non-Attendance Reports	39
Mid-Term/Final Exam Grade Reporting	40

Discussions Involving Parents or Others	41
Directed Studies and University Capstone	42
Records Retention: Exams	43
Student Record Management Policy: Confidentiality and Release	44
Student Record Management Policy: Retention of Files	45
Employment Procedures	46
College Administrative Council (CAC)	47
Faculty Leave: Personal/Illness	48
Faculty Leave for Official University Business	49
Promotions and Tenure	50
Annual Goals and Faculty Evaluations	51
Merit Raises	52
Assessment Activities	53
Classrooms	54
Departmental Scholarships	55
Foundation Accounts	56
Endowed Professorship	57
Mail Distribution	58
Phone Call Screening/Forwarding	59
Copying	60
Supplies	61
Inventory	62
Reporting Routine and Emergency Maintenance Problems	63
Work Orders	64
Safety	65

TABLE OF KEY PERSONNEL and ABBREVIATIONS

Dean

Faculty

Advisor

AA Academic Affairs

AD Associate Dean

ASD Associate School Director

BFM Business and Facilities Manager

CHPS College of Health and Pharmaceutical Sciences

PDs 1-11 Program Directors:

1: Counseling

2: Dental Hygiene

3: Gerontology

4: Health Studies

5: Kinesiology

6: Marriage and Family Therapy

7: Master of Occupational Therapy

8: Medical Laboratory Science

9: Occupational Therapy Assistant

10: Radiologic Technology

11: Speech-Language Pathology

PP Physical Plant

SHP School of Health Professions

SON School of Nursing

SSC Student Success Center

SD School Director

VPAA Vice President for Academic Affairs

AA2 Program Administrative Assistants

AA3 Associate Dean's Office Administrative Assistant

AA4 Dean's Office Administrative Assistant

The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures

SD-AA3 School Director's Office Administrative Assistant

SECTION: I. Student Related

Subsection: Advising Records

Responsibility: Student Success Center, PDs 1-11, AA2, AA3

Procedure:

- 1-30 semester hours earned:
 - Files maintained by the Student Success Center for all SHP and SON pre-professional students. Files contain a copy of the student's transcript and other relevant documents (e.g., change of major, admission letter, etc.).
 - Files for pre-professional students in Dental Hygiene (DH), Medical Laboratory Science (MLS), Occupational Therapy Assistant (OTA), Nursing (N), Radiologic Technology (RT), or Speech-Language Pathology (SLP) are kept in the SSC where they are advised until they are accepted into the professional program.
- 31 + semester hours earned:
 - Files for Kinesiology and Health Studies majors with 31+ semester hours earned are maintained by PDs.
 - Professional student folders: After the student is admitted to the professional program, PDs 1, 2, 3, 6, 7, 8, 9, 10 and 11 maintain professional student folders in each Program office. Each file contains, at a minimum, a current copy of the check sheet, transcript, and data sheet (containing contact information, and student involvement data). Request and approval forms, memos, and copies of other relevant documentation may also be included.
- The AA3 sends updated material to each PD or Program AA2 for filing in students' folders.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Student Handling of Advising Folders

Responsibility: Advisor, Program AA2

Procedure:

- The SHP and SON follow a general policy of prohibiting unsupervised handling of student folders.
- If a student needs an advising folder to meet with an advisor outside the Program office, the advisor must check out the folder from the AA2 or designated person in that office.
- After advising, the advisor should return the folder to the office from where it was checked out.
- Under no circumstances should the student be allowed to review or handle their file outside the presence of their advisor.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Fall and Spring Advising

Responsibility: Student, SSC, PDs, SD, Faculty

Procedure:

- The Student Success Center provides full time advisors for SHP and SON first time freshmen and all pre-professional students.
- Student Success Center advisors are available to advise SHP and SON pre-professional students throughout the semester.
- SHP and SON pre-professional student folders are maintained in the Student Success Center until the students are accepted into their professional program, at which time their folders are delivered to the appropriate SHP and SON PD.
- PDs assign professional level students in their disciplines to Program faculty for advising.
- PDs will notify the SD-AA3 who will enter the information into Banner.
- The PDs will keep a record of students' names and their assigned advisor and will notify the AA3 of any changes.
- Program faculty members are responsible for group or individual advising of their students during the fall and spring advising periods.
- For individual advising, faculty should post an appointment schedule on their office door approximately one week before the official advising period begins.
- Faculty are expected to schedule a minimum of time slots slightly greater than their number of advisees, have advising time slots available for eight of the ten days during the official advising period, and have advising time slots available on the first day of registration.
- During the semester, students can make an appointment with their advisor during office hours for less intensive advising.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Summer Advising

Responsibility: SSC, AD, summer PDs, SD, summer teaching faculty

Procedure:

- Students who need to be advised during the summer for summer or fall should follow the “Late Advising” procedure.
- Summer teaching faculty is expected to participate in advising and after proper orientation may be asked, on occasion, to advise students who are not in their discipline.
- The AD may advise students if neither the PD nor faculty are teaching during the session in which the student needs to be advised.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Late Advising (Fall and Spring semesters)

Responsibility: Responsibility: AD, PDs, SD, faculty, and the Student Success Center

Procedure:

- Students who need to be advised after the official advising period, should make an appointment with their designated advisor.
- If a student regularly requests a late advising appointment, the advisor and/or PD should schedule an appointment with the student to discuss responsibility and professionalism.
- In general, PDs and the SD/ASD are expected to accommodate transfer students and students changing their major into their programs.
- The PD, SD/ASD, or AD may advise students who did not get advised during the official advising period if the faculty advisor is not available or other special circumstances exist.

The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures

SECTION: I. Student Related

Subsection: Late Drops

- *Late Drops (within 3 days after official drop date)*

Responsibility: SSC, Dean, AD

Procedure:

- Students who have earned less than 31 semester hours or have not been accepted into one of the SHP and SON professional programs must first see their advisor in the Student Success Center to obtain a signed Drop/Add form which they will take to the CHPS Associate Dean's office to obtain the Dean or AD's signature before taking it to the Registrar's office.
- Students that have been admitted into a professional program or Health Studies students who have earned 31 or more semester hours, should obtain a drop/add form from AA3 who will obtain the Associate Dean's signature before the student takes it to the Registrar's office. Extenuating circumstances will be considered. Normally, late drops will be approved if significant grade information was given just after the drop date or if technology reasons prevented one from dropping.

- *Late Drops (later than 3 days from official drop date)*

Responsibility: SSC, Dean, AD

Procedure:

- Students who have earned less than 31 semester hours must see their advisor in the Student Success Center for a signature prior to having it processed by the CHPS Associate Dean's office.
- Students who have been accepted into a professional program and Health Studies students who have earned 31 or more semester hours must obtain a signature from the PD prior to having it processed by the CHPS Associate Dean's office. There must be written documentation of extenuating circumstances for consideration.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Late Adds

- *Late Adds (Within two days of official last day to add)*

Responsibility: SSC, Dean, AD

Procedure:

- Students with less than 31 credit hours: If within two days of the official date to add a course, students should obtain approval from the instructor and/or PDs or SD using an Add/Drop/Overload/Audit form. Once approval is obtained, students should see their SSC advisor.
- Students in professional programs (DH, MLS, N, OTA, RT, SLP) and Health Studies students with 31 or more credit hours should see AA3 to request approval from the AD. Extenuating circumstances will be considered (e.g., registered online for wrong course, changed major, or technology failure). If approved and signed by the AD, the form will be sent to the Registrar with the recommendation for the student to be added to the class.

- *Late Adds (later than 2 days after official last day to add)*

Responsibility: Dean, AD

Procedure: If a valid reason exists, procedures addressed above will be followed.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Administrative Drops

Responsibility: PDs, SD, AD, AA3

Procedure:

Non-SHP and Non-SON courses for SHP and SON majors:

- The Dean's office (CAES, CBSS) for the course, sends CHPS AA3 in the AD's office the names of SHP and SON majors who have not been attending their classes and are being recommended for administrative drop.
- AA3 reviews student's transcript to be sure that they have not already dropped the course.
- AA3 sends either a letter or an e-mail informing the student that they will be administratively dropped on a specific date.

SHP and SON courses for non-SHP and SON majors:

- SHP and SON AA3 sends an e-mail list to appropriate Dean's office stating the recommendation to administratively drop the students.

SHP and SON courses for SHP and SON majors:

- CHPS AA3 in the AD's office prepares a list, which the AD signs, and sends it to the Registrar, who subsequently drops them.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Permission to Take Courses out of Sequence

Responsibility: PD/SD, AD, AA3

Procedure:

- If a student needs to take a course out of sequence, the student should make their request to the appropriate Advisor/PD.
- The student may also be required to obtain permission from the appropriate college.
- Once permission is granted by the other college, the Advisor/PD notifies AA3.
- AA3 makes the appropriate posting on Banner and notifies student and advisor/PD that the information has been posted and that the student can register for the course.
- Please note: allowing students to take courses out of sequence does not waive the requirement for the pre-requisite, although the pre-requisite and the required course may be taken concurrently.
- The Registrar's Office has the final approval.

The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures

SECTION: I. Student Related

Subsection: Override Pre-Requisites (a course prerequisite or other restriction is waived)

Responsibility: Student, Advisor, Program Director, AA3

Procedure:

- Advisor/PD notifies AA3 that student should be allowed to register for the course.
- AA3 posts all relevant information into Banner to allow the student to register for the course.
- AA3 notifies student and advisor/PD that the override has been posted.

- Please note: allowing students to take courses out of sequence does not waive the requirement for the pre-requisite, although the pre-requisite and the required course may be taken concurrently.
- The Registrar's Office has the final approval.

Schools of Health Professions and Nursing Courses: Contact Ms. Kalinich, AA3, in the CHPS Associate Dean's Office, Sugar Hall 151; 342-1655; kalinich@ulm.edu or their advisor who will contact Ms. Kalinich.

Non-Schools of Health Professions and Nursing Courses:

College of Arts, Education, & Sciences – contact the course instructor or the AES Dean's office. Before approval and processing of the override by the AES Dean's office, the course instructor must email his/her approval to caes@ulm.edu. With the following information 1) student's name; 2) student's CWID; 3) class requested; and 4) student's contact information (email and cell phone).

College of Business & Social Sciences: Contact Dr. Pamela Saulsbury, Director for School of Behavioral & Social Sciences, Strauss Hall 209, 342-1445, saulsberry@ulm.edu or CBSS Advising office in Strauss Hall 208, 342-1551; Dr. Michelle McEacharn, Director for School of Accounting, Finance and Information Services, Hemphill Hall 305, 342-1109, mceacharn@ulm.edu; Dr. Ed Brayton, Director for School of Management, Construction Bldg. 115, 342-1871, brayton@ulm.edu; Dr. Henry Cole, Director for School of Management, Hemphill Hall 353, 342-1186, hcole@ulm.edu. A letter of explanation with the following information 1) student's name; 2) student's CWID; 3) student's major; 4) class requested; and 5) student's contact information (email and cell phone) needs be dropped off in the CBSS Advising office in Hemphill 305, 342-1154.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Course Substitutions

Responsibility: PD/SD, AD

- **Procedure:** Course substitutions require approval of the appropriate PD/SD and the AD.
- Advisor/PD should complete the course substitution form and forward it to the AD for signature.
- To approve substitutions for an entire class, a memo of recurring and anticipated substitutions should be sent by the PD to the AD with a request for blanket approval.
- Substitutions are only granted when extenuating circumstances exist and the circumstances are generally out of the student's control. Enabling graduation is a good example for approval.
- The Registrar has final approval.

The University of Louisiana at Monroe

Schools of Health Professions and Nursing

Policies and Procedures

SECTION: I. Student Related

Subsection: Acceptance of Transfer Credit

- *Acceptance of On-Campus Transfer Credit*

Responsibility: PDs, SD

Procedure: Prior approval from the AD is required for current ULM students to attend another college or university and have earned credit transferred to ULM. Students should obtain a *Request for Transfer Course Credit Form* from their PDs or SD. The PD or SD provides the AD with course equivalent information. The AD makes the final decision regarding the approval of transfer credit. The AD has ultimate responsibility for the acceptance of transfer courses and, when necessary, will rely on matriculation agreements, crosswalks, and/or catalog descriptions for guidance. Summer living arrangements and scheduling difficulties at ULM are common examples for approving transfer credits. Appropriate leniency is exercised for incoming transfer students who have completed one or more Board core courses that are not the same as ULM core courses.

- *Acceptance of Online Transfer Credit*

Responsibility: PDs, SD

Procedure: The procedure is the same as for general acceptance of transfer credit. Additional constraints are added to maintain degree quality. The guidelines for the SHP and SON in accepting transfer credit from correspondence/online courses include the following:

- Students may not be enrolled concurrently in more than one online course.
- Enrollment in online courses is included in maximum course load calculations.
- Online course work must be completed prior to enrollment in any course for which the online course is a prerequisite (unless an exception is made as noted in previous section regarding pre-requisites).
- The online course work must be completed within the time period for which they are registered. Any incomplete grades use standard rules for "I" completion.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Maximum Course Load Requirements

Responsibility: AD, Registrar

Procedure: The maximum course load for SHP and SON students is variable depending on the semester.

- For the winter session and spring semester, students can enroll in a total of 24 hours (6 hours in the winter session and 18 hours in the spring semester).
- For the May intersession and the two summer terms, students may register for up to 18 credit hours (any amounts over these must be reviewed by the AD with the Registrar having final approval).
- If the student is concurrently enrolled in another program (e.g. Delta, Online, etc.), courses at ULM and the other program will be included in the total number of maximum hours enrolled.
- Students must receive approval from the AD to enroll in more than the maximum number of hours.
- Reasons to approve could include (1) be in a semester of graduation; (2) have a minimum of a 3.0 overall GPA; and (3) have evidence of a least one semester of an 18 hour course load with a minimum GPA of 3.0.
- The registrar's office has final approval.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Student Increase in Max Hours for SHP and SON Majors

Responsibility: Student, Advisor/PDs, SD, AA3

Procedure:

- Student meets with advisor/PD
- The advisor or PD sends an overload of hours request to AA3 in the CHPS Associate Dean's Office, Sugar Hall 151; 342-1655; kalinich@ulm.edu, with the following information:
 - student's name
 - student's CWID
 - additional hours required
 - justification of request (example: wintersession/spring; maymester/summer).
- AA3 will email the information to the registrar's office for increase of hours to be posted to student's record.
- Student will be responsible for checking BANNER to see when they can add the requested course.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Overloading a Class

Responsibility: Student, Instructor, PDs, SD, AA3

Procedure:

SHP and SON Class Overloads: Students who need to be overloaded into a SHP and SON class for graduation purposes or completion of pre-professional requirements for admission into one of the SHP and SON professional programs should:

- obtain approval from the instructor to add
- obtain approval from the PD to add
- submit signed hard add to AA3 in the CHPS Associate Dean's Office, Sugar Hall 151 for approval.

AA3 will verify approvals before adding student CWID to class roster.

Non-SHP and SON Class Overloads:

College of Arts, Education, & Sciences – Student should go to the Arts, Education & Sciences Dean's Office (ADMN 1-45, 342-1750) or send an email request to caes@ulm.edu and provide the following information:

- student's name
- student's CWID
- course requested
- justification of request (urgent need: required for current semester's graduation)
- student's contact information (email and cell phone).

College of Business & Social Sciences – Student should go to the CBSS Office (Hemphill Hall 101, 342-1100) on the 1st day that classes begin and as early in the day as possible.

The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures

SECTION: I. Student Related

Subsection: Change of Major

- *Change of Major* (From SHP and SON to a discipline in a different college)
Responsibility: Student, new College
Procedure: Student goes to the “new” Dean’s Office (one that has authority over the new major) and completes the official Change of Major Form. That office will give the student the gold copy and forwards the original (white copy) to the Registrar for processing. The light yellow copy of the *Change of Major Form* will be sent to the CHPS as notification of the student’s change. At the beginning of the semester, the CHPS Associate Dean’s Office will deliver the SHP and SON copy of the student’s older to the “new” Dean’s Office.

- *Change of Major* (From different college to discipline in the SHP and SON)
Responsibility: SSC, Program Advisor, AA3, AD
Procedure: The student should go to the CHPS Associate Dean’s Office in Sugar 151 to complete the official *Change of Major Form*. The AA3 will prepare a *Change of Major Form* for the student, give the gold copy of the form to the student, and send the student to the appropriate department for advising (less than 31 credit hours or pre-professional status: Student Success Center; more than 31 hours or professional status: applicable department). The AA3 will advise the student if a Program faculty member is not available (e.g., during summer session) and the process. The student will give verbal approval to the new advisor for a transcript evaluation. The new advisor will create a folder for the student. The AA3 will send the original (white copy) of the form to the Registrar’s Office for processing and mail the light yellow form to the previous Dean’s office notifying them that the student has changed to a SHP and SON curriculum.

- *Change of Major* (From SHP and SON discipline to a SHP and SON discipline)
Responsibility: SSC, PD, AA3, AD
Procedure: Student may go to either the Student Success Center or the CHPS Associate Dean’s Office in Sugar 151 to complete the official *Change of Major Form*. The AA3 will prepare a *Change of Major Form*, give the gold copy of the form to the student and send the student to the appropriate “new” department for advising. The student will give verbal approval for a transcript evaluation and then create an advising folder for the student. The AA3 will send the original (white copy) of the form to Registrar’s Office for processing. The PD or ProgramAA2 will file the light yellow form in the student’s advising folder.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Check Sheets/Degree Plan

Responsibility: Student, Advisor

Procedure:

- Students are encouraged to have their check sheet (degree plan) updated on a regular basis.
- Students may, with advisor permission, obtain a copy of their check sheet by contacting the appropriate Program AA2.
- MLS, HLST, and RADT should contact the AA3 in the Associate Dean's Office.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Graduation: Identification of Graduating Seniors

Responsibility: Program AA2, Students, PDs, SD, SD-AA3, faculty

Procedure:

- Program AA2s or PD will send a letter to all department seniors reminding them to complete an application for graduation.
- Faculty will also make an announcement in all senior classes.
- Program AA2s complete the check sheets and give them to the SD-AA3 for review and to confirm eligibility for graduation.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Graduation: Dean's Letter and Certification

Responsibility: Program AA2s, SD-AA3, PD, SD

Procedure:

- To check-out seniors for graduation, the AA2s and SD-AA3 check the remaining classes to be completed on the check sheet with the student's current enrollment for that semester.
- If differences are found, the SD-AA3 contacts the Program Director/coordinator to resolve the differences and, if necessary, the PD notifies the student.
- The PD is responsible for approving the final list of anticipated graduates.
- The SD-AA3 monitors the list throughout the semester.
- If a student reports that he/she should be dropped from the graduation list because a class is being dropped or extenuating circumstances exist, the PD notifies the SD-AA3, who notifies the Dean.
- The Dean sends an official letter to the Registrar's Office removing the student from the graduation list.
- The student is instructed to complete a new application for graduation for the next semester in which the "dropped course" is offered or if extenuating circumstances are resolved.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Graduation: Failure to Graduate

Responsibility: SD-AA3, PD

Procedure:

- The SD-AA3 reviews posted grades periodically during the grading period for graduating seniors.
- As soon as a grade is found that reveals a student is not eligible for graduation, the SD-AA3 is responsible for notifying the PD.
- The PD must notify the student of the grade and class which is preventing graduation and clearly let the student know that he/she will be removed from the graduation list.
- The PD advises the student so that the student can re-enroll and graduate in a subsequent semester.
- The PD also reminds the student to complete a new application for graduation for the next semester.
- The SD-AA3 works with the AA4 to prepare a memo from the Dean removing the student from the graduation list.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Complaints and Appeals

Responsibility: SSC and Program Advisors

Procedure:

- Student Success advisors and department advisors will inform students that the University Appeals Procedure, as found in the current Student Policy Manual and Organizational Handbook, must follow a designated chain of command, beginning with the instructor.
- For complaints involving a Program Director, coordinator, or higher administrative official, the complaint should be made to the next administrative level from that of the individual for which the complaint applies.
- For grade appeals, undergraduate students should follow the procedure as outlined in the Student Policy Manual.
- Graduate students with grade appeals, reinstatement, or time extension should refer to the Graduate Catalog for information and procedures.
- Complaints and appeals are handled on a case-by-case basis.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Background Checks and Drug Screenings (Prior Disclosure)

Responsibility: PDs, SD

Procedure: Background checks and drug screening tests are required in some SHP and SON departments before a student can initiate a clinical rotation or internship. Some programs may require students to disclose to program personnel information from their past which may surface, prior to the initiation of the background check or drug screen. In such cases, program personnel should have specific written recommendations outlining the students' options and action plan. There is a no tolerance policy for a failed drug screen.

The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures

SECTION: I. Student Related

Subsection: Initial Background Checks and Drug Screening

Responsibility: PD, AD

Procedure:

1. College wide policies for Background Check and Drug Screening must meet contractual requirements for each internship or clinical facility site per the affiliation site agreement and/or program policy.
2. The affiliation agreement dictates the type and screening criteria required.
3. Students applying for internships or clinical facility site rotations must be notified in writing and sign an acknowledgement of the following:
 - a. that they will be subject to background checks and drug screening.
 - b. that payment for screening is the student's responsibility.
 - c. that they give permission for the Associate Dean to view the results on a secure website.
 - d. that they understand that the Dean or Associate Dean will report to the Program Director or their designee that screening results did or did not include information of concern.
 - e. that they understand that if the background check reveals screening "information of concern", they may not be allowed to commence their internship or clinical facility site rotation.
 - f. that they understand that if the drug screening reveals "information of concern", they will not be eligible to commence their internship or clinical facility site rotation, and that they will be dismissed from the SHP and SON as the SHP and SON has a no tolerance policy for a failed drug test.
 - g. that any appeals should be submitted to the Dean's office.
 - h. that they understand that CertifiedBackground.com will archive all records and that hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained pursuant to ULM's record retention policy.
 - i. that additional testing could be required at any time if suspicious behavior is observed.
4. Programs will notify pre-intern or clinical facility site rotation students that they must complete a Background Check and/or Drug Screening.
5. Students will be given a program account number and directed to the website for www.CertifiedBackground.com where they will register and pay for the Background Check and Drug Screening.

6. Students should proceed according to the instructions.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Drug Screening for Suspicious Behavior

Responsibility: Clinical site, Dean, AD, PD

Procedure:

1. If a student displays suspicious behavior during a rotation, it is the responsibility of the facility and/or the clinical supervisor at the facility to notify the Program Director
2. The Program Director will notify the Associate Dean of the concern who will confer with the Dean to determine whether a drug screen should be initiated
3. If the determination is made to initiate a drug screen, the Program Director will notify the faculty/clinical supervisor who will notify the student
4. The Associate Dean/Dean's office will contact Lab Corp or the designated laboratory that a student will arrive for a drug screen within two hours and that the SHP and SON will pay for the drug screen
5. The Associate Dean/Dean's office or designee will contact the cab company to request round trip transportation to the lab facility.
6. Once the cab arrives, the faculty/clinical supervisor will pay the cab driver for round trip transportation of the student.
7. The Program Director will submit the receipt for reimbursement to the Dean's office.
8. The same policies and procedures as were used in the initial drug screening apply: that if the drug screening reveals "information of concern", they will not be eligible to continue their internship or clinical facility site rotation, and that they will be dismissed from the SHP and SON as the SHP and SON has a no tolerance policy for a failed drug test.
9. They have the right to appeal to the Dean's office.
10. They understand that CertifiedBackground.com will archive all records and that hardcopy printing of results by the Associate Dean is available but not anticipated routinely. Records will be maintained pursuant to ULM's record retention policy.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Student Immunizations

Responsibility: Clinical Coordinator, Student Health Services, Student

Procedure:

All students in CHPS are required to have immunizations. Please contact individual programs for specific requirements.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: I. Student Related

Subsection: Student Workers in the CHPS Associate Dean's Office

Responsibility: AD

Procedure:

- A job description will be posted on the Career Connections website
- The AD or designee will participate in the Job Expo at the beginning of the fall semester
- The AD or designee will interview potential student workers
- The AD or designee will supervise and evaluate their performance.
- No student in the SHP and SON can serve as a Student Worker in the CHPS Associate Dean's office

Policy:

- Often Student Workers are the “first face/voice” of the CHPS Associate Dean's office. As such, they are expected to exhibit professionalism in attire, demeanor, behavior, and interactions. Selected students must be punctual, conscientious, friendly, self-motivated, disciplined, confidential, and responsible. Proficiency in using the internet, word, excel, and publisher is an asset.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Recruitment, Retention

- *High School Visit*

Responsibility: AD, PDs, SD

Procedure: When notified by the Hawkseekers of a campus visit by a new or potential student, a time will be scheduled to meet with the student.

If the desired major is unknown or unclear, the meeting is usually scheduled with the AD.

If the desired major is clear, an effort will be made to schedule the on-campus meeting with the appropriate PDs or SD.

- *Browse on the Bayou*

Responsibility: Dean, AD, SD, PDs, CNC, CNI, Select faculty

Procedure: The AD delegates to all PDs, SD and members of the CAC the responsibility for organizing the events and arranging for appropriate faculty and/or student coverage at the Browse events. All SHP and SON administrators are expected to attend, as designated by the Dean.

- *Off Campus High School Career Fair*

Responsibility: Dean and AD

Procedure: The Dean and AD are generally responsible for covering or delegating coverage of off campus high school Career Fair events.

- *PREP/POP*

Responsibility: Dean, AD, SD, PDs.

Procedure: The Dean and/or AD speak at all welcome and informational events for students and/or parents. At a designated location, PDs and a minimum of one Nursing administrator are to have a program display set up and be available to speak to PREP students. When the advance list of PREP registrants is received, the Student Success Center Advisors for the SHP and SON advise all PREP students and assist them in registering.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Recognition

- *Honors Banquets/Ceremonies*

Responsibility: SD, PDs, Select faculty

Procedure: The SD and select nursing faculty organize and arrange for the Nursing Honors Event and Nursing Convocation.

PDs are responsible for organizing and making arrangements for discipline specific honors banquets/ceremonies.

SD and PDs are responsible for inviting the Dean and AD.

- *Student Professional Clubs and Associations*

Responsibility: Faculty Advisors and Student Leaders

Procedure: Students interested in becoming a member of a discipline-specific organization should speak with the PD or the group's faculty advisor to determine membership requirements.

PDs, SD are responsible for inviting/notifying Dean and AD of all events.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Scheduling Classes

Responsibility: Faculty, PDs, SD, AD, AA3, department AA2s.

Procedure:

- The Registrar sends the official deadline for submission of the schedule to the Dean's office.
- PDs and the SD are expected to work with faculty to arrange the schedule of classes.
- As later schedule runs are made available by the Registrar's Office, those runs are sent directly to PDs and SD for review.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Canceling Classes (low enrollment)

Responsibility: Dean, AD, PDs, SD, AA3, SD-AA3, department AA2s

Procedure:

- 2 weeks prior to the beginning of classes the PD informs the Associate Dean of any courses with less than 10 students and asks if it should be cancelled.
- If Dean recommends cancellation, PD completes the Course Cancellation Form and sends it to the Registrar's Office.
- The PD notifies the appropriate faculty of the cancellation.
- The PD or department AA2 gathers student email addresses and notifies students of the course cancellation.
- Students are told to see their advisor either in the Student Success Center or the program if they need assistance adjusting their schedule due to the course cancellation.
- On the morning of the cancelled class (or the afternoon before), the Instructor or designee will post a note on each entrance of the class room regarding the class cancellation.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Canceling Classes (illness, maintenance)

Responsibility: Dean, Provost/President

Procedure:

- Only the Dean, with approval from the President, has the authority to cancel a scheduled class.
- In the event of an unexpected faculty member's emergency or illness, the PD must be notified and should make arrangements for class coverage.
- The PD should also notify the AD.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Changes to Class Schedules

Responsibility: Dean, AD, PDs, SD, AA3

Procedure:

- When a change (not cancellation) must be made to a scheduled class, the PDs initiate the change by sending the appropriate forms to the AA3 in the AD's office.
- If appropriate, notices are posted in classrooms to notify students of room, time, or day changes.
- The AA3 or department AA2 is responsible for having a student worker post these changes.
- If a class is to be added to the schedule, the new class is advertised through BANNER and department web sites notices. Paper notices will also be displayed in prominent locations in appropriate buildings.
- The AA3 is responsible for preparation of related paperwork for the Registrar's Office.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Textbook Orders

Responsibility: Bookstore representative, faculty, and AD.

Procedure:

- Faculty is notified by the bookstore that it is time to order books.
- On the Bookstore link on the ULM homepage, click on the “FACULTY” link at the bottom of the page, then click on “Faculty Requisitions”, login and complete the order.
- PD approves the order and submits it to the Bookstore.
- Deadlines are generally October 1 for spring, March 1 for summer, and April 1 for fall.
- A bookstore representative will notify the AD if orders are late.
- The AD will follow up with appropriate PDs 1-11, ASD/SD.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: 14th (5th) Day Class Roster

Responsibility: Faculty, AA3

Procedure:

- The Registrar's Office informs the Dean's office that the 14th day rosters are posted online. The AD's office informs PD's, who ask faculty to review their class rosters.
- If a discrepancy is found, the Instructor should print a hard copy of the roster noting changes.
- If changes are noted, they should sign the roster, make a copy for their records, and send it to the AD's office which will submit it to the Registrar.
- If no discrepancies are found, no action is required.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Absence and Non-attendance Reports

Responsibility: Faculty, AA3, AD

Procedure: The procedure for the submission of absence and/or non-attendance reports is similar to that followed under 14th (5th) day class rosters.

- After reviewing their rosters, faculty notify AA3 of student who have not been attending class and request either an administrative drop of those students or a letter warning them that they are close to being administratively dropped from the class due to their high absenteeism.
- AA3 notifies student either via e-mail or hard copy letter of their status.
- AA3 prepares a list of students that are recommended to be administratively dropped, which the AD signs.
- This memo is sent to the Registrar's office.
- The Registrar's office makes the final decision.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Mid-Term/Final Exam Grade Reporting

Responsibility: Faculty, AD, AA3, PDs, SD, SD-AA3

Procedure: For mid-term grading, the AA3 regularly reviews grading status reports on e-print to determine SHP and SON faculty reporting status.

- On the day before mid-term grading ends, the SD-AA3 will contact all PDs and SD by phone or email reminding them of the grading deadline.
- AA3 will keep the AD informed as to the current status of grading by SHP and SON faculty.
- On the day before final mid-term grading is due, the SD-AA3 will again contact PDs and SD and notify them of any faculty member who has not yet reported mid-term grades.
- PDs and SD will notify faculty and encourage them to submit their grades by the deadline.
- AA3 will inform the AD of any faculty who fail to meet the deadline.

For final grading, the procedure remains the same except that after the first run of the status report on the morning final grading ends, the SD-AA3 notifies the AD of faculty who have not submitted grades and the AD contacts appropriate Program Directors.

- Faculty should take precautions to ensure that student privacy related to grade reporting is maintained.
- Student grades should not be physically posted where any other student or person may be able to ascertain the grade.
- Reporting grades through Moodle is acceptable and encouraged.
- Including grade information in emails is considered secure as long as the student's Moodle email account is used.
- Faculty should refrain from communicating grades to students in other ways.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Discussions Involving Parents or Others

Responsibility: Faculty

Procedure:

- If the student is listed as a tax dependent on parent's income tax return (written proof required), no permission is required from the student to share student information with their parents.
- If the student is not listed as a tax dependent on parents' income tax return, faculty must have written authorization from the student to discuss student performance, attendance, schedule or any other such issues with the parents or authorized representative of the student.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Directed Studies and University Capstone

- *Directed Studies*

Responsibility: Not applicable

Procedure: Directed studies are generally not permitted except for circumstances where the student is offered substantial value-added experience. Directed studies may not be used as course substitutions resulting from a lack of course offerings.

- *University Capstone*

Responsibility: PD

Procedure: The designated capstone course for each SHP or SON program is as follows:

Radiologic Technology (RADT 4000),
Dental Hygiene (HLST 3004)
Nursing (NURS 4030)
Medical Laboratory Science (MLSC 3040)
Health Studies (HLST 3004)
Speech-Language Pathology (SPLP 4004)
Occupational Therapy Assistant and Kinesiology do not require a capstone course.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Records Retention: Exams

Responsibility: Faculty

Procedure:

Grade Records: Each faculty member continuing employment should keep grade records (in hard copy or electronic format with backup) for a minimum of five years. Grade books are to be submitted to Program Directors when the faculty member is no longer employed at ULM.

Exams: Each faculty member should keep student exams for one regular semester after the semester in which the exam was administered. For example, exams given in the fall 2013 semester should be kept through the spring 2014 semester. Exams given in the spring 2014 semester should be kept through the fall 2014 semester. Exams given in the summer 2013 semester should be kept through the fall 2014 semester.

Scantron Tests: The instructor is to keep for one semester one clean copy of the test, one keyed copy of the test, and students' scantron sheets.

Attendance Records

Attendance must be recorded at each class meeting. Attendance records should be kept for a minimum of five years.

Destroying or Archiving Records

Records containing confidential student information (e.g., grades) should be sent to AA3 for shredding. Clinical records should be kept by the respective programs in accordance with their accreditation requirements. Records can be archived in the library one year after the student graduates or one year after the client is dismissed.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Student Record Management Policy: Confidentiality and Release

Responsibility: Faculty

Procedure:

- The SHP and SON adheres to all policies and procedures governing student records, their confidentiality, and their release as required by The University of Louisiana at Monroe and the Family Educational Rights and Privacy Act.
- The acronym FERPA stands for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34CFR899), which Congress enacted in 1974.
- Faculty, staff, and administrative officers at ULM are required by FERPA to treat education records in a legally specified manner. The Act specifies the institutional penalties for violation of its stipulations, as well as procedures for providing student access to and maintaining the privacy of student records.
- The University's more detailed response to FERPA is printed yearly in the **Student Policy Manual** under the Student Records sections entitled *Access to Records, Confidentiality of Student Records, Correction of Educational Records, Cost, Directory Information, Maintenance of Records, Notification of Rights Under FERPA, Procedures for Challenge, and Requesting a Transcript*.
- This information may be accessed at <http://registrar.ulm.edu/ferpa.pdf>.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Student Record Management Policy: Retention of Files

Responsibility: Faculty

Procedure: Student Record Management and Retention

- The SHP and SON departments have accreditation requirements as to retention guidelines and these guidelines vary between departments. Generally, student records are maintained according to ULM Records Management guidelines as outlined below.
- Documentation of timelines and locations for retention and record management is filed with the Louisiana Secretary of State Office, Division of Archives, Records Management and History. This documentation is initiated by the department, presented to the ULM Records Office for additional completion regarding location of stored records, and then sent to the state by the ULM Records Officer. Copies of all documentation are kept in department offices.
- The chart below is an example of Program compliance.

Document	Held in Dept. Office	Held in Records Center	Total Retention
Graduate Files-Student Academic Folders	5 years	0	5 years
Graduate Files-Student Clinical Folders	5 years	Permanently	Permanently
Prospective Student Folders	5 years	0	5 years
Active & Inactive Student Folders	5 years	0	5 years
Exams/Scantrons/Analyses	1 year	0	1 year
Course Grade Book/Grade Sheets (Electronic and Print)	5 years	0	5 years

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Employment Procedures

Responsibility: Dean, AD, AA3

Procedure:

New Employee

- The Dean and Associate Dean will interview all candidates for employment.
- The Dean's Office communicates via letter the requirements for the new faculty hire. New faculty members are encouraged to complete paper work prior to the start of the semester, if possible.
- AA3 maintains a folder on each new hire in her office until all paperwork is completed.
- The completed file becomes a part of the employee's personnel file in the Dean's Office.

Exiting Employee (Full-time, Permanent)

- Complete the official university check-out procedure.
- An official letter of resignation or retirement is sent to the Dean.
- The Dean forwards the notification to AA3 who prepares the appropriate payroll and academic affairs notifications (e.g., M-forms).
- Obtain check out list from HR department.
- Dean or AD officially sign-off items at the academic level.
- Faculty member must relinquish:
 - grade books (electronic or hard copy) for the previous five-year time period,
 - attendance records for the previous five-year time period
 - all exams from the previous regular semester and summer, if appropriate.
- Prior to departure, a Program Director should check out with the AD.
- Each faculty member is expected to clean out his/her office.
- Texts bought with ULM funds and complimentary texts are to be left in the department.

Exiting Employee (Part-time Adjunct)

- Turn in all keys to Physical Plant at end of the semester.
- Provide grade books, attendance records, and exams for the semester(s) taught to the PD.
- Personnel who teach on a regular rotating basis and who expect to be rehired should submit the above materials to the PD if the likelihood of re-hire becomes uncertain.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: College Administrative Council (CAC)

Responsibility: Dean, AD, SD, PDs

Procedure:

- The College Administrative Council (CAC) meets periodically as the need arises, but typically at least one time each month.
- Information from the Vice President of Academic Affairs that is to be disseminated to the faculty is provided and discussed at these meetings.
- PDs and SD then transmit it in the most effective way to faculty (e.g., e-mail, phone, or personally).
- In addition to CAC meetings, information is passed to PDs and SD via email, phone, or in a shared drive.

The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures

SECTION: II. Faculty Related

Subsection: Faculty Leave: Personal/Illness

Responsibility: Dean, AD, SD, PDs, faculty

Procedure:

- All SHP and SON personnel must send a *Request for Leave* form to the Associate Dean/Dean's office a minimum of three days before the anticipated absence. Approval must be received prior to being absent from work, especially if gone all day, for planned absences.
- Twelve month PDs and 12 month faculty must be at work on campus during semester breaks unless a Leave Request form has been approved by the Associate Dean/Dean's office.
- During the year it is not necessary for 12 month faculty to request leave to be away from campus for an hour to tend to business.
- Leave must be requested if you are away from your office and off campus for two or more hours.
- Nine month faculty must also file a *Request for Leave* if absent from campus for an entire day (during the fall and spring semesters).
- As long as nine month faculty are completing all expected duties, they have more flexibility in their schedules to be away from campus during the day than do 12 month faculty, unless they are absent due to illness.
- Nine or 12 month faculty who are absent due to unexpected illness must complete a *Request for Leave* form retroactively and attach it to their monthly *Leave Report*.
- Nine month faculty who claim sick leave to take care of sick persons other than themselves must have approval from both the Program Director and the Associate Dean's office.
- An option is for the nine month faculty member to on rare occasions be allowed to work at home, on call, while meeting obligations. If this option is selected, no leave report is necessary, but must be pre-approved and documented by the PD. This option is not for those needing to take excessive leave.
- This policy does not apply to persons doing their jobs off-campus (e.g., clinical rotations, other work directly related to job responsibilities) unless they need to be away from those duties. In that case, the same procedures as above would apply.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Faculty Leave for Official University Business

Responsibility: Dean, AD, SD, PDs 1-11, faculty

Procedure:

- Leave must be requested and approved for faculty who are away from their office and off campus for two or more hours on official business.
- All SHP and SON personnel (12 and 9 month) must send a *Request for Leave* form to the Associate Dean through the SD. It must be received and approved by the AD before the anticipated official absence.
- If applicable, the *Authorization to Travel* form must be submitted at the same time as the *Request for Leave*. It must be received in the AD's office a minimum of two weeks in advance of the initiation of travel. The TA form will be processed by the BFM and the AD prior to being sent to the VPAA for review. Personnel should not make binding travel arrangements until notification has been received from the BFM that the VPAA has approved the travel request. Personnel should submit Travel Authorization requests as soon as possible. In the event that they decide not to travel, the request can be rescinded by contact the SHP/SON BFM. Failure to comply with procedures could result in denial of travel reimbursement by the VPAA. The time requirement may be shorted in unusual, extenuating circumstances.
- This policy does not apply to persons doing their jobs off-campus (e.g., clinical rotations, other work directly related to job responsibilities) unless they need to be away from those duties. In that case, the same procedures as above would apply.
- All forms must be routed through, and pre-approved by the SD's, AD's, and, where applicable the VPAA.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Promotion and Tenure

Responsibility: Faculty, PDs, SD, Departmental/SHP and SON Committees, Dean, Provost

Procedure:

- The SHP and SON follows ULM promotion and tenure requirements and procedures. Additional information can be found in the Faculty Handbook (ULM home page; Faculty and Staff).

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Annual Goals and Faculty Evaluations

Responsibility: Faculty, PD, AD, Dean

Procedure:

- Each September all faculty are required to meet with their PD to discuss Program expectations and submit goals for that academic year.
- The following April of that academic year, faculty members must meet again with their PD to review their role in meeting Program expectations and status of their goals.
- PD must provide a hard copy assessment to their faculty during April evaluation meetings.
- Both the faculty member and the PD must sign the evaluation report. Signature on the evaluation report does not signify agreement to the report but signifies attendance at the meeting.
- Original documents for the entire department are to be submitted to the AD by May 15.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Merit Raises

Responsibility: Dean, Budget Committee

Procedure:

- The Dean notifies the SHP and SON Budget Committee Chair when money is available for merit raises.
- The Budget Committee Chair calls a meeting of the committee.
- The Budget Committee Chair oversees the process for creating a dissemination plan for the funds and making a recommendation to the Dean.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Assessment Activities

Responsibility: PDs 1-11, SD

Procedure:

- Assessment is required to meet Southern Accreditation for Colleges and Universities (SACS) standards and to continue meeting discipline specific professional accreditation standards.
- PDs 1-11 and SD oversee the development of assessment goals and objectives that are aligned with the overall mission of the SHP and SON.
- Submit Program Goals, Student Learning Outcomes, Assessment Plans, and how data will be used to make changes (closing the loop) to the ULM Assessment and Evaluation Office.
- PDs 1-3 and 5-11 and SD/ASD are responsible for reviewing discipline specific accreditation standards.
- PDs 1-3 and 5-11 and SD/ASD are responsible for providing copies of all professional site visit reports and yearly reports to the Dean's Office where they will be maintained.
- Follow time line established by Assessment Office, typically the due date is June 1.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Classrooms

Responsibility: PDs 1-11, SD, AD, BFM

Procedure:

- Prior to classes beginning, faculty who will need to access a classroom for which they don't have a key should submit a Key Request Form to BFM.
- The AD will sign the request prior to its submission to the Physical Plant
- If access is needed for a purpose other than assigned teaching, the faculty member should notify the PD who will seek resolution for access.
- Individual instructors and PDs are responsible for ensuring multimedia classrooms are locked after faculty use.
- PDs should determine "last" instructors teaching in classrooms and send a notice to them that they are responsible for locking the classroom after their class.
- Faculty teaching the "last" class are responsible for obtaining keys to the classrooms by submitting a request through Associate Dean's Office. If "last" faculty do not lock multimedia classrooms at the end of the day and are reported, the appropriate PDs 1-11 or SD will meet with them immediately to ascertain reasons for not securing the classrooms.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Program Scholarships

Responsibility: PDs 1-11, SD

Procedure: Program Directors will follow selection and notification procedures established by the donor and the Foundation Office for each respective scholarship.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Foundation Accounts

Responsibility: Dean, AD, PDs 1-11, SD, SD-AA3, BFM

Procedure: PD sends all requests for foundation account withdrawals/payments to Associate Dean's office where it will be date stamped, logged in, and processed by BFM.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Endowed Professorships

Responsibility: Endowed Professor, AD, Dean, VPAA

Procedure: Faculty interested in applying for an Endowed Professorship should submit a proposal of activities to the Associate Dean by mid-May (or as designated) to be routed to the Dean and VPAA.

SHP and SON Faculty holding an Endowed Professorship should submit a hard copy annual Report of Activities to the Associate Dean by mid-May (or as designated) to be routed to the Dean and VPAA.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Mail Distribution

Responsibility: AA3

Procedure:

- AA3 is primarily responsible for mail collection and distribution of off campus post office mail that is received in the Associate Dean's Office.
- On campus mail that passes through the campus post office is sent directly to departments.
- AA2s or PDs are responsible for distributing delivered mail among department faculty.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Phone Call Screening/Forwarding

Responsibility: AA3, AA2

Procedure:

- AA3 answers phone calls in the Associate Dean's Office, screens them, and directs them to appropriate personnel.
- Department AA2s answer, screen, and direct calls. PDs without Program AA2s, may forward their calls to AA3 in the Associate Dean's Office when they will be out of the office.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Copying

Responsibility: AD, AA3, BFM

Procedure: The copier in the Associate Dean's office is limited to the business of the Associate Dean's office. Faculty, Program administrative assistants, and student workers should use the Copy Center in Administration 1-18, or one of the four satellite copiers located in CALD 217, CNSB 220, HANN 232, or STBS 101. For further information about the copy center or the satellite copiers, please refer to www.ulm.edu/copycenter/

Charges for copies made in the Copy Center (Adm. 118) or the Satellite Copiers (CALD 217, CNSB 220, HANN 232, or STBS 101) will be billed to and paid by each individual department and the School of Nursing. Faculty and staff are encouraged to send information to students electronically to reduce the Unit's expenditures for copying.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Supplies

Responsibility: BFM

Procedure:

- BFM monitors and maintains office supplies for use by the Associate Dean's Office.
- PD/SD or AA2 monitors and maintains office supplies for the Program offices.
- Purchase requisition is completed and submitted to the Associate Dean's Office.
- The BFM reviews and recommends all expenditures for office supplies.
- All other request must be submitted to BFM for processing.
- The BFM processes the all requisitions and submits it to AD for approval.
- The BFM will receive orders in Banner and submit it to the Controller's Office for payment.
- The Dean approves **all** expenditures for office supplies.
- The AA3 processes the requisition and submits it to purchasing.
- Account records are maintained in Banner and on an excel list.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Inventory

Responsibility: BFM

Procedure:

- Any new item acquired by the SHP and SON with a value over \$1000 must be processed by the BFM who will certify its receipt and condition at delivery.
- The BFM will subsequently contact Property Control to tag the item and add it to the inventory.
- If a tagged item is moved from its assigned location, a *Request to Move Property* form or *Interdepartmental Transfer of Property* form must be completed and signed by the PD who forwards it to the BFM, keeping a copy for their records. Alternately personnel can send the BFM the state tag numbers with the location moved from and to and the BFM will complete the paper-work and forward it to Property Control.
- An annual inventory report is completed and submitted to Property Control by the PD with the assistance of the BFM
- The report includes all items in each SHP and SON department/school with an acquisition cost over \$1000.
- Throughout the annual inventory period, the BFM works closely with PD to ensure all items are in the location noted on the Inventory form.
- Any items not located during inventory must be reported to Property Control Manager and AA by the BFM.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Reporting Routine and Emergency Maintenance Problems

Responsibility: BFM

Procedure:

- Requests for routine maintenance can be submitted on the ULM Fix Line Web site at <http://fixx.ulm.edu/> or the BFM can assist with this.
- Burned out light bulbs, dripping faucets, etc. are examples of routine maintenance.
- Items that will require expenditure of departmental or college funds must have direct approval from the Associate Dean's Office (e.g., stripping floors, shampooing carpets, dropping internet lines).

Emergency requests: Contact the BFM who will then contact the Physical Plant.

**The University of Louisiana at Monroe
Schools of Health Professions and Nursing
Policies and Procedures**

SECTION: II. Faculty Related

Subsection: Safety

Responsibility: PD liaison, Program Safety Officer

Procedure:

- Each program/unit is expected to have a designated safety officer for their program.
- Safety Officers notify personnel in their unit about quarterly safety topics that are to be read or discussed.
- Safety Officers are responsible for obtaining signed safety forms and submitting them quarterly to the ULM Environmental Health and Safety Office.
- Fire drills are scheduled and/or monitored by the Physical Plant in collaboration with the SHP and SON Program safety officers.
- Fire drill dates/reports are filed at the ULM Environmental Health and Safety Office.