

Northeast Louisiana State College Faculty Handbook 1970



FACULTY HANDBOOK

DECEMBER, 1969

NORTHEAST LOUISIANA STATE COLLEGE

Cover by Leonard Ruben, Kenneth Purcell, Whitney Alger, Curtis McCulloch,
Walter Earl, Northeast Louisiana State College Art Department.

Printed by The Northeast Louisiana State College Print Shop.



OFFICE OF THE PRESIDENT

Memorandum to the Faculty:

This handbook is intended to serve you as a convenient reference for recurring questions on policies and procedures. It is hoped that it provides information which will help us in achieving our greatest potential.

We know that this manual cannot answer all of your needs for information on policies and procedures; therefore, you are encouraged to seek answers from appropriate officials to other questions you may have.

We extend thanks to the faculty committee that did the "groundwork" for the publication of this handbook: Dr. Beryl Franklin, Dr. Frank Morgan, Dr. William Persick, Dr. Eugene Watkins, Dr. Wilford Smith, Dr. Delbert Vines (Chairman). We also want to thank Louise Harris, Chairman of the Publications Committee for serving as editor.

Sincerely

George T. Walker
President

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THE COLLEGE ORGANIZATION

Structure and Responsibilities

GOVERNING BODY

Northeast Louisiana State College operates under the jurisdiction of the Louisiana State Board of Education, comprised of eleven members: one elected from each of the Congressional and Public Service Commission Districts. The State Superintendent of Public Education is ex officio secretary of the Board. Areas in which the Board has final approval include budget allocations; curriculum standards and changes; employment, promotion, and dismissal of faculty and staff; property acquisitions; construction contracts; and others.

PRESIDENT

The President is the chief executive officer of the College. He is responsible to the State Board of Education for the operation of the College in accordance with general policies established by the Board, and in this capacity oversees the educational and administrative areas of the entire College organization.

EXECUTIVE VICE PRESIDENT

The Executive Vice President is responsible for coordination of all administrative functions and reports directly to the President. He directs and supervises all business affairs of the College and is the Civil Service appointing authority. He coordinates all purchasing, data processing, office services, post office, and telephone operations. Matters of payroll, insurance, and retirement are in this province. The operation of the physical plant, including maintenance and grounds, is under his jurisdiction.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs is responsible for the coordination of all academic programs and reports directly

to the President. He serves over the deans of the Graduate School and the five undergraduate schools, calls and presides over meetings of the Council of Academic Deans, provides leadership in planning and establishing faculty policies, and coordinates the academic computer center, research grants and projects, and institutional research. He is responsible for the publications of the schedule of classes and the College Bulletins.

DEAN OF STUDENT SERVICES

The Dean of Student Services, responsible to the President, provides administrative supervision of student activities and interest on and off the Campus. He is responsible for the offices of the Dean of Women and the Dean of Men and coordinates Campus housing and security, financial aid, student records, the College Union, student organizations, and testing and guidance.

PRESIDENT'S COUNCIL

The President's Council consists of the President, the Executive Vice President, the Vice President for Academic Affairs, and the Dean of Student Services. The President of the College presides over this Council, in order to coordinate the administrative, instructional, and student services aspects of the College.

DEAN OF WOMEN AND DEAN OF MEN

The Dean of Women and the Dean of Men are the students' major link with the administration on the Campus. Under the office of the Dean of Student Services, they administer policies for student living, regulate campus housing, and provide counseling for students and dormitory councils.

ACADEMIC DIVISIONS

The College is organized into six schools. These academic divisions are the Graduate School and the undergraduate schools

of Business Administration, Education, Liberal Arts, Pharmacy and Allied Health Professions, and Pure and Applied Sciences.

ACADEMIC DEANS

Deans of the Undergraduate Schools

Five academic deans head the undergraduate schools of the College. They are appointed by the President upon recommendation by the Vice President for Academic Affairs. Each is responsible to the Vice President for Academic Affairs for directing and supervising programs and activities in his school through his department heads and faculty and for coordinating the work in his school with that in the other academic divisions.

The school dean provides leadership in research and curriculum developments and expansion and, with the Vice President for Academic Affairs and Executive Vice President, develops and allocates his annual budget.

The dean's position entails his working closely with department heads and faculty in determining recommendations on curricula changes, faculty employment and separation, leaves of absence, salary changes, and promotions. He evaluates transfer credits, maintains attendance records for students, and approves and recommends candidates for degrees. His duties also include coordination with other schools to avoid duplicating course offerings.

DEAN OF THE GRADUATE SCHOOL

The Dean of the Graduate School, under the Vice President for Academic Affairs, is an ex-officio member of the Graduate Council, with which he shares the responsibility for the organization and supervision of the Graduate School. His responsibilities include recommending graduate policies, supervising graduate students' records, certifying degree completions, and approving admissions, degree programs, theses, and the appointment of advisors.

DEPARTMENT HEADS

A department head is appointed by the President, upon the recommendation of the academic dean and the Vice President for

Academic Affairs. He is responsible to his academic dean for the management, supervision, and improvement of his department and to his faculty for representing their needs, suggestions, and accomplishments. He recommends faculty to his academic dean for hiring, salary increases, promotions, separation, and leaves of absence.

The department head prepares the department budget for submission to the academic dean, directs the purchasing of equipment, maintains an inventory of equipment and supplies, and requisitions textbooks and instructional materials. He assigns teaching duties, prepares the department schedule of classes, and keeps his staff advised of procedures and regulations.

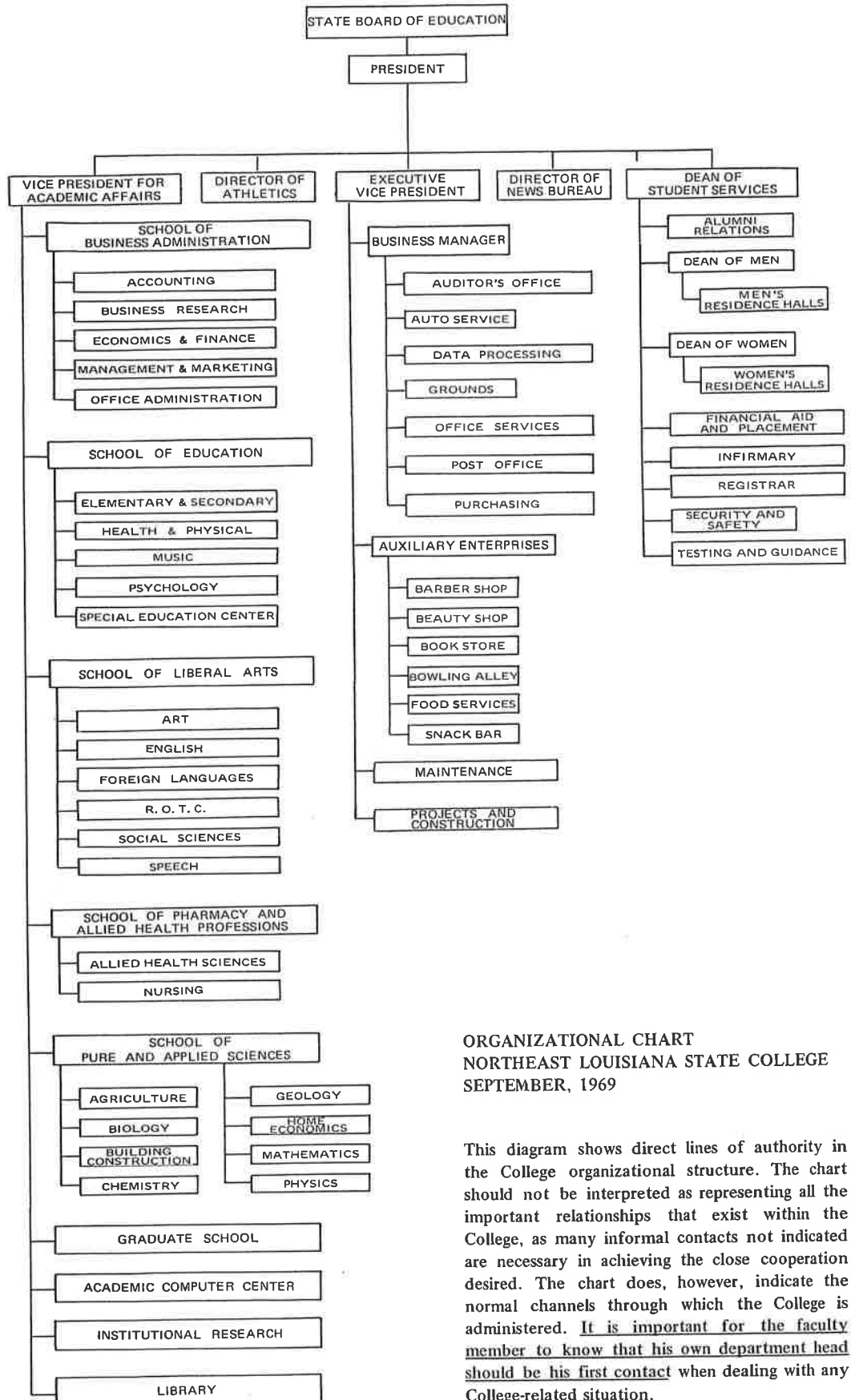
His position involves close association with the students, entailing student recruitment for the College and his department, maintaining an advisory system for majors and minors, keeping an up-to-date student file, approving all "drops," "adds," and section changes, and supervising registration.

FACULTY COMMITTEES AND COUNCILS

Faculty committees and councils are appointed by the President's Council upon the recommendation of the Council of Academic Deans. These groups aid the effective operation of the College by studying and recommending policies, procedures, and desirable changes in each.

Reporting to the Executive Vice President are the chairmen of the committees on Athletics; Campus Beautification; Lectures, Concerts, and Assemblies; Radio and Television Productions; and Registration. The committees on Academic Standards; Admissions and Credits; Commencement; Computer Utilization; Curriculum; Library; Publications; Research; Faculty Life; along with the Council on Teacher Education, the Graduate Council, and the Council of Academic Deans report to the Vice President for Academic Affairs.

Under the supervision of the Dean of Student Services are the chairmen of the committees on Fraternities and Sororities; Parking and Traffic; Religious Activities; Student Employment and Placement; and Student Life.



ORGANIZATIONAL CHART
 NORTHEAST LOUISIANA STATE COLLEGE
 SEPTEMBER, 1969

This diagram shows direct lines of authority in the College organizational structure. The chart should not be interpreted as representing all the important relationships that exist within the College, as many informal contacts not indicated are necessary in achieving the close cooperation desired. The chart does, however, indicate the normal channels through which the College is administered. It is important for the faculty member to know that his own department head should be his first contact when dealing with any College-related situation.

FISCAL INFORMATION AND FRINGE BENEFITS

SALARY SCHEDULE

The College salary schedule adopted by the Louisiana State Board of Education became effective January, 1969.

1. The upper and lower limits on rates of compensation for college teaching on a nine-months college-year basis in each of the several academic ranks shall be as follows:

Instructor	\$5,700 – \$10,000
Assistant Professor	7,200 – 13,000
Associate Professor	8,200 – 14,000
Professor	9,600 – 15,000

2. Initial appointments shall be made at any point within the limits set in Paragraphs 1,5, and 6.
3. No teacher shall be paid less than the salary the teacher would receive in the public elementary or secondary schools of the State.
4. Faculty members with rank of instructor shall receive an automatic increment of \$200 per year for the second, third, fourth, and fifth years of their employment.
5. A person who has earned one year (twenty-four semester hours) of graduate credit in his teaching field or work leading to a higher degree in his major field, after having completed the requirements for the master's degree, shall be paid \$300 above the salary to which he is entitled by his rank and his current salary, and for two years (forty-eight semester hours) he shall be paid \$600.
6. A person who has earned the doctor's degree shall be paid \$1,000 (i.e., \$400 above the maximum amount provided for in paragraph 5) above the salary to which he is entitled by his rank and his current salary.
7. An individual's salary may not be increased above the maximum for his rank as shown in Paragraph 1 above, except as required by the implementation of Paragraphs 5 and 6.

8. The Summer School Salary Schedule will be one-sixth of the nine-months salary for each six weeks term.

SALARY CHECKS

Salary checks are distributed through department heads on the last banking day of each month. Exceptions include paying on the official closing dates of the fall, spring, and summer sessions, and on the last day before closing for the Christmas holidays.

Before any faculty member can be placed on the College payroll, he must complete a W-4 tax exemption form and retirement system form and list his Social Security number with the Auditor's Office.

It is the responsibility of the department head to see that new faculty members have completed the necessary forms and to make sure that the proper forms are completed when employment is terminated.

LEAVES OF ABSENCE WITH PAY

The following policy was adopted by the State Board of Education July 25, 1961, for improving the quality of professional services of the colleges and universities under its jurisdiction.

Provision for leave with pay for the purpose of professional or cultural improvement, or for the purpose of rest and recuperation, is a well-established administrative device calculated to improve the quality of college teachers in service. The State Board of Education recognizes that for the colleges under its control such a policy is justifiable and desirable. The Board provides for faculty leaves of absence under the following conditions.

1. Every faculty member who does not hold the doctorate and who is under 55 years of age may be eligible for leave for the purpose of professional or cultural improvement, or for the purpose of rest and recuperation, for the two semesters immediately following any six (6) or more consecutive fiscal years of active service in the institution where such teacher is employed or for the one semester immediately following any three (3) or more consecutive fiscal years of such service; provided that absence on sick

leave shall not be deemed to interrupt the active service herein provided for. The work is normally to consist of advanced courses in the instructor's teaching field or in a program leading to an advanced degree in that field. The college president may, for sufficient reason, extend this requirement to a faculty member 55 years of age or older with the approval of the State Board of Education.

2. Faculty members at the doctoral level shall enjoy the same privileges as those who do not hold the doctorate, except that such persons may engage in independent study or research. In those cases where the faculty member receives outside compensation for such study or research, then he or she is not eligible for leave with pay under this policy. No faculty member with less than a doctor's degree shall be entitled to a leave with pay in order to engage in independent study or research.
3. That no person whose application for leave has been granted shall be denied such leave. Every application shall specify (a) the period for which leave is requested, (b) whether leave is requested for the purpose of professional or cultural improvement, or for the purpose of rest and recuperation, (c) the precise manner, insofar as possible, in which such leave, if granted, will be spent, (d) the semesters spent in active service in the college from which leave is requested, and (e) the date of birth of applicant; and said application shall contain a statement, over the signature of the applicant, that he or she agrees to comply with the provisions of this enactment. Every application for leave for the purpose of rest and recuperation shall be accompanied by statements from two physicians certifying that the health of the applicant is such that the granting of such leave would be proper and justifiable.

That any applicant who, at the expiration of the semester in which he or she applies, shall be ineligible for the leave requested and/or who has not complied with the provisions listed above shall have his or her application rejected, but all other applicants may have their applications granted, provided that all leaves requested in such applications could be taken without violating the following provision: At no time during any semester of the academic year shall the number of persons on leave exceed five per centum of the total number of teachers employed in a given college or ten per centum during any summer session; provided further, that in cases of sick leave these percentages may be exceeded.

4. After each leave period is finished, evidence must be submitted to indicate that the purpose for which the leave

was granted has been achieved. For those not holding the doctorate, official transcripts must be sent to the appropriate academic dean; for those holding doctorates, adequate written evidence must be submitted to the appropriate dean by the individual, and whenever possible, corroborated by the institution(s) concerned.

5. The compensation for the period of leave approved shall be at the rate of seventy-five (75) per cent of the salary the individual received during the preceding fiscal year for the period of time leave is applied for and granted. Individual shall contribute to the retirement system on the basis of annual salary rate. Compensation payable to persons on leave shall be paid at the times at which salaries of the other members of the teaching staff are paid, and in the same manner. Prior approval must be secured from the State Board of Education before any replacement is secured for person granted leave. Institutions should utilize faculties to the fullest extent before requesting such replacements.
6. Refusal by a faculty member to comply with the provisions of this policy shall result in the forfeiture of tenure, and ineligibility for increase in salary or promotion in rank until the requirement shall have been met.
7. Accepting a leave of absence with pay, the faculty member shall be understood to assume a moral obligation to return to his institution for at least one year of further service.
8. A mimeographed copy of this policy shall be furnished to the faculty members each year by the college president.
9. Request for interpretations on any phase of this policy shall be channeled through the Assistant Superintendent for Higher Education, State Department of Education. This procedure is necessary in order that all persons concerned will be apprised of any and all interpretations rendered.
10. This policy statement supersedes any and all previous ones adopted by the Board on this subject.

Applications must be filed with the faculty member's department head in early December for leave during the following fall and spring.

TRAVEL EXPENSES AND COLLEGE MOTORPOOL

To promote the professional growth of the faculty through their attendance at professional meetings, the College allocates funds to each department for reimbursing faculty members for all or part of the expenses incurred on authorized trips. The rate of reimbursement varies according to the funds available. All necessary arrangements should be discussed with the department head well in advance of the meeting dates.

The College maintains a motor pool for the use of personnel traveling to professional meetings, attending to official business, or representing the institution in other ways. Requests for the use of these vehicles should be submitted to department heads.

Faculty or staff members authorized to use a College vehicle may check out a College credit card from the Purchasing Office.

When using College vehicles, the following policies should be observed:

1. All vehicles issued to faculty and staff members shall be received from and returned to the Auto Shop on Quiggles Drive. The car will be fully serviced and filled with gas and oil when it is received by the employee.
2. When the vehicle is returned, the auto will be refilled with gas and oil, and the driver of the vehicle shall sign the gas charge slip as having received the amount of gas necessary to refill the auto. Each department head will receive through campus mail a copy of the charge slips for his department.

Should the auto be returned while the Auto Shop is closed, the driver shall drop the key into the drop box at the gate. The following day the head of Auto Services will refill the auto and send a copy of the charge slip to the head of the department.

3. No employee may purchase gasoline on a College credit card in the Monroe-West Monroe vicinity. All automotive supplies will be obtained at the Auto Shop while the vehicle is in the Monroe area.

The following memorandum, issued by the Division of Administration, Baton Rouge, is a complete resume of travel policies applicable to College personnel.

The Commissioner of Administration in Baton Rouge has issued new travel regulations. The regulations require that we make some changes in our travel policies of the immediate past. Effective immediately you will please submit travel vouchers in accord with the following regulations:

1. **Travel Routes:** The most direct and usually traveled route must be used by official College travelers. If an indirect route is used in place of the direct route for the convenience of the traveler, reimbursement of travel costs will include only charges which would have been incurred had travel been by the direct and usual route.
2. **Method of Transportation:** The most economical as well as the most expedient method of travel shall be used for both in-state and out-of-state travel. When two or more persons travel in a personally-owned car, only one charge may be made for the use of the car. The person claiming reimbursement shall report the name of other passengers.
3. **Courtesy Cards:** The use of courtesy cards for the purpose of securing transportation, hotel accommodations, meals, telephone and telegraph is prohibited. All expenses incurred on any official trip shall be paid by the traveler and his expense account shall show all such expenses in detail to the end that the total cost of the trip shall be reflected by the expense account.
4. **College Automobiles:**
 - a. Maximum possible use will be made of College automobiles for official travel. Such automobiles will be used for official purposes only. College automobiles will be operated by College employees only. Students are prohibited from operating College vehicles.
 - b. No employee may operate a College-owned automobile without having in his possession a valid State Driver's License.
 - c. No College-owned automobile may be operated in violation of the generally recognized state or local laws.
 - d. All accidents, major or minor, involving College-owned automobiles must be reported in writing to the Dean of Administration within 24 hours, together with names and addresses of available witnesses and principals. Automobile accident report forms will be provided by the Head of Auto Services.

- e. All purchases made on credit cards must be signed for by the employee making the purchase; and the license number of the automobile and the unit price of the commodity purchased must be noted on the delivery ticket; a copy of the delivery ticket must be attached to the employee's expense account.
- f. No employee may carry unauthorized passengers in College-owned automobiles.
- g. When an employee uses a College-owned automobile, he will be reimbursed for all necessary storage, parking, ferry, bridge toll, and other charges paid by him. Gasoline and oil must be purchased on College credit cards.
- h. In order to secure a College vehicle for use on a trip, the attached form **Request For Use of College Automobiles** must be completed and the trip approved in advance. Because of the limited number of College vehicles, request should be made as far in advance as possible.

At the end of each trip the user shall complete the attached form **Report on Trip** giving pertinent data on the trip and the condition of the vehicle. This completed report must be submitted to the Head of Auto Services immediately after the vehicle is returned to the campus.

5. **Personally-Owned Automobiles:**

- a. No personally-owned automobile may be used on official business unless it is covered by automobile public liability and property damage insurance, at the expense of the owner, in amount required by the Financial Responsibility Law of 1952.
- b. No personally-owned automobile may be operated on official business in violation of generally recognized State and local laws.
- c. All accidents, major or minor, involving personally-owned automobiles being operated on official College business must be reported in writing to the Dean of Administration within 24 hours, together with names and addresses of available witnesses and principals. Automobile accident report forms will be provided by the Head of Auto Services.
- d. A mileage allowance not to exceed 9¢ shall be authorized for the use of personally-owned

automobiles while being operated on official business, the employee to pay all operating expenses of the car such as gasoline, oil, repairs, replacement of tires and equipment, etc.

- e. Employees using personally-owned automobiles on official business will be reimbursed for necessary storage, parking, ferry, bridge toll, etc., charges paid by them.
 - f. When two or more persons travel in the same personally-owned automobile, only one charge will be allowed for the use or expense of the car, and the person claiming reimbursement shall report the names of the other official passengers.
 - g. The expense account must show speedometer readings, miles traveled, and places visited by days.
6. **Common Carriers:** Reimbursement may be claimed for the following types of transportation: All necessary official travel on railroads, air line, buses, and other usual means of travel, and also Pullman berth for overnight travel and Pullman chair car for distances over 50 miles. Air travelers' insurance or other types of travel insurance will not be reimbursed.

Federal Tax Exemption: All fares for official College travel are exempt from the Federal Excise Tax on transportation. The Federal tax will not be reimbursed to College travelers. All College travelers using common carriers should obtain Federal Form 731 from the auditor's office prior to trips.

7. **Other Transportation:** Official travelers will be reimbursed for limousine and taxi fares to and from airports and railroad stations. Bus or streetcar fares and taxi fares for intracity transportation must be fully explained on the request for reimbursement.

8. **In-State Travel:** For purposes of reimbursement, the following rates will apply:

- a. **Meals only (including tips):** Employees, while on in-state travel, may be allowed up to the following amounts for meals.

Breakfast	—	\$1.50
Lunch	—	\$2.00
Dinner	—	\$2.50

No allowance shall be made for meals when travel is confined to the city of the official domicile.

- b. A traveler may be reimbursed for meals based on the following schedule:

Breakfast — When travel begins before 6:00 A.M. and extends beyond 10:00 A.M.

Lunch — When travel begins before 10:00 A.M. and extends beyond 3:00 P.M.

Dinner — When travel begins before 3:00 P.M. and extends beyond 7:00 P.M.

- c. Lodging Only: All travelers may be reimbursed actual expenses for lodging, at single occupancy rate, not to exceed \$15.00 per day; paid bills for reimbursable lodging shall be attached to the travel voucher.
- d. Approval for in-state travel will be secured through the normal channels before a trip is made by completing the attached form **Request for Use of College Automobiles**. If a College automobile is not available, private automobiles may be used. For routine in-state travel the travel expense voucher must be submitted to the Auditor's office within one week of the date of travel.

9. **Out-of-State Travel:** For purposes of reimbursement, the following rates will apply:

- a. Meals only (including tips): All employees may be allowed up to the following amounts for meals:

Breakfast — \$1.75

Lunch — \$2.25

Dinner — \$4.00

- b. Lodging Only: All travelers may be reimbursed actual expenses for lodging, at single occupancy rate, not to exceed \$15.00 per day, to be substantiated by paid bills therefor.
- c. Approval for out-of-state travel will be secured through the normal channels before the trip is made. The request must include the data indicated on the attached form **Travel Data Sheet**. Submit travel expense voucher to the Auditor's office within one week of the completion of the trip.
- d. A common carrier — train, bus or plane — shall be used whenever feasible for out-of-state travel. If an employee uses a personally-owned automobile, the employee shall be reimbursed travel costs, including lodging and meals, in an amount not exceeding the

cost had the travel been by plane or by train (first-class fare plus one Pullman accommodation each way when traveling by train).

10. **Other Expenses:** Only the following expenses, incidental to travel may be reimbursed:
 - a. Communication expense, relative to official State business.
 - b. Registration fees at conferences.
 - c. Charges for storage and handling of equipment.
 - d. Taxi and bus fares.
 - e. Tips (other than meals).
 - f. Limousine service to and from terminals or stations.
11. **Special Meals (meals for others):** Reimbursement may be made only under extraordinary circumstances. The request for reimbursement **must** be accompanied by an invoice and a statement of justification which fully describes the purpose of the gathering and lists all persons attending by **name and title**. If any of the persons attending are State employees on travel status, such employees are required to deduct from their subsistence reimbursement claim the value of the meal(s) furnished.
12. **Restrictions Governing Claims for Reimbursement:**
 - a. Subsistence allowances shall not be granted for travel accomplished on Saturday, Sunday or holidays unless approved by the head of the agency.
 - b. No claim for reimbursement shall be made for any lodging and/or meals furnished at a State institution or other State agency.
 - c. In case an employee travels by an indirect route for his own convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based **only** on such charges as would have been incurred by a usually traveled route.
 - d. Items included in any expense account which do not fully conform to these regulations will be suspended for payment.
13. **Receipts or Other Support:**
 - a. Receipts or other support required:
 - 1) Lodging.
 - 2) Passage on airplane and extra fare trains.

- 3) Pullman accommodations (ticket stubs or receipts).
- 4) Hire of special conveyance.
- 5) Gasoline and oil.
- 6) Car storage other than minor parking.
- 7) All items over \$1.00 except where impractical or included in Sub-Section 2 of this section.
- 8) Special meals.
- 9) Meal receipts must be furnished for teams, bands and other groups.

b. Receipts **not** required:

- 1) Taxicab fares.
- 2) Routine meals (number of meals must be shown on expense vouchers).
- 3) Telephone and telegraph.
- 4) Tips.
- 5) Railroad (except extra fare trains), bus or streetcar.

4. **General** (Applicable to State Officers and employees):

- a. **Funds for Travel Expense** — Persons traveling on official business will provide themselves with sufficient funds for all routine expenses. Advances of funds for travel shall be made **only** for extraordinary travel and should be punctually repaid when submitting travel voucher covering the related travel.
- b. **Claims** — All claims for reimbursement for travel shall be submitted on State Form BA-12 Travel Expense Account, shall include all details provided for on the forms, and must be signed by the person claiming reimbursement and approved by his requesting and approving agents. In all cases, the date and hour of departure from and return to domicile must be shown.

All expenses incurred on any official trip shall be paid by the traveler and his expense account shall show all such expenses in detail to the end that the total cost of the trip shall be reflected by the expense account.

In all cases, and under any travel status, cost of meals shall be paid by the traveler and claimed on the travel voucher for reimbursement, and not charged to the State agency.

- c. **Fraudulent Claims** – Any person who submits a claim pursuant to the above regulations, and who willfully makes and subscribes any such claim which he does not believe to be true and correct as to every material matter, or who willfully aids and assists in, or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment.

The Travel Expense Account forms may be secured from the Auditor's office.

The Auditor has been directed to return to you for correction or clarification any expense account which does not seem to be in full compliance with these regulations.

We know that we can expect your full cooperation in the application of these policies and regulations. We hope that you may always travel comfortably and safely.

GROUP INSURANCE

All full-time faculty and staff members appointed for at least one full semester are required to subscribe to term life insurance and hospitalization insurance. Neither program is open to part-time employees.

The group insurance plan begins with the first faculty meeting in the Fall and remains in force as long as the faculty member is employed. There is no charge for the month of September. Premiums are paid through payroll deductions and may be continued during leaves of absence. The College contributes 50 per cent of the total cost of coverage.

Full insurance coverage is available after retirement with the College continuing to pay 50 per cent of the total cost. If a faculty or staff member resigns, the insurance may be converted from the group to continue coverage of the individual.

Payroll deductions for term life insurance premiums are based on the nine-month academic year and the first deduction (for October) is made from the September 30 check. The life insurance premium, per \$1,000 of insurance, is \$.67 for each of the nine monthly payroll deductions, or \$6.00 annually.

The following schedule determines the amount of deduction:

Class	Salary*	Life Insurance
1	Less Than \$1,500	\$1,000
2	1,500–2,500	\$2,000
3	2,500–3,500	\$3,000
4	3,500–4,500	\$4,000
5	4,500–5,500	\$5,000
6	5,500–6,500	\$6,000
7	6,500–7,500	\$7,000
8	7,500–8,500	\$8,000
9	8,500–9,500	\$9,000
10	9,500 and over	10,000

*In computing eligibility for coverage for faculty members employed on a nine-month basis, one fourth of the salary rate for nine months will be added.

The basic hospitalization and surgical plan for faculty members and their dependents provides \$18 per day for room and board, \$3 per day for medical care, and a maximum benefit of \$300 for special hospital charges. Surgical benefits are on a scheduled basis, with a maximum benefit of \$300.

After the insured pays \$100 above the scheduled charges, major medical coverage takes effect and pays approximately 80 percent (up to \$5,000) for each insured employee and dependent.

Other features of the hospitalization insurance program include benefits up to \$5,000 for special dread diseases.

Maternity benefits for dependents are effective after nine months.

Payroll deductions covering the annual cost of hospitalization insurance will be made from nine checks beginning with the September 30 check. The hospitalization premium for the faculty member only (no dependents or maternity coverage) is \$3.83 for each of the nine monthly

payroll deductions, or \$34.44 annually. The coverage for the employee and his dependents (including maternity coverage) is \$11.80 for each of the nine monthly payroll deductions, or \$106.20 annually.

LONG - TERM DISABILITY INSURANCE

Available to all regular faculty members is an insurance program providing income protection in the event of long-term disability. The plan provides employees with a total of 60 per cent of the first \$13,000 of their annual salary plus 40 per cent of their remaining salary up to a maximum benefit payment of \$13,000 per annum in case of disability from sickness or accident. Cost of these benefits is .00554 times the annual salary. Participation in the program is voluntary, with the total premium paid by the employee through monthly payroll deductions. This policy is written by the Fireman's Fund Insurance Company.

Enrollment cards may be obtained from the Payroll Office.

ANNUITY PROGRAM

An annuity program offered by Southwestern Life Insurance Company and approved by the State Board of Education is available to faculty members interested in adding to their incomes after retirement. The College does not contribute to the cost of this program but does make provision for payroll deductions.

Those interested in the program may obtain further information from the company's agent, Hulon H. Riche, 113 Jackson Street, Monroe, Louisiana.

RETIREMENT

Membership in the Teachers' Retirement System of Louisiana is compulsory for full-time faculty. New faculty members more than fifty years old are ineligible to join the System unless they are transferring their membership from a Louisiana system in accordance with R.S. 17:598. If the transfer is from another system, the faculty member must enroll under Social Security.

Retirement benefits are based on salary, not to exceed \$16,000 per year. Members contribute 7 per cent of the total annual salary, not in excess of \$16,000. The State now contributes 9.96 per cent, although this may vary to maintain a sound System.

SERVICES AND PRIVILEGES

ACADEMIC COMPUTER CENTER

An IBM 1130 computer, housed in Hanna Hall, is available to the faculty for instructional, research, or related professional activities. A 1230 machine, which can grade objective-type responses, is also available. The faculty is encouraged to explore the opportunities of the Academic Computer Center and to make maximum use of the facilities.

ATHLETIC AND CONCERT TICKETS

Faculty members may purchase season tickets to all home football games at a considerable saving. The faculty member may purchase additional season tickets at a reduced price for spouse or children, but for no other relatives or friends. Introduced for the first time in the Fall of 1968 is the Family Plan whereby a faculty member may purchase season tickets in Sections A or D at the faculty price and additional Youth Tickets, which may be used by anyone of high school age or under. This plan provides for all reserved seats. Similar plans are offered for the Basketball and Track seasons.

Season tickets for the Northeast State Concerts Association programs go on sale each spring, and faculty members are given an early opportunity to apply for season memberships at the regular price. The Concerts Association, sponsored jointly by the College and the community, brings to this area cultural musical programs of the highest professional quality.

CLERICAL ASSISTANCE

Each full-time faculty member may obtain the clerical services of a student assistant, according to the need and the hours available to the department. Arrangements should be made with the department head at the beginning of the academic year, and monthly time sheets must be submitted by the faculty member to the departmental office.

LIBRARY PRIVILEGES

All services of Sandel Library are available to faculty members, who are urged to use the facilities fully.

Materials may be placed on reserve by completion of a reserve request form obtained from the Library. Library personnel, for everyone's benefit, should be given prior notice concerning extensive library assignments by any class.

Requests and suggestions on book acquisitions should be submitted to department heads.

MAIL SERVICE

The College operates a Campus mail service with pickups and deliveries made twice daily at authorized offices. Faculty members are provided with mail boxes located in departmental offices, and special envelopes are provided for Campus correspondence.

Off-campus mail is also picked up at the above locations or may be mailed at the Campus Post Office in the Union.

Official College correspondence may be mailed at the expense of the College.

MAINTENANCE

Any request for the services or assistance of Maintenance should be channeled through the department head.

NEWS BUREAU

The News Bureau should be notified as far in advance as possible of every event and activity on the Campus, including those of student organizations and those involving off-campus participants. Advance publicity is to the advantage of the College and the news item is more likely to be used by the media if the release is given early distribution.

To facilitate maximum promotion by the institution and give continuity to the institution's public information program, material about the College prepared by faculty or staff members should be released to the mass media through the News Bureau. Faculty members should keep the News Bureau informed of any professional recognition they may receive through publication, research, or related activities.

OFFICE SERVICES

Office Services offers printing services for administrative offices.

Offset duplication is provided by means of direct image, xerox, and photo-offset. The use of a folder, paper cutter, stapler, and other equipment and assistance concerning the content, format, and reproduction of official mailing pieces are also available.

Requests for these services should be made through the department head.

PARKING

Vehicles of faculty members must be registered with Campus Security and decals obtained within twenty-four hours after vehicles are brought to the Campus. Special parking areas have been designated for the faculty. It is important that Campus traffic regulations be studied and observed.

RESEARCH, PROFESSIONAL WRITING, AND PUBLICATION

As a part of an expanding program to encourage research and professional writing by members of the faculty, the College has manuscript services available through the Office of the Vice President for Academic Affairs. This service includes preparation of manuscripts or scholarly works, including doctoral dissertations.

The program also encompasses the possibilities of reduced teaching loads for faculty members actively engaged in research, the allocation of space and funds for research projects, and institutional sharing of the costs of publication of scholarly works. Requests for this assistance should be presented to the department head.

SUPPLIES AND EQUIPMENT

The budget of each department includes an allowance for office supplies and equipment.

Each department is equipped with one or more typewriters for faculty use. These are maintained and repaired at the expense of the department.

All departments have access to a mimeograph or a duplicating machine.

Requests for supplies and repairs of equipment should be submitted to the department head.

TELEPHONING SYSTEM

Insofar as possible, each faculty member has his own instrument and telephone number under the Centrex system at Northeast. This system allows one to place and receive calls directly without going through an operator. Specific operating instructions are attached to each instrument. In general, to dial off-campus numbers, one must first dial 9 and then the complete number; to dial on-campus, it is necessary to dial only the last four digits of the number. For numbers not listed in the Campus telephone directory, dial "0" for the Campus Operator, who will give information service.

Northeast is connected to the state Centrex telephone system. Consequently, calls may be made without charge to

other State agencies in Baton Rouge and New Orleans which share this system. To call a State office in Baton Rouge:

1. Dial "9"
2. Dial 387-6860
3. The Baton Rouge operator will answer
4. Request desired extension number or Information (Extension 6601)

To call a New Orleans Centrex Extension Number, follow the procedure outlined above, except to tell the Baton Rouge Centrex Operator that you are calling a New Orleans number. New Orleans Centrex Numbers can only be reached through the Baton Rouge Operator.

Your use of this system can result in considerable savings in time and money.

All long distance calls including Watts line and Centrex must have prior approval of the department head. On each call a long distance call slip must be prepared, initialed by the department head, and submitted to the Auditor's Office.

EXAMINATIONS AND GRADING

GENERAL CATALOGUE COLLEGE REGULATIONS

It is the duty of each faculty member to familiarize himself with the regulations in the College Catalogue concerning the grading system, student attendance, and other academic matters.

CLASS RECORD BOOKS

Each faculty member must keep an up-to-date class record book, which may be obtained in his department head's office.

The names, attendance records, and grades of students should be recorded in ink. Faculty members resigning from the College or not teaching during any semester must leave record books with their department head.

ATTENDANCE RECORDS

In accordance with policy established by the Louisiana State Board of Education, each teacher is required to check student attendance every class period. Absences are to be reported to the student's dean on a form provided for this purpose. Daily attendance reports should be turned in at the departmental office at the close of each day.

FINAL EXAMINATIONS

Final examinations are required for all courses. The examinations must be administered in accordance with the schedule issued by the office of the Vice President for Academic Affairs. Deviations from the regular schedule must have the prior approval of the academic dean.

GRADE CARDS AND GRADE DISTRIBUTION SHEETS

Faculty members must submit mid-semester and semester grades to the Registrar's Office on IBM cards which are distributed through the departments. Promptness in completing grades will facilitate the compiling and mailing of student's grades in time to enable students to formulate their future plans.

POSTING OF GRADES

It is strongly recommended that faculty members post grades near the instructor's office, classroom, or other designated area as soon as possible following final examinations.

CHANGING OF GRADES

Grades that have been recorded in the Registrar's Office can be changed only by a letter of explanation, certifying error made, written by the instructor to the Vice President for Academic Affairs, approved by his department head and his academic dean, and accompanied by a change-of-grade form.

FACULTY EMPLOYMENT POLICIES AND RESPONSIBILITIES

CONDITIONS OF EMPLOYMENT

New appointees are recommended by department heads to academic deans, subject to the approval of the Vice President for Academic Affairs and the President, who recommends prospective faculty members to the State Board of Education.

Employment is assumed to be continuous, subject to the regulations of the State Board of Education, unless the faculty member is notified by his department head and/or academic dean on or before March 1 that his appointment will not be renewed after the spring semester. A faculty member desiring to leave the employment of the College should notify his academic dean in writing not later than March 1.

SUMMER EMPLOYMENT

Because of a summer enrollment of about one half the fall enrollment, not all faculty members can be employed for the summer session. In deciding who will teach in each department, the department heads consider administrative work that must continue, the need for faculty members holding doctoral degrees to instruct a higher percentage of graduate students, the desirability of using teachers who have the highest qualifications, and the special requirements of the department.

In selecting from equally qualified faculty members, consideration is given to seniority and to needs in the various areas. Departments are encouraged to rotate summer jobs among their faculty. Faculty members not teaching in the summer are encouraged to take the leaves of absence to broaden their knowledge in their teaching areas. The policy on leaves of absence with pay is in the "Fiscal Information and Fringe Benefits" section.

POLICY ON OUTSIDE EMPLOYMENT

It is recognized that the faculty of Northeast Louisiana State College is composed of persons with such competence in their fields that their services in a professional capacity will be

sought outside the College. Hence, a faculty member should have the opportunity, with prior approval of College authorities, to accept such outside activities as consulting for pay during the months of regular employment. Such outside employment should not interfere with his normal duties including those extra responsibilities expected of all faculty members. The amount of time involved and absence from the campus while rendering outside services, therefore, are of primary concern.

All outside employment should be compatible with College interests and of such a nature that it will enhance the usefulness of the individual as a professional employee. Responsibility for keeping this kind of activity in proper perspective rests with the individual, department heads, deans, and vice presidents. Each professor asking permission to accept outside employment should make a written request to his department head including duties, remuneration, and time required for the activity. The dean shall inform the Vice President for Academic Affairs and the President of the details of each case that he approves.

PROMOTIONS

Recommendations for faculty promotions are initiated by the department head. These recommendations are reviewed by the academic dean and referred to the Council of Academic Deans under the chairmanship of the Vice President for Academic Affairs. The Council then makes its recommendation to the President. Final action on promotions is taken by the State Board of Education on the recommendation of the President, and promotions are announced annually in August.

FACULTY RANKS

The Louisiana State Board of Education on July 25, 1961, adopted the following "Policy Statement on Faculty Ranks":

Policy statement on Faculty Ranks for Colleges and Universities under the Control of the Louisiana State Board of Education.

Special care must be exercised in assigning faculty ranks to new appointees and in making promotions in rank from year to

year. The following table provides guidelines and limitations on assignments of rank within each institution:

<u>(1)</u> <u>Academic Rank</u>	<u>(2)</u> <u>Range</u>	<u>(3)</u> <u>Percentage Not to Exceed</u>
Professor	30-35%	35
Associate	25-30%	65
Assistant	20-25%	85
Instructor	15-20%	

Under normal conditions it is anticipated that the percentages of faculty members by rank will fall within the ranges listed under Column 2. Faculty appointments or promotions in rank may not be made which increase the percentage of full professors beyond 35%; associate and full professors, in excess of 65%; or assistant professors, associate professors, and full professors, in excess of 85%. Any proposed appointment or promotion in excess of these percentages will require special board approval.

Each institution is expected to establish a policy setting criteria for faculty promotions. The policy statement should contemplate that very few, if any, persons be promoted to the rank of full professor who do not hold the doctor's degree.

Criteria relative to faculty rank, recommended by the Academic Standards Committee in 1960 and reconsidered by the Faculty Life Committee in 1969, serve as the College's official guide in formulating recommendations for faculty promotions.

Criteria Relating to Faculty Rank

Recommended qualifications for appointment or promotion in faculty rank at Northeast Louisiana State College:

Group I. Minimum Graduate Study and Experience Requirements.

1. INSTRUCTOR: Earned master's (or equivalent or higher) degree in field of specialization.
2. ASSISTANT PROFESSOR: A. Earned master's degree in field of specialization plus either three

years of appropriate professional experience or one additional year of graduate work in field of specialization, or

B. Earned doctor's degree in field of specialization.

3. ASSOCIATE PROFESSOR: A. Earned master's degree plus one year of additional graduate work in field of specialization and seven years of appropriate professional experience, or
B. Earned doctor's degree in field of specialization plus three years of appropriate professional experience.
4. PROFESSOR: Earned doctor's degree in field of specialization plus ten years of appropriate professional experience.

Group II. Other Criteria.

1. Evidence of exceptional skill in teaching
2. Personal attributes: integrity, industry, openmindedness
3. Skill in student counseling and relations with students
4. Activity in research and writing for publication
5. Significant contribution to the educational program or the administrative work of the College other than through teaching and research
6. Activity in professional organizations
7. Community service

Notes: The above criteria are to be administered in light of of these concepts:

1. Graduate study of high quality and considerable depth, plus appropriate teaching or work experience, will enable a teacher of good character

and suitable temperament to achieve his maximum potential on the Northeast staff.

2. Effort will be made to prevent inequities inherent in changing from standards and practices of the past.
3. The criteria set forth herein are to be considered as minimums; their achievement does not imply automatic promotion. Moreover, it is recognized that there may be exceptional circumstances surrounding some cases for promotion which would justify the waiving of certain minimum standards contained in the criteria.
4. Weighing of criteria will, among the staff devoted primarily to teaching, emphasize skill in teaching.

TENURE

The Louisiana State Board of Education adopted the existing policy on teacher tenure on February 28, 1938. This policy sets forth that new teachers (with the exception of those appointed on a temporary basis) shall serve a probationary period of five consecutive years before they qualify for tenure. The Board amended the tenure policy, effective September 1, 1963, stating that tenure shall not follow college instructors from one state institution to another. The right of a faculty member to tenure expires when he reaches age 65. The tenure system does not apply to administrative positions.

Temporary faculty appointments terminate at the close of the period specified in the appointment letter and carry no obligation for reappointment.

The President, with the approval of the State Board of Education, may change the duties of a faculty member from one department to another or place a faculty member in a newly-established position, provided that the change is made for a valid reason and not with the idea of destroying tenure. Changes may involve an increase or decrease in responsibility and salary.

Faculty members, including those under tenure, may terminate their appointments by submitting their resignations in

writing to their academic deans by March 1 for termination at the end of the school year, or at a mutually agreed upon time. Termination by the faculty member may also be effected through retirement or mutual agreement between the administration and the faculty member.

Faculty appointments may be terminated for cause by action of the State Board of Education, upon the recommendation of the President. Causes include wilful neglect of duty, incompetence, dishonesty, grave personal misconduct, insubordination, and persistent refusal to obey regulations of the Board and the College (including failure to continue study and improve scholarship).

Dismissal for dishonesty or grave personal misconduct takes effect immediately or at the end of the semester in which notice is given.

Faculty members under tenure shall be informed in writing of the charge against them and shall have the opportunity to resign or be heard in their own defense before the State Board of Education or a committee authorized by the Board to receive evidence. Final decision in such cases rests with the Board.

VACATIONS AND HOLIDAYS

Faculty members who have been employed throughout the fiscal year on a twelve-month basis are entitled to two weeks vacation. If a full year has not been completed, vacation time is prorated according to the number of months in service.

Vacation time is scheduled with the consent of the academic dean and the Vice President for Academic Affairs, subject to the approval of the President, in accordance with the nature of the faculty member's duties.

Faculty members follow the holiday schedule listed in the College Catalogue.

FACULTY ABSENCES

Faculty members desiring to be away from assigned duties should discuss the proposal with their department heads several days in advance, except in emergencies. Plans must be made for the faculty member's classes or other assigned duties to be

covered during any absence. Department heads must be notified of emergency absences as soon as possible. Outside interests must not be permitted to conflict with College responsibilities.

FACULTY MEETINGS

The only regularly scheduled general faculty meeting takes place in September each year, usually on the Friday preceding registration. Other meetings of the faculty may be called by the President as he deems necessary. Each full-time faculty member is expected to attend. Teaching assistants and part-time faculty members do not attend general faculty meetings.

Academic deans meet once a week with the Vice President for Academic Affairs and regularly with their department heads. Department heads hold regular meetings with their faculty members for the purpose of improving instruction, planning departmental procedures, and related professional discussions.

Academic deans and department heads may call meetings of their faculty and professional staff whenever the need arises.

CLASS MEETINGS

Classes are to be met and dismissed on time.

Any change in class location must be requested through the department head, the academic dean, and the Vice-President for Academic Affairs, in whose office the change will be made on the master room chart. In no instance should a faculty member change the meeting place for a class without following this procedure. When the request is approved, a notice of the change should be posted on the door of the regular meeting place by the instructor.

OFFICE HOURS

Faculty members are expected to be available for conferences with students.

A minimum of two or three hours each day should be set aside for student conferences. A card for listing office hours may be secured from the department head and should be posted

along with the teacher's schedule on the faculty member's office door.

SELECTION OF TEXTBOOKS

Requests for book acquisitions to be made by the Campus Bookstore for courses offered in his department are made by the department head through the regular administrative channels to the Executive Vice President. Textbook choices are recommended to the department head by a departmental textbook committee or by the teacher of the course.

No deviation from the text currently approved for a particular course is permitted without the special permission of the department head, the academic dean, the Vice President for Academic Affairs, and the Executive Vice President.

Desk copies of course texts are provided the instructor through departmental offices.

COLLEGE-SPONSORED ACTIVITIES

To assure assignment of a reserved meeting place and to avoid conflicts of date and time, all organizational activities must be registered and approved through the office of the Coordinator of Student Activities. Organization planning activities must complete in duplicate the "College Calendar Time Request" form signed by the adviser and file these at least two weeks in advance of the planned event. If the event to be listed on the calendar involves a social type of activity, the "Request for Social Activity" form must also be completed in duplicate and returned to the office of the Coordinator of Student Activities at least one week prior to the social event. This form requires the signatures of the chaperones who will attend, as well as the signatures of the adviser and the Dean of Men or Dean of Women. College policy stated on these forms should be rigidly observed.

LEGEND

- | | |
|---------------------------------------|-----------------------------------|
| 1. FILHIOL HALL | 28. LEMERT HALL |
| 2. BIEDENHARN HALL (a. RECITAL HALL) | 29. OUACHITA HALL |
| 3. BROWN AUDITORIUM (a. THEATRE) | 27. COENEN CAFETERIA |
| 4. BROWN HALL | 28. NICHOLSON HALL |
| 5. BROWN GYMNASIUM | 29. MADISON HALL |
| 6. E.T.B. 1,2,3 | 30. INFIRMARY |
| 7. BRY HALL | 31. COPPER HALL |
| 8. STUBBS HALL | 32. HARRIS HALL |
| 9. EDUCATION ANNEX 1,2,3 | 33. BREARD HALL |
| 10. FACULTY OFFICE BUILDINGS | 34. OLIN HALL |
| 11. FRATERNITY HOUSES | 35. SCHULZE DINING HALL |
| 12. PRESIDENT'S HOME | 36. SHERROUSE HALL |
| 13. COLLEGE UNION | 37. HUDSON HALL |
| a. BOOK STORE | 38. AUDITORIUM-H. & P. E.* |
| b. POST OFFICE | 39. TENNIS COURTS |
| 14. ADMINISTRATION-CLASSROOM BUILDING | 40. MASUR HALL |
| 15. CALDWELL HALL | 41. R.O.T.C. BRIGADE HEADQUARTERS |
| 16. NURSING BUILDING | 42. WAREHOUSE |
| 17. HANNA HALL | 43. AUTO SHOP |
| 18. NURBERY SCHOOL | 44. GROUNDS BUILDING |
| 19. GARRETT HALL | 45. MAINTENANCE SHOP |
| 20. SANDEL LIBRARY | 46. BASEBALL FIELD |
| 21. GUNBY DINING HALL | 47. BROWN STADIUM |
| 22. CAMPUS SECURITY-INFORMATION | 48. SPECIAL EDUCATION CENTER |
| 23. MONROE HALL | |
| 24. BLATER HALL | |

*UNDER CONSTRUCTION

