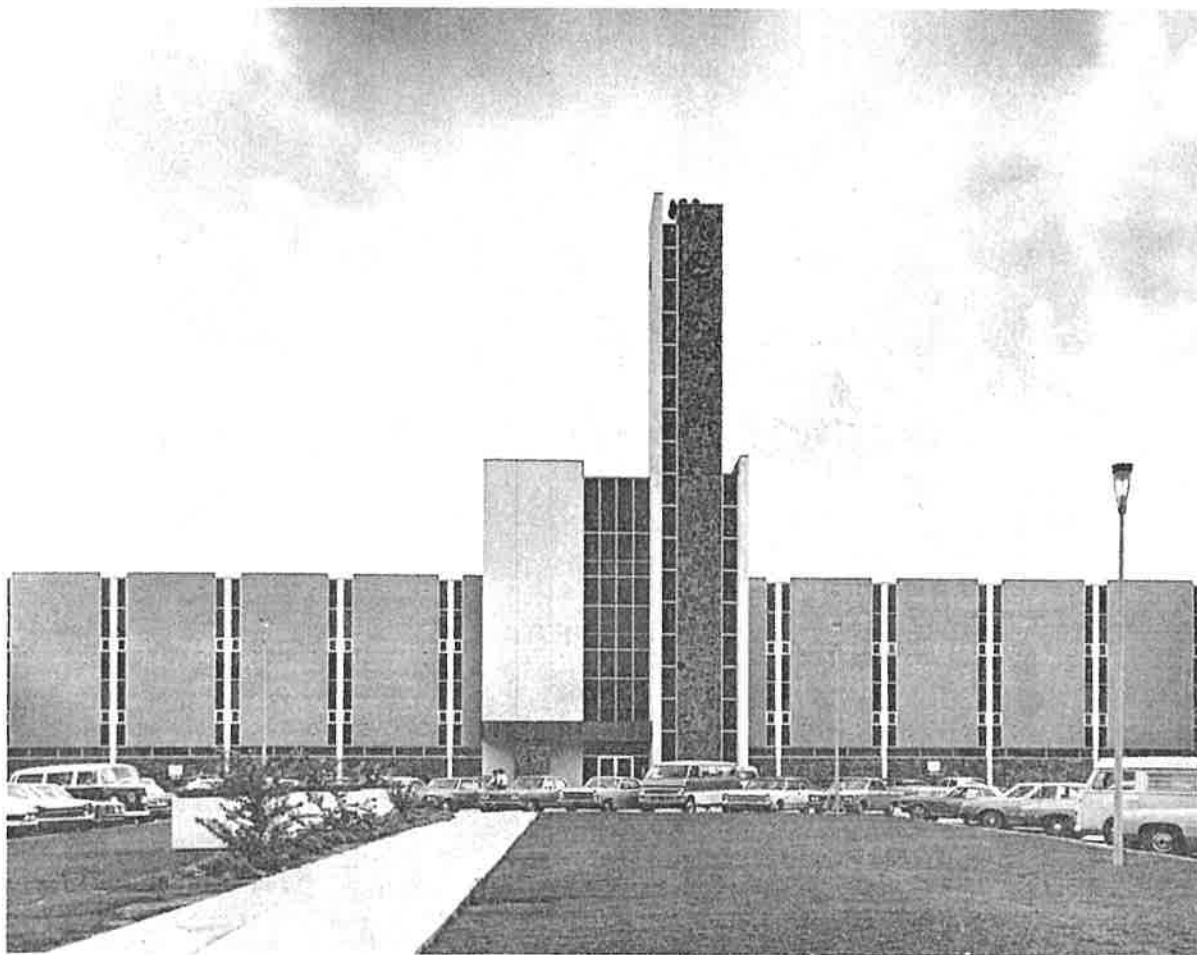


Northeast Louisiana University

Faculty Handbook

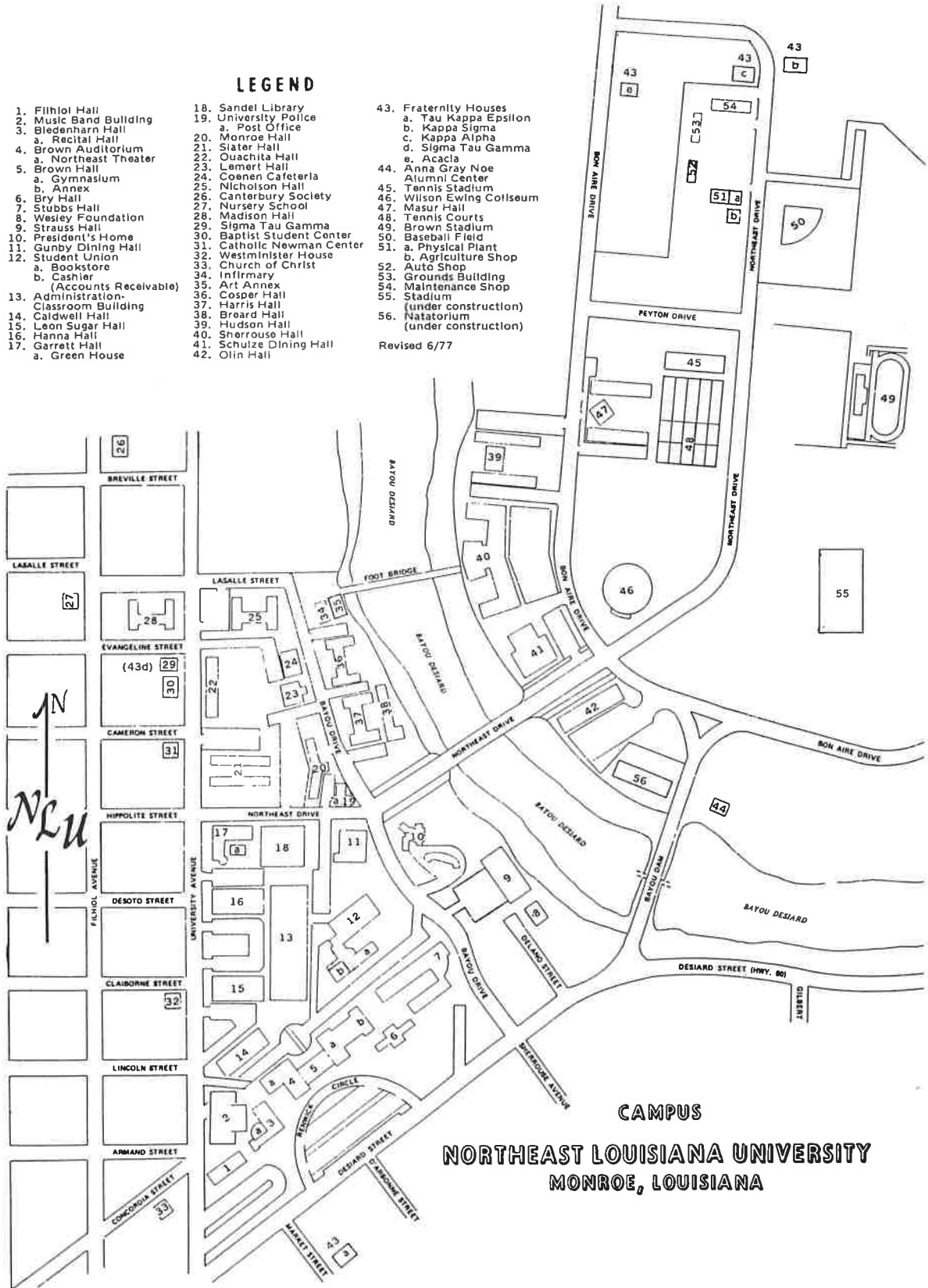


1977–1978

LEGEND

- | | | |
|---|----------------------------|--|
| 1. Filhol Hall | 18. Sandel Library | 43. Fraternity Houses |
| 2. Music Band Building | 19. University Police | a. Tau Kappa Epsilon |
| 3. Bledenharn Hall | a. Post Office | b. Kappa Sigma |
| a. Recital Hall | 20. Monroe Hall | c. Kappa Alpha |
| 4. Brown Auditorium | 21. Slater Hall | d. Sigma Tau Gamma |
| a. Northeast Theater | 22. Ouachita Hall | e. Acacia |
| 5. Brown Hall | 23. Lemert Hall | 44. Anna Gray Noe |
| a. Gymnasium | 24. Coenen Cafeteria | Alumni Center |
| b. Annex | 25. Nicholson Hall | 45. Tennis Stadium |
| 6. Bry Hall | 26. Canterbury Society | 46. Wilson Ewing Coliseum |
| 7. Stubbs Hall | 27. Nursery School | 47. Masur Hall |
| 8. Wesley Foundation | 28. Madison Hall | 48. Tennis Courts |
| 9. Strauss Hall | 29. Sigma Tau Gamma | 49. Brown Stadium |
| 10. President's Home | 30. Baptist Student Center | 50. Baseball Field |
| 11. Gunby Dining Hall | 31. Catholic Newman Center | 51. a. Physical Plant |
| 12. Student Union | 32. Westminster House | b. Agriculture Shop |
| a. Bookstore | 33. Church of Christ | 52. Auto Shop |
| b. Cashier | 34. Infirmary | 53. Grounds Building |
| (Accounts Receivable) | 35. Art Annex | 54. Maintenance Shop |
| 13. Administration-
Classroom Building | 36. Cosper Hall | 55. Stadium
(under construction) |
| 14. Caldwell Hall | 37. Harris Hall | 56. Natatorium
(under construction) |
| 15. Leon Sugar Hall | 38. Broad Hall | |
| 16. Hanna Hall | 39. Hudson Hall | |
| 17. Garrett Hall | 40. Sherrouse Hall | |
| a. Green House | 41. Schulze Dining Hall | |
| | 42. Olin Hall | |

Revised 6/77



FACULTY HANDBOOK

AUGUST, 1977

NORTHEAST LOUISIANA UNIVERSITY

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THE UNIVERSITY ORGANIZATION

Structure and Responsibilities

GOVERNING BODY

Northeast Louisiana University operates under the jurisdiction of the Board of Trustees for State Colleges and Universities, comprised of eighteen members—two from each congressional district and one from the state at large—appointed by the Governor and one student member. Members serve overlapping terms of six years. The Board has the management responsibility for Northeast, including employment of faculty and other personnel, promotion and dismissal of faculty and staff, and approval of operating and administrative expenditures of funds appropriated by the Legislature.

PRESIDENT

The President is the chief executive officer of the University. He is responsible to the Board of Trustees for State Colleges and Universities for the operation of the University in accordance with general policies established by the Board, and in this capacity, he oversees the academic and administrative areas of the entire University organization.

EXECUTIVE VICE PRESIDENT

The Executive Vice President, responsible for coordination of all administrative functions, reports directly to the President. He directs and supervises all business affairs of the University and is the Civil Service appointing authority. He coordinates all operations of the Purchasing Department, the Controller's Office, Auxiliary Enterprises, Printing Services, Personnel Services, and the Post Office. The operation of the physical plant, including new construction, maintenance, and grounds, is under his jurisdiction.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs, responsible for the coordination of all academic programs, reports directly to the President. He serves over the dean of the Graduate School and the deans of the five undergraduate colleges, calls and presides over meetings of the Council of Academic Deans, provides leadership in planning and establishing faculty policies, and coordinates Research and Projects, Institutional Research, and the Library. He is responsible for publication of the schedules of classes and University Bulletins.

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs, who reports directly to the President, provides administrative supervision of student activities and

interests on and off campus. Reporting to him is the Dean of Students who supervises the Infirmary, Student Activities, Recreation and Sports, and University Housing. Also reporting to the Vice President for Student Affairs is Financial Aid, Counseling and Placement, Testing and Guidance, Office of the Registrar, Computer Center and Police.

PRESIDENT'S COUNCIL

The President's Council consists of the President, the Executive Vice President, the Vice President for Academic Affairs, and the Vice President for Student Affairs. The President of the University presides over this Council, which coordinates the administrative, instructional, and student affairs aspects of the University.

DEAN OF STUDENTS

The Office of the Dean of Students is the major liaison between students and the administration on the University campus. Under the Office of the Vice President for Student Affairs, the Dean of Students is responsible for the following departments: University Housing (which includes fraternities and sororities); Department of Recreation and Sports; Student Activities; and the University Infirmary.

ACADEMIC DIVISIONS

The University is organized into five colleges and the Graduate School. The academic colleges are Business Administration, Education, Liberal Arts, Pharmacy and Health Sciences, and Pure and Applied Sciences.

Each of the colleges has several departments with two colleges supporting schools. The College of Education has the School of Music, the College of Pharmacy and Health Sciences has the School of Nursing and the School of Pharmacy.

ACADEMIC DEANS

Deans of the Undergraduate Colleges

Five academic deans head the undergraduate colleges of the University. 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 college through departments heads and faculty and for coordinating the work in his college with that in the other academic divisions.

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

The position of the dean 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 colleges 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 advisers.

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 departmental 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 departmental 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 University 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 University by studying and recommending policies, procedures, and desirable changes.

Under the direction of the Executive Vice President are the chairmen of the committees on Athletics, Campus Beautification, Radio and Television Productions, and Registration.

Reporting to the Vice President for Academic Affairs are the Faculty Senate, the Council on Teacher Education, the Graduate Council, and the

Council of Academic Deans, along with the committees on Academic Standards; Admissions and Credits; Commencement; Computer Utilization; Curriculum; Educational Television; Lectures, Concerts, and Assemblies; Library; Publications; and Research.

Under the supervision of the Vice President for Student Affairs are the chairmen of the committees of Fraternities and Sororities, Parking and Traffic, Religious Activities, Student Employment and Placement, and Student Life.

FISCAL INFORMATION AND FRINGE BENEFITS

SALARY SCHEDULE

The Board of Trustees for State Colleges and Universities has adopted the following University salary schedule:

1. Based on the minimum educational attainment of the Master's Degree, the upper and lower limits on rates of compensation for university teaching on a nine-month university-year (academic year) basis in each of the several academic ranks shall be as follows:

Instructor	\$7,875 – \$12,600
Assistant Professor	\$9,450 – \$16,800
Associate Professor	\$11,025 – \$21,000
Professor	\$12,600 – \$25,200

2. Initial appointments shall be made at any point within the limits set in Paragraphs 1, 3, and 4.
3. 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 completion of the requirements for the master's degree, shall be paid \$400 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 \$800.
4. A person who has earned the doctor's degree shall be paid \$1,500 (i.e., \$700 above the maximum amount provided for in Paragraph 3) above the salary to which he is entitled by his rank and his current salary.
5. The salary of an individual may not be increased above the maximum for his rank as shown in Paragraph 1 above, except as required by the implementation of Paragraphs 3 and 4.
6. The minimum salary in universities under the jurisdiction of the Board shall be no less than the State minimum salary schedule of individuals employed in the public school system of the State.

SALARY CHECKS

Salary checks are distributed through department heads on the last banking day of each month. Exceptions include paying on the last day

before Christmas holidays, December 21, 1977 and the end of the spring semester, May 22, 1978.

Full-time faculty members employed for nine months may receive their pay on either a nine or a twelve-month basis. If the faculty member desires the twelve-month pay plan, he must sign a request form, available in the Payroll Office, during the first two weeks of September. Persons not requesting the twelve-month pay plan will automatically be paid on a nine-month basis.

Faculty who are paid on the nine-month pay plan will receive equal checks for the months of September through May. Nine-month employees on the twelve month pay plan will receive equal checks for the months of September through August.

Before any faculty member can be placed on the University payroll, he must complete a W-4 tax exemption form and a retirement system form and list his Social Security number with the Payroll 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

The presidents of the colleges and universities shall determine whether or not individuals are eligible for leaves of absence, based on the regulations of the Board.

An employee of an institution under the control of the Board who is not a member of the faculty or Administration does not come under the Board's policy of leaves of absence for faculty members.

Leaves of absence for the purpose of accepting a temporary appointment elsewhere shall not exceed one year. Any additional extensions shall require special justification by the president of the institution and approval by the Board.

Leaves granted for the purpose of participating in a political campaign shall not exceed six months.

LEAVES FOR MILITARY DUTY

Faculty personnel on military leave (or special leave for war-connected service) from institutions under the control of the Board shall be re-employed by the institution at the beginning of the next semester (or trimester) after the date on which the institution heads receive written notification that such persons wish to return to their positions, provided that such notification shall be given within 40 days after honorable discharge from the Armed Forces.

SABBATICAL LEAVE

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 Board of Trustees recognized that for the universities under its control, such a policy is justifiable and desirable. The Board provides for faculty leaves of absence under the following condition:

1. Every faculty member or administrator 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 one semester following 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.
2. Faculty members and administrators may be granted leave for the purpose of independent study or research. In those cases where the faculty member or administrator receives outside compensation for such study or research, then he or she is not eligible for leave with pay under this policy. In those cases where the faculty member or administrator receives outside compensation for such study or research which equals or exceeds the amount he is entitled to under existing Board leave policy then he is ineligible for leave pay. The University shall review the amount received from the grant; and if this is less than the compensation he would receive for leave with pay, the University shall pay this difference.
3. 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 institution 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 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. Any applicant who, at the expiration of the semester in which he applies, shall be ineligible for the leave requested and/or who has not complied with the provisions listed above shall have his 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 percentum of the total number of teachers employed in a given college or ten percentum 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%) percent of the salary the individual received during the preceding fiscal year for the period of time the leave is applied for and granted. Individuals shall contribute to the retirement system on the basis of annual salary rate. Compensation payable to persons on leave shall be paid at the same times at which salaries of other members of the teaching staff are paid, and in the same manner. Prior approval must be secured from the Board of Trustees 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 of salary and promotion in rank until the requirement shall have been met.
7. In accepting a leave of absence with pay, a faculty member shall be understood to assume a moral obligation to return to his institution for at least one year of further service.

TRAVEL AND UNIVERSITY VEHICLE POLICY

To promote the professional growth of the faculty through their attendance at professional meetings, the University 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 University maintains a motor pool for the support of authorized travel as well as to meet other University transportation requirements. Following are the University policies which relate to travel and to the use of University vehicles. These policies have been established in accordance with official state policy promulgated by the Division of Administration in Baton Rouge.

TRAVEL POLICY

1. **Approval for Travel:** All travel must be approved in writing by the department head from whose funds the traveler is paid. Each department will be responsible for maintaining a file on all approved University travel.
2. **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.

3. **Claims:** All claims for reimbursement for travel shall be submitted on State Form BA-12 (R11/72) 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.

The Travel Expense Account forms may be secured from the Controller's Office. The Controller 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.

4. **Fraudulent Claims:** Any person submitting a claim for reimbursement 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.
5. **Travel Routes:** The most direct and usually traveled route must be used by official University 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.
6. **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.

A common carrier (train, bus, or airplane) should be used for out-of-state travel. As otherwise provided herein, air travel by employees will be reimbursed only at coach or economy class rates. The difference between the air coach or economy class rates and first class air rates will be paid by the traveler, if travel was performed at first class air rates. If space is not available in less than first class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airline indicating this fact. The certification will be attached to the travel voucher.

7. **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 expenses in detail to the end that the total cost of the trip shall be reflected by the expense account.

8. **Common Carriers:** Reimbursement may be claimed for the following types of transportation: All necessary official travel on railroads, air lines, 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.
9. **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.
10. **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	—	\$ 2.75
Lunch	—	\$ 3.25
Dinner	—	<u>\$ 5.00</u>
		\$11.00

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 7:30 P.M.

- c. **Lodging Only:** Employees may be reimbursed actual expenses for lodging, at single occupancy rate, not to exceed \$20 (plus tax) per day. An exception to this will be for lodging in the City of New Orleans, and adjacent states, where the allowance will not exceed \$25 (plus tax) per day. Receipts from a bona fide hotel or motel for lodging shall be submitted and 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 **Request for Use of University Automobiles**. If a University automobile is not available, private automobiles may be used. Travel expense voucher for reimbursement of expenses must be submitted to the Controller's office within one week of the date of travel.
11. **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	— \$ 2.75
Lunch	— \$ 3.25
Dinner	— \$ 5.00
	<u>\$11.00</u>

- b. A traveler may be reimbursed for meals only in connection with overnight travel status on the following schedule:

Breakfast — When travel begins before 6:00 A.M. on the first day of travel, or extends beyond 10:00 A.M. on the last day of travel, and for any intervening days.

Lunch — When travel begins before 10:00 A.M. on the first day of travel, or extends beyond 3:00 P.M. on the last day of travel, and for any intervening days.

Dinner — When travel begins before 3:00 P.M. on the first day of travel, or extends beyond 8:00 P.M. on the last day of travel, and for any intervening days.

- c. **Lodging Only:** Employees may be reimbursed actual expenses for lodging, at single occupancy rate, not to exceed \$22 (plus tax) per day. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to the travel voucher.
- d. Approval for out-of-state travel will be secured through the normal channels before the trip is made. All travel to states, nations or territories outside the continental United States must be approved by the Commissioner of Administration prior to the time the travel is accomplished. The request for approval must include the data indicated on the Travel Data Sheet. A travel expense voucher must be submitted to the Controller's Office within one week of the completion of the trip.
- e. 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 of travel by coach/economy class air rates or first-class train fare plus one Pullman accommodation. Reimbursement shall be on the basis of the most direct route.

12. **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 (for baggage handling only.)
- f. Limousine service to and from terminals or stations.

13. **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.

14. 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 disallowed for payment.

15. 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 under \$2.
 - 4) Tips.
 - 5) Railroad (except extra fare trains), bus or streetcar.

UNIVERSITY VEHICLE POLICY

General Regulations

1. University-owned vehicles will be used only on official University business.
2. Only full-time employees of the University are authorized to request University-owned vehicles.
3. Only full-time employees of the University and graduate assistants are allowed to operate University-owned vehicles. No other students are allowed to operate these vehicles.

4. University-owned vehicles will not be operated in violation of any state or local laws.
5. The University has liability insurance coverage on University-owned vehicles in the amount of \$20,000 for injury to one person; \$100,000 for injuries to all persons involved in one occurrence and \$10,000 to property of others. This coverage pays for the investigation, defense of lawsuits, settlement and payments of judgments up to the \$20,000; \$100,000 and \$10,000 limits.
6. This coverage insures and protects the University and authorized drivers from claims made by members of the public or any third party arising out of accidents involving University-owned vehicles.
7. Full-time University employees are covered by workmen's compensation in case of an injury which would result from a vehicle accident.
8. All authorized persons using the University bus are covered under the University liability insurance program. The liability insurance is the same for the bus as it is for the other vehicles, except the limits are \$100,000 per person; \$300,000 for all persons and \$10,000 property damage.

Accidents

1. If you are involved in an accident, call an ambulance for anyone seriously injured; then call the police.
2. Secure names and addresses of all persons in the other car, description of car and license number. Be sure to obtain names and addresses of all witnesses.
3. Do not admit responsibility in the accident.
4. If the vehicle cannot be driven, notify the head of Auto Services at telephone 342-3129 or at his home telephone 343-2615. The department head should also be notified. Long distance calls should be charged to telephone 342-3129.
5. If the vehicle cannot be driven, have it towed to the manufacturer's dealer. If a manufacturer's dealer is not available, have vehicle towed to the nearest repair shop.
6. All vehicle accidents are to be reported as soon as possible. A written report must be submitted to the Executive Vice President within 24 hours. The necessary forms for making the accident report may be obtained from the head of Auto Services.

Credit Cards

1. Credit cards may be picked up in the Purchasing Department between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday. They are to be returned to the Purchasing Department as soon as possible upon return to the campus. (Credit cards are not to be mailed.)
2. University credit cards are to be used only for purchases made for University vehicles.
3. The use of University credit cards for the purpose of securing transportation, hotel accommodations, meals, telephone and telegraph is prohibited.
4. Gasoline, oil, minor accessory items and minor repairs up to \$25 may be purchased on credit cards.

5. Employees are not to make purchases with a University credit card in the Monroe—West Monroe vicinity. All vehicle supplies will be obtained at the Auto Shop while in the Monroe area.
6. All purchases made on a University credit card must be signed for by the employee making the purchase. The license number of the vehicle 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.

MOTOR POOL VEHICLES

Requests

1. All requests for use of the motor pool vehicles shall be made on a "Request For Use of University Automobile" form. Telephone requests will not be accepted.
2. The request shall be forwarded through appropriate department channels to the head of Auto Services.
3. Assignment of motor pool vehicles will be made on a first-come-first-served basis.
4. Confirmation of the vehicle assignment will be forwarded through campus mail.

Drivers and Passengers

1. The names of the driver, passengers and person responsible for vehicle during the trip must be submitted on the "Request for Use of University Automobile" form. If there are any changes to be made after the original request is submitted, they must be made prior to the beginning of the trip. If Auto Services is closed, place the revised list in the key box on the fence. A notation should be made that this is a revision to the original request.
2. Passengers are restricted to persons performing official University business.

Securing and Returning Motor Pool Vehicles

1. Auto Services is open between the hours of 7:30 A.M. to 4:00 P.M., Monday through Friday; and vehicles and/or keys must be picked up during this time. If the trip is scheduled to begin prior to the opening of Auto Services, the keys and a "Trip Report" form must be picked up the previous day. The vehicle will be parked outside the fence adjacent to Auto Services and shall be picked up on departure date.
2. If Auto Services is closed upon return from a trip, the vehicle must be parked at the fence. The keys and "Trip Report" must be placed in the key box at the gate.
3. University vehicles are not to be taken home.

Vehicle Servicing

1. The vehicle will be fully serviced and filled with gas and oil when it is received by the employee.
2. When the vehicle is returned, it will be immediately filled with gas and oil, and

the driver will sign the gas charge slip. Each department head will receive through campus mail a copy of the charge slips for his department.

3. If the vehicle is returned while the Auto Shop is closed, it will be filled with gas and oil the following day. A copy of the gas charge slip will be sent to the department head.

UNIVERSITY BUS

1. Reservations for the bus must be made through proper University channels, and submitted to the head of Auto Services who will schedule requests on a first-come-first-served basis.
2. When the bus is requested there shall be a faculty member in charge of the passengers. This person's name should appear on the request form where driver's name appears. The faculty member shall make reservations at intended destinations and arrange for motels, bus accommodations and meals. He shall also determine in advance the route to be traveled. The driver shall be furnished an itinerary before the trip commences.
3. The University bus will be driven only by a duly authorized driver as determined by the University administration.
4. The University bus will be used on trips wherein at least fifteen (15) persons are in the group making the trip.
5. All bus expenses will be handled by the driver of the bus.

PERSONALLY-OWNED VEHICLES

1. No personally-owned vehicle may be used on official state business unless prior written approval has been granted by the department head.
2. No personally-owned vehicle may be operated on official state business in violation of the generally recognized state and local laws.
3. No personally-owned vehicle may be used on official business unless it is covered by automobile liability and property damage insurance, at the expense of the owner, in the amount required by the Financial Responsibility Law of 1952.

ASSIGNED VEHICLES

1. There are certain vehicles which are permanently assigned to various departments such as Operation of Buildings, Grounds, University Police, etc. These vehicles are assigned for official University business only and are not to be taken home over night.
2. These vehicles shall be inspected by Auto Services on a periodic basis; however, it is the responsibility of the department to which the vehicle is assigned to report any known problem to Auto Services.

3. The drivers of these vehicles shall be responsible for checking daily the tire air pressure, oil level, water level, and general condition of the vehicle.

GROUP INSURANCE

All full-time faculty and staff members appointed for at least one full academic year may subscribe to group life and hospitalization insurance. Neither program is available to part-time employees. The group insurance plan begins with registration in the fall and remains in force as long as the faculty member is employed.

Coverage may be extended to those people who are away from the University on an authorized leave of absence for no longer than one year, but the individuals will be held responsible for paying the entire cost of coverage (including the University contribution) during this time. Full insurance coverage is available after retirement, with the University continuing to pay 50 percent 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.

The University contributes 50 percent of the cost of the group insurance, and the employees contribute the remaining 50 percent by payroll deductions. All premiums (contributions) are due to the insurance company one month in advance; therefore, all persons who apply for insurance coverage before the fifteenth day of any month, will receive coverage effective the first day of such month but should expect either to pay one month's premium upon application or to pay two months' premium from their first salary check. All who apply after the fifteenth day of any month will receive coverage effective on the sixteenth day of such month but only one month's premium (the following month's) will be deducted from their first salary check.

Payroll deductions covering the annual cost of hospitalization insurance will be made from nine checks for nine-month faculty and each month for twelve-month employees. All nine-month faculty not reappointed for the following academic year will receive, in their last salary check, a refund of group insurance premiums paid for the months of June, July, and August. The annual hospitalization premium for the faculty or staff member only (no dependents or maternity coverage) is \$129.60. Coverage for the faculty or staff member and his dependents (including maternity coverage) is \$352.32 annually.

The life insurance accidental death and dismemberment premium for \$2,000 of insurance is \$1.47 for each of the nine monthly payroll deductions, or \$13.20 annually. Dependent life insurance is also available.

The following schedule determines the amount of life insurance available:

Annual 12 Month Salary Rate*	Life Insurance Available
\$ 2001.01– 2666.66	\$ 6000
2666.67– 3333.33	7000
3333.34– 4000.00	8000
4000.01– 4666.66	9000
4666.67– 5333.33	10000
5333.34– 6000.00	11000
6000.01– 6666.66	12000
6666.67– 7333.33	13000
7333.34– 8000.00	14000
8000.01– 8666.66	15000
8666.67– 9333.33	16000
9333.34–10000.00	17000
10000.01–10666.66	18000
10666.67–11333.33	19000
11333.34–13333.33	20000
13333.34–14000.00	21000
14000.01–14666.66	22000
14666.67–15333.33	23000
15333.34–16000.00	24000
16000.01–16666.66	25000
16666.67–17333.33	26000
17333.34–18000.00	27000
18000.01–18666.66	28000
18666.67–19333.33	29000
19333.34–20000.00	30000

*In computing the amount of life insurance available for faculty members employed on a nine-month basis, one-third of the salary rate for nine months will be added to such salary to determine their twelve-month salary rate.

The basic hospitalization and surgical plan for faculty members and their dependents provides up to \$45 per day for room and board, \$5 per day for medical care, and a maximum benefit of \$600 for special hospital charges. Surgical benefits are on a scheduled basis, with a maximum benefit of \$500.

After the insured pays \$100 above the scheduled charges, major medical coverage takes effect and pays approximately 80 per cent (up to \$50,000) for each insured employee and dependent.

Other features of the hospitalization insurance program include optional benefits of \$5,000 or \$10,000 for special dread diseases. The subscriber pays the full cost.

Maternity benefits for dependents are effective after nine months.

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 .00693 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

Tax-deferred annuity programs which were approved by the Board of Trustees for State Colleges and Universities are available to NLU employees interested in adding to their income after retirement. The University does not contribute to the costs of these programs but does make provision for payroll deductions.

The representatives of the recipient companies of NLU bids are as follows:

Fixed Annuity Program (Southwestern Life Insurance Co.) Telephone: 325-0282	– Mr. Hulon H. Riche, CLU 110 Tupelo Drive West Monroe, LA 71291
Variable Annuity Program (Prudential Insurance Company of America) Telephone: 323-9605	–Mr. J. Arthur Smith, Jr. C. L. U. Post Office Box 2624 Monroe, LA 71201

New employees who have already entered an annuity program with some other company may continue their contracts and will be accommodated through payroll deductions here at NLU.

STATE RETIREMENT SYSTEM

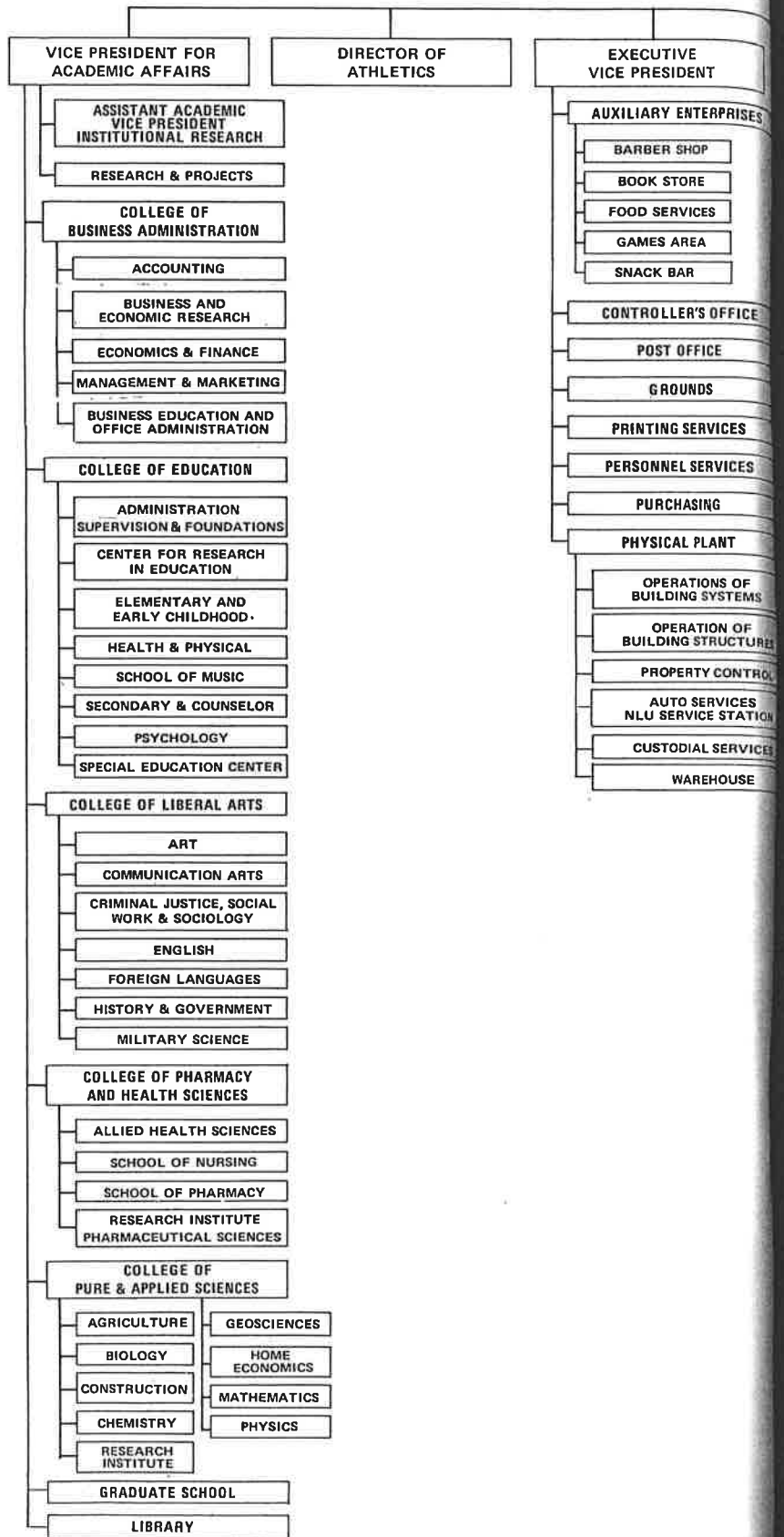
Membership in the Teachers' Retirement System of Louisiana is compulsory for full-time faculty. All teachers under age (50) must join the System as a condition of their employment, except that no person who has attained the age of (55) is eligible to become a member unless such person can establish enough credit to total (10) years of creditable service by age (65). All new faculty members ineligible for membership in the Teachers' Retirement System must enroll under Social Security.

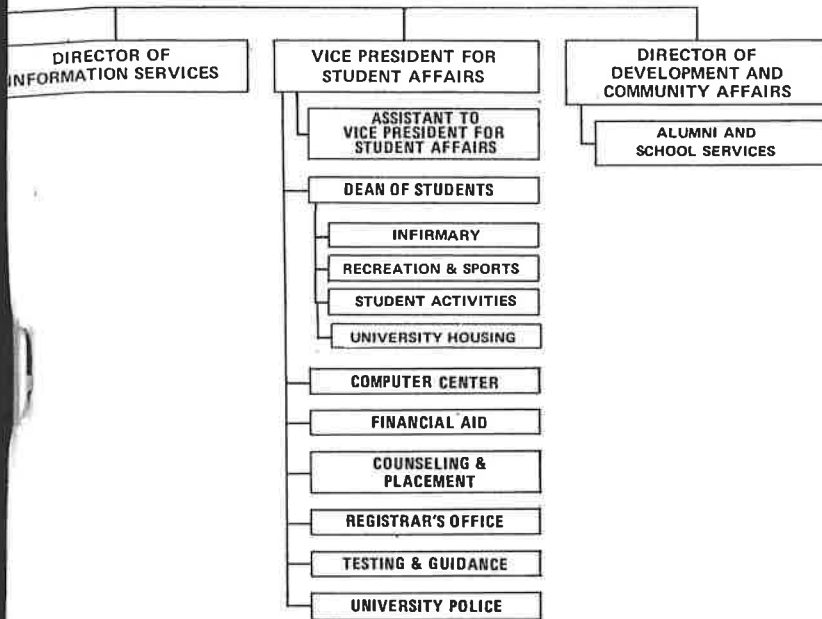
Retirement benefits are based on annual salary. Members contribute 7 per cent of the total annual salary. The State now contributes 8 per cent although this may vary to maintain a sound System.

RETIREMENT POLICY

BOARD OF TRUSTEES FOR STATE COLLEGES AND UNIVERSITIES

The policy of retirement at age sixty-five for non-classified personnel shall be retained with the option of requesting, on a year by year basis, an





**Organization Chart
 Northeast Louisiana University
 August, 1977**

This diagram shows direct lines of authority in the university organizational structure. The chart should not be interpreted as representing all the important relationships that exist within the university, 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 university 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 university related situation.

extension of service for not more than three years when the applicant shall reach the age of sixty-eight. The applying faculty member shall submit the request for extension of employment by September 30 of the fiscal year in which he/she becomes eligible.

The request for extension of employment shall be considered by a Faculty Review Committee composed of five members:

1. The current Student Government Association President shall appoint a senior-level student from within the appropriate department;
2. The faculty shall elect annually from within its ranks seven members. Three of these seven faculty will serve on the Review Committee. In order to arrive at the three committee members, the applying faculty member and the college or university administration will, on a rotating basis, each withdraw two of the seven elected faculty members; and
3. The President of the college or university shall appoint one member of the Review Committee who shall serve as chairman.

The Faculty Review Committee is responsible for interviewing the applicant; for recording testimony from any interested faculty or student of the college or university, or any person called upon to testify before the Committee; and for securing all required application forms, including records from two physicians attesting to the mental and physical fitness of the applicant. The Chairman shall write the committee report and forward it to the university President.

The President shall receive all information from the Review Committee, make his recommendation for approval or disapproval, and forward all information to the Board of Trustees for State Colleges and Universities for its action.

Persons reaching the age of sixty-five before June 30 who are currently teaching summer school shall be allowed to continue teaching the remainder of that summer session only.

SERVICES AND PRIVILEGES

COMPUTER CENTER

An IBM 370 Model 135 computer, housed in the Administration Building, is available to the faculty for instruction, research, and related professional activities. The computer has two readers and two printers, one for processing administrative work and the other for processing faculty and student work. A 3881 Optical Mark Reader is available for objective type tests, surveys, and responses. The Coordinator of Academic User Services is available in the Computer Center to assist faculty and students in their professional computer activities. The faculty is encouraged to explore the opportunities and make use of the facilities of the Computer Center.

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. 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 is available. Under this plan, all tickets purchased are for reserved seats. Similar plans are offered for the basketball season.

Any additional athletic ticket information can be obtained by calling or going by the Athletic Ticket Office in Ewing Coliseum, Room 119, Telephone 342-4086. The office is open Monday through Friday from 8:00 A.M. to 5:00 P.M.

Season tickets for the Northeast Louisiana 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 University and the community, brings to the 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 SERVICES

Sandel Library contains approximately one half million volumes in both print and non-print formats for the use of all patrons.

In addition to the provision of resources, numerous services are available to faculty. Among those provided for assistance in teaching are class lectures, orientation tours, bibliography preparation, photoduplication and reserve services. Materials may be placed on reserve by completing a Reserve Request Form, which should be submitted three days in advance of assigning work. Audiocassettes produced non-commercially may be placed on reserve and may also be duplicated. For example, class lectures on cassette placed on reserve may be duplicated for students, with the instructor's permission, by their supplying only a blank tape.

Other services related to both research and teaching include inter-library loan, expedited by use of a computer terminal linked to a national data base for location purposes and by TWX for rapid transmission of requests. For those working in health related disciplines, the Library staff will arrange for Medline searches.

To assist faculty in collection development in their areas of interest, subject specialists have been assigned to each department. These librarians not only order new materials but evaluate the existing collection for

quality, recency and relevance to the University's curricular offerings. Faculty members may request library materials by submitting them to their departmental coordinator, who forwards them to the Head of Public Services for processing.

Faculty are urged to take advantage of all Library services and to call upon librarians for assistance with both their teaching and research needs.

MAIL SERVICE

The University 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 authorized locations or may be mailed at the Campus Post Office located at the corner of Northeast Drive and Bayou Drive.

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

PHYSICAL PLANT

Any request for the services or assistance of Operation of Buildings should be processed as follows:

- (1) Requests for repair of existing facilities should be telephoned to Operation of Buildings at extension 2150.
- (2) Requests for additions or alterations to existing facilities should be documented on a Maintenance Work Request form, approved through the department head, and forwarded to the Physical Plant Director. These requests will be evaluated to determine the material and labor costs and will then be forwarded to the Executive Vice President for approval before proceeding.
- (3) Requests for janitorial services should be telephoned to the Custodial Services Department at extension 4134.

DIVISION OF INFORMATION SERVICES

The Division of Information Services 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 University, 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 to give continuity to the institution's public information program, material concerning the University is to be released to the mass media through the Division of Information Services. Faculty members should work through their department heads to keep the Division of Information Services informed of any professional recognition they may receive through

publication, research, offices, or related activities. Advisors to student organizations should inform each organization to work through the Division of Information Services on off-campus news releases.

Each new faculty member should submit a vita to the Division of Information Services within the first two weeks of employment. Arrangements should also be made through the Division of Information Services to have a file portrait made. This information is needed to write accurate and complete stories on achievements of each individual.

PRINTING SERVICES

The Department of Printing Services offers complete copier-duplicator and offset printing services to the faculty and administrative offices.

Copier-duplicator service is provided by mimeograph, xerox copiers, and camera-plate direct image plates. An offset process camera is also available for making offset metal plates.

The use of a folder, paper cutter, stapler, paper drill, paper shredder and other equipment and assistance concerning 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 the University Police Department 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 regulations, as outlined in the NLU traffic and parking regulations be studied and observed.

RESEARCH, PROFESSIONAL WRITING, AND PUBLICATION

As a part of an expanding program to encourage research by members of the faculty, the Office of Research and Projects is available to assist the proposal writer in obtaining information on sources of funding from the various agencies which have funds available. The Office of Institutional Research will provide facts and figures to authorized persons who are preparing proposals.

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, 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 WATS line calls, must have prior approval of the department head. On each call made or received which results in additional charges to the University, a long distance call slip must be prepared and submitted to the department head. The department head will be responsible to the Controller's Office for submitting call slips on all long distance charges.

EXAMINATIONS AND GRADING

GENERAL CATALOGUE UNIVERSITY REGULATIONS

It is the duty of each faculty member to familiarize himself with the regulations in the University 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 University or not teaching during any semester must leave record books with their department head.

ATTENDANCE RECORDS

In accordance with the policy established by the Board of Trustees for State Colleges and Universities, each faculty member shall keep a permanent attendance record for each class. A copy of the attendance regulations may be found in the General Catalogue. Veterans attendance regulations are included in the standards of progress for veterans. These standards are issued by the Office of Testing and Guidance periodically.

FINAL EXAMINATIONS

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

REPORTING OF FINAL GRADES

Faculty members must submit final grades to the Registrar's Office on "The University Report of Grade Form" which is distributed through the departments. Promptness in completing grades will facilitate the compiling and mailing of students' grades in time to formulate their future plans.

Although mid-semester grades are not mailed to students, faculty members should have mid-semester grades available to students.

POSTING OF GRADES

It is strongly recommended that faculty members post student grades near the instructor's office, classroom, or other designated area as soon as possible following final examinations. To comply with the "Buckley Amendment," grades should be posted by social security number or some other method of identification which does not use the student's name. Students must be given the right to request that their grades not be posted. The opportunity for denial may be given to students in a written statement on the final examination for the course.

CHANGING OF GRADES

Grades that have been submitted to the Registrar's Office can be changed only by a letter of explanation certifying that an error has been

made by the instructor. This certification of error will not be valid unless approved by the instructor's department head, academic dean, and by the Vice President for Academic Affairs.

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 Board of Trustees for State Colleges and Universities.

Employment is assumed to be continuous, subject to the regulations of the Board of Trustees for State Colleges and Universities, 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 University should notify his academic dean in writing not later than March 1.

TERMINATION OF EMPLOYMENT

Faculty who are terminating their employment shall obtain from their department head a "Termination Form For Academic Personnel," and secure the necessary signatures on the form. The form is left with the faculty member's academic dean after all signatures are secured.

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 broaden their knowledge in their teaching areas. The policy on leaves of absence with pay is in the "Fiscal Information and Fringe Benefits" section.

OUTSIDE EMPLOYMENT

It is recognized that the faculty of Northeast Louisiana University is composed of persons with such competence in their fields that their services in a professional capacity will be sought outside the University.

Hence, a faculty member should have the opportunity, with prior approval of University 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 University 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.

EMPLOYEES' RESPONSIBILITY FOR THE USE AND PROTECTION OF NLU RESOURCES

The objective of this policy is to set out clearly the responsibilities of all University employees pertaining to University-owned resources. Act 115 of the Louisiana Legislature provides the basis for this policy and requires that state agencies initiate and maintain appropriate control of all state resources.

The University's resources include money, equipment, and other physical properties and the services of its employees during official duty hours. Each employee has the responsibility to protect and use the University properties for University purposes only. The University's resources are not to be used for the benefit of individuals, private organizations, or firms and other enterprises which are not sponsored by the University.

ACADEMIC FREEDOM

The University is committed to the principle of academic freedom. This principle acknowledges the right of a teacher to explore fully within the field of his subject as he believes to represent the truth. The principle also includes the right of a member of the academic staff of the University to exercise in speaking, writing, and action outside the University the ordinary rights of an American citizen; but it does not decrease the responsibility and accountability which the member of the academic staff bears to the University, the state, and the nation.

Among the many implicit responsibilities which must be assumed by those enjoying the privileges of academic freedom shall be that of refraining from insisting upon the adoption by students or others of any particular point of view as authoritative in controversial issues.

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 Board of Trustees for State Colleges and Universities on the recommendation of the President, and promotions are announced annually in August.

FACULTY RANK

The Board of Trustees for State Colleges and Universities has adopted the following policy statement on faculty rank:

Special care shall be exercised in assigning faculty rank 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>Academic Rank</u>	<u>Range</u>	<u>Percentage Not To Exceed</u>
Professor	20-35%	35%
Associate Professor	25-35%	35%

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

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 University'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 University:

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 University other than teaching and research
6. Activity in professional organizations
7. Community service

Notes: The above criteria are to be administered in light 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.

FACULTY EVALUATION

In accordance with the policy established by the Board of Trustees for State Colleges and Universities, the University shall evaluate each faculty member and administrator on an annual basis, and the evaluation shall be filed in appropriate personnel files. The evaluation should include self-evaluation, student evaluation, and administrative evaluation.

FACULTY TENURE

The uniform provisions for tenure provides that the Board of Trustees has the ultimate responsibility for hiring academic personnel and for awarding or denying tenure to academic personnel within the colleges and universities under the jurisdiction of the Board. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and employee before the appointment is consummated.

Indeterminate tenure shall be earned by full-time academic personnel with respect to academic rank only.

1. Administrators shall not earn tenure, except as members of an academic discipline.

2. Faculty members shall be on annual appointment at the instructor level.
3. Faculty members shall not be eligible for tenure at the instructor level.
4. Assistant professor or equivalents shall be eligible for tenure after serving the established probationary period.
5. Faculty members promoted to the rank of associate professor, professor, or equivalent, shall be awarded indeterminate tenure and shall be informed in writing within ninety days of Board of Trustees' action.
6. Faculty members initially employed at the rank of associate professor or equivalent shall serve a probationary period of at least one year, but no more than four years.
7. Faculty members initially employed at the rank of professor or equivalent may be granted tenure upon appointment, or, at the discretion of the institution, may be required to serve a probationary period not to exceed four years.
8. Faculty members appointed to the rank of professor or associate professor while being paid from a grant or contract for services such as special lecturer, consultant, or visiting professor, may not be granted indeterminate tenure, but may be granted limited tenure, not exceeding the duration of the grant or contract.

Full-time academic personnel below the rank of associate professor or equivalent shall serve a probationary period not to exceed seven years of continuous service. For the purpose of computing continuous service during the maximum seven-year probationary period, leaves approved by the Board of Trustees and service at all ranks shall be included.

1. At the end of the fifth year of continuous service, such faculty members shall be evaluated for the purpose of determining eligibility for tenure.
2. At the end of the sixth year, the results of each individual's evaluation shall be provided to that individual. In the event tenure is to be denied to an assistant professor, twelve months written notice of termination shall be given. In the event tenure is to be awarded, affected faculty members shall be informed in writing.
3. For the purpose of the probationary period, credit may be given for prior service at other institutions with the mutual consent of the individual institution and the Board of Trustees.
4. Recommendation of those to be considered for tenure shall originate in the various structural units, with tenured faculty and unit heads initiating the recommendations. Final authority for granting or denying tenure shall rest with the Board of Trustees.

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

This policy shall supersede all existing policies with the following exceptions:

1. All persons holding tenure on the effective date of this policy shall retain their tenure.
2. Any person in the employ of an affected institution on the effective date of this policy shall be eligible to earn tenure under the terms and conditions of the policy in force and in effect at the time of that person's employment at that institution.
3. This policy shall in no way affect any rights acquired by any person employed by an institution prior to the effective date of this policy.

TERMINATION OF SERVICE OF TENURED ACADEMIC STAFF

Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the college or university system, deliberate infraction of law or commonly accepted standards of morality, failure to cooperate, neglect of duty, inefficiency or incompetence. The foregoing enumeration of causes shall not be deemed exclusive.

The president of each college or university shall appoint a standing committee of faculty members who shall hear charges brought against a member of the academic staff for termination of contract, discharge or demotion in academic rank. A member of the academic staff so charged shall be entitled to a hearing before the said committee, and the charges against him shall be stated in writing and delivered to him five days prior to the hearing.

A member of the academic staff may further petition the Board for a review of charges brought against him, and no official action shall be taken by the college or university until completion of a hearing by the Board.

Further recourse may be had through appropriate court action in due process of law.

It is a basic principle that every member of the academic staff, of whatever rank, shall at all times be held responsible for competent and effective performance of his duties.

FACULTY SENATE

The purposes of the Faculty Senate are:

1. To provide a framework for cooperation between the faculty, administration, and students in order to accomplish the goals of Northeast Louisiana University.
2. To afford each faculty member an opportunity to offer suggestions concerning the development and operation of the University and the improvement of the general welfare of the faculty.
3. To provide a means whereby the administration can refer academic, operational, or common interest matters to a body representing the entire faculty.
4. To provide a means whereby, representatives of the faculty can offer recommendations to the administration pertaining to the academic and

operational improvement of the University and matters concerning the improvement of the general welfare of the faculty.

Members of the Faculty Senate shall be elected from the General Faculty. The General Faculty is composed of all full-time faculty with rank of instructor or above, excluding administrators at the University as defined in the General Catalogue and department heads.

CREDIT UNION

The NLU Federal Credit Union is located in the Administration Building, Room 2-99. Membership is open to faculty, staff and graduate assistants. Deposits to \$40,000 are insured by the Federal Credit Union Administration.

TERMINATION OF FACULTY APPOINTMENTS

Faculty members under tenure may terminate their appointments by submitting their resignation 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 of non-tenured teachers expire at the end of each academic year or terminate at the close of the period specified in the appointment letter and carry no obligation for reappointment.

FACULTY APPEAL PROCEDURE

It is in the best interest of the University to bring problems into the open, discuss them frankly with dignity and respect, and solve them if possible. If anything is of concern to a faculty member, he is urged to talk with his department head. An effort will be made to resolve any reasonable grievance. The following steps should be taken by a faculty member who has a grievance.

1. He should always discuss a problem first with the Department Head who has the responsibility of finding solutions to most faculty problems.
2. If for any reason a faculty member feels that his department head has not satisfactorily solved his problem, he should consult his Dean. A significant aspect of the Dean's responsibility is maintaining a productive professional environment and the resources of his office are available in attaining this goal.
3. A faculty member who still feels that he has not received fair treatment is entitled to a conference with the Academic Vice President who will make every effort to seek a solution to any faculty problem.
4. All problems on campus are of interest and concern to the President. After the other avenues for solution have been explored, the door to the President's office is always open.

ANNUAL LEAVE AND HOLIDAYS

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

Annual leave 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 who have been employed throughout the fiscal year on a twelve-month basis are entitled to the use of or the accumulation of annual leave according to the schedule below.

<u>Years of Service</u>	<u>Work Days of Annual Leave Earned Per Month</u>	<u>Work Days of Annual Leave Earned Per Year</u>
Less than three years	1	12
Three but less than five	1¼	15
Five but less than ten	1½	18
Ten but less than fifteen	1¾	21
Fifteen or more	2	24

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 University responsibilities.

SICK LEAVE

Regulations governing the accumulation and use of sick leave are listed below. Each department head is responsible for keeping an attendance record on each faculty member and submitting an appropriate form indicating attendance to the academic dean concerned prior to July 15, each year.

Employees earn sick leave at the rate of 1 day per month for less than three years, 1¼ days per month for three years but less than five years, 1½ days per month for five years but less than ten years, 1¾ days per month for ten years but less than fifteen years, and 2 days per month for fifteen years or more.

<u>(a) Length of Contract</u>	<u>Summer Session Worked</u>	<u>Service Less than 3 Years</u>	<u>Service 3 but less than 5 Years</u>	<u>Service 5 but less than 10 Years</u>	<u>Service 10 but less than 15 Years</u>	<u>Service 15 and over yrs.</u>
12 mos.		12	15	18	21	24
9 mos.	12 weeks	12	15	18	21	24
9 mos.	9 weeks	11½	14	17¼	19¾	22½
9 mos.	6 weeks	10½	13	15¾	18½	21
9 mos.	None	9	11¼	13½	15¾	18

SUBSTITUTE AND OVERLOAD COMPENSATION FOR SICK LEAVE

The opportunity to earn and accrue sick leave and to take such leave without the personal cost of remuneration of a supply to teach classes left "uncovered" because of such leave is a valuable benefit. The willingness of colleagues to extend professional courtesy and teach without additional remuneration these "uncovered" classes is a long-standing and commendable tradition of professionals. However, extended periods of such "overloading" can impose heavy burdens.

The following policy is a feasible means of covering classes when sickness makes it necessary for the persons assigned to the classes to be absent:

1. For periods of one week or less, faculty will continue to cover the classes on a professional-courtesy basis with no additional remuneration. (If no faculty member has the needed expertise, the classes will be covered according to number 2 below.)
2. For periods longer than one week, beginning with the second week, the University will pay "overload compensation" to currently employed faculty who assume part of the load and "substitute compensation" to additional faculty employed for this purpose.
3. The University will establish a "Sick-Leave Teaching Fund" categorical account, preferably from non-operating budget sources.
4. "Substitute" and "overload" compensation will be based on the "amount and rank policy" utilized for "overload pay for off-campus classes":

\$ 700.00	Instructor
800.00	Assistant Professor
900.00	Associate Professor
1,000.00	Professor.

5. Actual pay per class, during a summer term or during a regular semester, will be computed using 45 class meetings per semester and 24 class meetings per summer term.
6. Sick leave will be charged on a day-by-day basis for every day that a faculty member is unable to fulfill responsibilities for health reasons.

Responsibilities are to include all performance for which faculty members are accountable and are not limited to the teaching of classes. Such activities as office hours, committee work, student advising and research will be included.

MATERNITY LEAVE

Maternity leave is a right and will be granted upon written request to any female employee who has achieved permanent employment status. It is recognized that different female employees require maternity leaves of varying duration. Therefore, it is necessary that each maternity leave applicant work closely with her supervisor in determining a reasonable period of maternity leave. Consideration must be given to the require-

ments of the position and to the employee's physical and mental ability to perform her duties.

The employee may use sick leave for maternity purposes when postnatal or prenatal condition of the employee prevents the performance of usual duties, provided the employee has sufficient sick leave credit. The limit to the use of sick leave for a postnatal condition is six weeks, except if a physician certifies inability to return to work.

Request for each maternity leave by an unclassified employee must be submitted through all channels for approval by the appropriate Vice President.

Request for each maternity leave by a classified employee must be submitted by the employee through all channels for approval by the Executive Vice President.

NEPOTISM

In accordance with the policy established by the Board of Trustees for State Colleges and Universities, the University may employ persons from the same economic unit or the same immediate family although a separate economic unit when their individual qualifications are such that they represent the best possible choice for a given position.

Employees from the same economic unit, or from the same immediate family although a separate economic unit, may not be employed in a situation where one member may have direct administrative responsibility for the other.

FACULTY MEETINGS

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 time or location must be requested through the department head, the academic dean, and Director of Institutional Research, 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.

Faculty should not permit smoking or eating in classrooms.

CLASS AND LABORATORY FEES

Laboratory and class fees are included in the general registration fee paid by students when they complete registration. Extra fees are not to be charged or collected by individual faculty members. Departments may require materials for class and laboratory work to be purchased. Students may be required to pay for breakage in laboratories. All money must be handled through the Controller.

OFFICE HOURS

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

A minimum of two 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.

APPROVAL OF FIELD TRIPS

Definition of Field Trip – A field trip shall be defined as any trip away from the Campus by a group of students supervised by a faculty member, excluding classes that regularly meet off campus. These are categorized as follows:

- 1) Curricular—Field trips required as a recurring part of the course requirements. Example—Animal Science 407, Meat Processing and Preservation—regularly travels to Calhoun for the laboratory period.
- 2) Co-Curricular—Not a regularly scheduled field trip, but a requirement of a particular course. Example—Students in Economics 301, Money and Banking, visit a bank each semester.
- 3) Extra-Curricular—Field trips that are of academic value, yet not a specific requirement of any particular course. Example—Psychology Club visit to Primate Center at Covington, Louisiana.

Guidelines for Planning Field Trips

- 1) The field trip should contribute to the students' academic program.
- 2) Field trips should be conducted in such a fashion that distance traveled, time and expense are minimum to accomplish the objectives of the trip.
- 3) Field trips should be evaluated in terms of the impact on the students' total program.
- 4) Field trips should be planned and conducted in such a fashion as to enhance the image of the University.
- 5) Adequate planning with the agency visited should precede any field trip.

Administrative Procedures Governing Field Trips

- 1) Requests for field trip approval should be obtained from Department Head and College Dean. This request should be made in writing and should include the following information:
 - a) Nature and purpose of trip, including course number and number of students.
 - b) Place and date of visit, including departure and arrival times round trip.
 - c) Means of transportation.
 - d) Financial arrangements.
 - e) Name of supervising faculty member.
 - f) Names of participants.
 - g) Housing accommodation information, including means of contacting faculty supervisor during each day and night of trip.
 - h) A copy of the attached form should be submitted by the Department Head to the College Dean and the Vice President for Student Affairs five days prior to the field trip.
- 2) College transportation should be requested and utilized whenever available.
- 3) Field trip transportation expenses may be financed from Department travel funds, if approved by Department Head and Dean.
- 4) Students will bear other expenses of field trip.
- 5) The Department Head and College Dean will be responsible for seeing that the prevailing travel regulation requirements are met. Please note that students are prohibited from operating University vehicles.

SELECTION OF TEXTBOOKS AND PURCHASE OF MATERIALS AND SUPPLIES

Requests for book acquisitions to be made by the University 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 special permission of the department head, the academic dean, the Vice President for Academic Affairs, and the Executive Vice President.

Desk copies for each faculty member will be processed through his respective dean's office. The University Bookstore will furnish each dean with an appropriate number of Request for Desk Copy forms. These forms will be completed by the individual faculty member and forwarded with the textbook order request. By this procedure, each faculty member should have his desk copy prior to the beginning of the new semester.

All materials and supplies, including those utilized in federal grant programs, will be purchased from the University Bookstore. If these products cannot be delivered by the bookstore (item not stocked), then

the Purchasing Agent will procure them through his office.

In order to facilitate clearer communications and harmony with the University Bookstore, the following policies must be observed:

1) All department heads must furnish the University Bookstore with a clear, complete, and accurate book order each semester and must check the book list carefully to make sure texts, editions, and supplements are to be ordered.

2) Notify the University Bookstore of anticipated changes on a regular basis. Faculty members should instruct students to purchase textbooks as early in the semester as possible so the University Bookstore can return books not being used.

3) Provide enrollment reports to University Bookstore the day after registration so shortages can be dealt with properly.

4) Text changes should be submitted by the faculty member through the following channels: Department Head, Dean, Vice President for Academic Affairs, and Executive Vice President for final approval. Department heads will be notified of the final decision.

5) Faculty members must work with their department heads. Only when acting on the instructions of department heads may faculty members work directly with the University Bookstore.

6) All texts and supplements to be used should be on the book list.

7) When selecting a new text, department heads should try to determine whether the publishers will be able to fill the order. From 10 to 14 days should be allowed for books to arrive from the publishers.

8) Textbook orders must be requested in writing on the appropriate form. Telephone orders will not be accepted.

9) Department heads should make certain that texts and supplements ordered are used by the instructors and that the instructors require students to purchase the text.

10) Procedures for ordering and deleting texts and the rental system policies should be furnished to all new faculty.

11) The University Bookstore should be notified when an oversupply of books is ordered or when the class is cancelled so that the books can be returned.

12) The University Bookstore will follow up on shortages, incomplete orders, late shipments, etc. with publishers and notify department heads of problem areas.

13) The University Bookstore will provide department heads with written notice of edition changes or other problems which may necessitate a textbook change.

UNIVERSITY 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. Organizations planning activities must complete in duplicate the "University Calendar Time Request" form signed by the advisor 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 advisor and the Dean of Students. University policy stated on these forms should be rigidly observed.

SCHEDULING UNIVERSITY FACILITIES

To avoid conflicts and misunderstandings concerning the scheduling of events in University facilities, the procedures listed below are established.

1. The Office of Institutional Research schedules and keeps a record of special events programmed in Brown Auditorium, Biedenharn Recital Hall, Northeast Theatre, classrooms, and all other instructional areas, and will notify requesting department by memorandum with a copy to the Office of Student Activities.
2. The Office of Student Activities schedules and keeps a record of events that meet in the SUB Auditorium and SUB second floor meeting rooms. All events concerning student organizations must be cleared with the Office of Student Activities. This office provides an official notice to the student group concerning clearance of the facility requested. A copy of this notice is sent to the Office of Institutional Research.
3. The Office of Auxiliary Enterprises schedules and keeps a record of events that meet in the dining halls, snack bar, and games area of SUB. Advance notice of two weeks is required for events entailing meals.
4. The Basketball Office is responsible for scheduling and keeping a record of events scheduled in the Ewing Coliseum Arena.
5. The Department of Recreation and Sports is responsible for scheduling activities on the tennis courts and in Brown Gymnasium which include intramurals and recreational activities. Each of these activities is supervised by a member of the faculty or Recreational Staff. Other departments or student groups requesting use of Brown Gymnasium or the tennis courts will be notified by memorandum from Recreation and Sports, with copies to the Offices of Institutional Research and Student Activities.
6. All proposed events involving intercollegiate and interscholastic athletic competition must be cleared with the Director of Athletics.
7. Request for facilities must be made to the appropriate office, in writing, and must indicate the exact time the facility is desired. If time is needed to prepare for the activity, this time should be included in the request.
8. Requests must include any special equipment necessary for the scheduled event, such as speaker stands, public address systems, and related items.
9. Off-campus groups who request the use of University facilities, regardless of the facility requested, must have the approval of the Vice President for Student Affairs. Consequently, all such requests are to be referred to the Vice President for Student Affairs. Publicity must not be released until confirmation is received on the facility requested. An off-campus group is

notified by the Vice President for Student Affairs or his representative concerning the use of the requested facility. A written policy for use of University facilities by off-campus groups is on file in the Office of Student Affairs.

CAMPUS ACCIDENT OR HEALTH EMERGENCIES

In the event of accident or illness, call in the following order:

- | | |
|-----------------------|----------------|
| (1) Ambulance | Phone 388-3400 |
| (2) Infirmary | Ext. 3114 |
| (3) University Police | Ext. 4180 |
| (4) Department Head | |

In the event of minor accident or illness, call in the following order:

- | | |
|-----------------------|-----------|
| (1) Infirmary | Ext. 3114 |
| (2) University Police | Ext. 4180 |
| (3) Department Head | |

If neither the Infirmary nor University Police can be reached in the event of any accident or illness, call:

- | | |
|----------------------|-----------|
| (1) Dean of Students | Ext. 3053 |
|----------------------|-----------|

Expenses incurred as a result of an accident or illness must be paid by the student. Encourage your students to notify you of special health problems.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Northeast Louisiana University to seek and employ the best-qualified personnel for all positions, to provide for their compensation and promotion, and to encourage their continued personal and professional development without regard to race, color, religion, sex, national origin, or physical handicap.