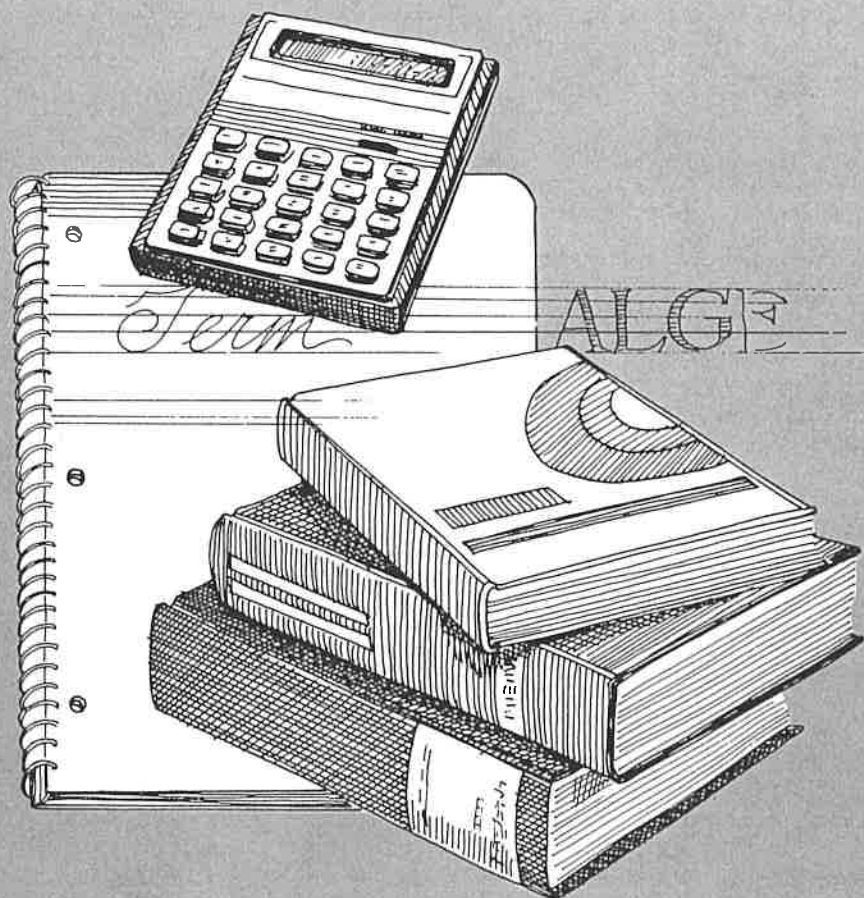


NORTHEAST LOUISIANA UNIVERSITY



**1988-89**

**Faculty**

**Handbook**

# **Faculty Handbook**

**August, 1988**

**Northeast Louisiana University**

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## Introduction

The harmonious, effective functioning of an institution is greatly dependent upon the knowledge, by all of its personnel, of the mission of the institution, and of the policies, procedures, and guidelines governing its operation. Such knowledge can reduce misunderstanding and confusion. The Northeast Louisiana University Faculty Handbook attempts to provide in readily available form a statement of University policies, procedures, and guidelines and of the privileges and obligations affecting the status and relationships of professional staff members. This document is intended to give general guidance. It is, of course, impossible to provide in succinct form a handbook covering every possible exigency. Consequently, when specific examples are given, they are intended to be illustrative only, and not to be considered all inclusive.

The information in this Handbook should be supplemented by relevant information in the current issues of the University Catalog; the Graduate Catalog; special college and school documents; the N-Book; the Collegiate Due Process book; the Rules of the Board of Trustees for State Colleges and Universities; and the Policies and Procedures Manual of the Board of Regents. These documents are available in the offices of the academic deans. Academic personnel are also encouraged to be familiar with the current legal issues that impact on higher education, students, and educators.

The provisions herein are current only at the time of publication; they are subject to revision and change at any time by action of the appropriate segments of the institution or its governing board.

While a chance for error or ambiguity always exists, the provisions herein are believed to be correct at the time of issue. If there is a question of error or interpretation, please consult the appropriate University official for clarification.

Under proper conditions, some requirements may be waived.

Where the authority for policies, procedures, and guidelines allows for discretion, subunits may observe individualized policies, procedures, and guidelines based upon unique needs. Information about these exceptions may be obtained from the administrators of the subunits.

Although many of the policies and procedures specified in this document may be similar in principle, idea, language, and interpretation to those recommended by the American Association of University Professors and other organizations, Northeast Louisiana University declares that its policies are independent of those of any other agency and that it cannot be bound by interpretations of its policies suggested by such agencies.

Although Northeast Louisiana University may be a member of an organization which has formally endorsed one or more policy statements of the American Association of University Professors, and although subunits of the University may be members of other associations which have also endorsed such statements, the University does not consider membership in endorsing organizations as binding upon the University to follow specific AAUP recommendations or as placing obligations on the University to consider AAUP interpretations of the University's regulations as valid.

# **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 appointed by the Governor—two from each congressional district and one from the state at large, and one student member. Members serve overlapping terms of six years. The Board has the management responsibility for Northeast Louisiana University, 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. 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, he oversees the academic and administrative areas of the entire University organization.

## **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, Continuing Education, and the Library. He is responsible for publication of the schedules of classes and University bulletins.

## **Vice President for Business Affairs**

The Vice President for Business Affairs is responsible for the coordination of all administrative functions and reports directly to the President. He has responsibility for the Purchasing Department, the Computing Center, the Controller's Office, Budget and Statistics, Internal Auditor, Auxiliary Enterprises, Graphic and Technical Services, Merchandising and Concessions, Personnel Services, and the Physical Plant, including Property Control, Telephone Service, Auto Service, Custodial Service, New Construction, Maintenance, and Grounds.

## **Dean for Student Affairs**

The Dean 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 and University Housing. The Dean for Student Affairs is further responsible for Financial Aid; Career Services (Testing and Placement); Counseling Center, which provides services for all students with academic, personal, social or physical needs, as well as administratively supervising International Students and Veterans Affairs; Office of the Registrar (Admissions, Records, and Academic Services for Athletes); Student Development (Intramurals and Recreation,

Natatorium, Student Activities, Spirit Groups, and Student Organizations); and University Police.

### **President's Council**

The President's Council consists of the President, the Vice President for Academic Affairs, the Vice President for Business Affairs, and the Dean 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 of the University campus. Under the Office of the Dean for Student Affairs, the Dean of Students is responsible for the following departments: University Housing (which includes fraternities and sororities); and the 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. Three colleges support schools. The College of Liberal Arts has the School of Music; The College of Pharmacy and Health Sciences has the School of Nursing, the School of Pharmacy, and the School of Allied Health Sciences; the College of Pure and Applied Sciences has the School of Construction.

### **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 department 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 Vice President for Business Affairs, 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, who reports to 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, dissertations, and the appointment of graduate 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 employment, 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, recruiting students 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 Department Heads, the Council of Academic Deans, and the Vice President for Academic Affairs. These groups aid in the effective operation of the University by studying and recommending policies, procedures, and changes.

Under the direction of the Vice President for Business Affairs are the chairmen of the committees on Athletics, Campus Beautification, Hazardous Waste, Radio and Television Productions, Registration, and Safety.

Reporting to the Vice President for Academic Affairs are the Council for 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; Lectures, Concerts, and Assemblies; Publications; Library; International Education; Radiation Safety and Research.

The Vice President for Academic Affairs serves as the coordinating agent for the University administration in working with the Faculty Senate.

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

# **Fiscal Information and Fringe Benefits**

## **Salary Schedule**

**(Based on the Minimum Educational Attainment of the Master's Degree)**

The minimum salary for college teaching on a nine-month college-year basis shall be \$12,667 and shall remain as such until such time as the State minimum salary schedule for public school teachers (having the equivalent educational background and experience) exceeds this amount. At that time, when the present Board minimum of \$12,667 is exceeded, the minimum salary in the colleges and 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 having equivalent educational background and experience.

A person who has earned one year (24 semester hours) of graduate credit in his teaching field or work leading to a higher degree in his major field, after having completed the requirements for the master's degree, shall be paid \$500 above the salary to which he is entitled by his rank and his current salary, and for two years (48 semester hours), or upon completion of the comprehensive general exam for the terminal degree, he shall be paid \$1,000 above the salary to which he is entitled by his rank and his current salary.

A person who has earned the doctor's degree shall be paid \$2,000 (\$1,000 above the maximum amount provided for in the preceding paragraph) above the salary to which he is entitled by his rank and his current salary.

According to Board of Trustees' policy, salaries of faculty for summer work shall be at a minimum of  $\frac{2}{9}$  of a nine-month salary for a nine-week term. Exceptions may be made to this rate of pay provided that the faculty, by majority vote, agrees to accept the alternate plan. At NLU, salaries are based on Board of Trustees' policy converted to a 12-week summer session.

## **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 and the end of the spring semester.

Full-time faculty members employed for nine months may receive their pay on either a nine- or a twelve-month basis. A faculty member who desires the twelve-month pay plan 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 members 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 retirement system form and list his Social Security number with the Payroll Office. A Form I-9 must be completed within three working days of the date of employment.

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.

## Personal Services Policy

The term "personal services," as used in this policy, means personal time expended for compensation and includes payments for salaries and wages, overtime, overload, extra university employment, casual wages, graduate assistantships, and fees for contractual and professional services paid to individuals.

University policy complies with stipulations in the Code of Ethics adopted by the Commission on Ethics for Public Employees. No public servant shall receive any thing of economic value. . .for the performance of the duties and responsibilities of his office or position. Thing of economic value means money or any other thing having economic value. (Sections 1102 and 1111 in the Code of Ethics provides more detail.)

University policy requires that all its resources, including man-hours, be devoted to University business and not be used for personal gain. No employee will be paid twice for extra services rendered during his regular university work schedule unless approved leave time for duplicated hours has been reported to the Payroll Office. The official approving agent for any personal services disbursement is charged with the responsibility of ensuring compliance with this policy in approving payments to subordinates, as well as personal compliance.

All personal services payments to regular university employees (includes classified employees on permanent, probational or official emergency appointment and unclassified employees hired by letter of appointment) must be submitted to the Payroll/Personnel Office even though not related to the employees' regular job or position. All payments to non-regular university employees (includes casual wages and fees for professional or contractual services) must be submitted through the Controller's Office. Appropriate forms will be provided by the Payroll Office and the Controller's Office, respectively.

Detailed information concerning forms, payment documentation and benefit options is available in the policy issued to all Department Heads January 12, 1988.

## Overload Pay for Off-Campus Classes

"Overload" compensation for off-campus classes will be based on faculty rank according to the following schedule:

\$1000	Instructor
\$1200	Assistant Professor
\$1400	Associate Professor
\$1600	Professor

## Travel and University Vehicle Policies

To promote the professional growth of the faculty through their attendance at professional meetings, the University allocates funds to each department, school, division, and college 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.

Each travel-related absence from regular duties must have advance approval by the department, school, or division head regardless of whether the travel is to be reimbursed from University or other funds. Travel may be reimbursed from University funds only when it is clearly for the conduct of official University business or in the interest of the University.

Faculty members attending meetings must make appropriate arrangements acceptable to the department, school, or division head for handling their official duties, particularly teaching responsibilities. If classes are to be missed, qualified replacements must also be approved. Under normal circumstances, classes should not be cancelled or rescheduled, nor should examinations or library assignments be scheduled in lieu of classes.

Travel to states, nations, or territories outside the continental United States **must be approved through University channels by the Commissioner of Administration prior to the time the travel occurs.**

The University maintains a motor pool to support 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. **Travel advances will be made only for those trips for which estimated out-of-pocket expense exceeds \$100.** A Travel Advance Request form must be completed and the signatures of the Approving Agent and the recipient must appear on the request form before the Controller's Office can issue a check. See the Approving Agent list for the correct Approving Agent. **Travel expense vouchers will be submitted to the Controller's Office by the 15th day of the month following the completion of travel. Any obligation for outstanding travel advances will be settled within 15 days after notification from the Controller's Office.** The final paycheck in the fiscal year (May for nine-month and June for twelve-month personnel) will not be issued until the employee has settled all outstanding travel advances.

All prepaid travel expenses, such as airline tickets, registration fees, etc., will be paid from the traveler's personal funds or from a travel advance. Subsequently, those expenses may be claimed and reimbursed on the travel expense voucher.
3. **Claims:** All claims for reimbursement for travel shall be submitted on NLU Form 1446 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. 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. If a travel advance exceeds total travel expenses, the traveler must attach a personal check reimbursing NLU for the difference. If the advance is less than total travel expenses, NLU will issue and mail the traveler a check for the difference. The Travel Expense Account Form 1446 may be secured from the Controller's Office. The Controller has been directed to return 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. Travel through an adjacent state when this is the most efficient route between points within Louisiana is not considered out-of-state travel.
- a. **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.
    - (4) 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.
  - b. A common carrier (train, bus, or plane) 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 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.
  - c. **University Vehicles:** See the section titled "University Vehicle Policy" for procedures.
7. **Credit Cards:** The following will govern the use of credit cards:
- a. **University Credit Cards**—The use of University credit cards for the purpose of securing transportation, hotel accommodations, meals, telephone, telegraph, and for the operation of privately-owned vehicles **is prohibited**. University credit cards will be used to purchase gasoline and oil for University-owned automobiles only. University credit cards may be secured from the Purchasing Department.
  - b. **Personal Credit Cards**—The use of personal credit cards to purchase gasoline and oil for **University-owned** automobiles is **prohibited**.
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 and 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. Receipts or other substantiations are required for taxi fares or local public transportation fares of \$10 or more.
10. **Lodging and Meals:** In-State/Out-of-State Travel for purposes of reimbursement, the following rates will apply:
- a. Meals only (including tips): Employees, while on in-state/out-of-state travel, may be allowed up to the following amounts for meals:

Breakfast	\$4.00
Lunch	5.00
Dinner	9.00
	\$ 18.00

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

- b. Employees may be reimbursed for meals according to the following schedule:

**Breakfast:** When travel begins by/or before 6:00 a.m. on the first day of travel, or extends beyond 9:00 a.m. on the last day of travel, and for any intervening days.

**Lunch:** When travel begins by/or before 10:00 a.m. on the first day of travel, or extends beyond 2:00 p.m. on the last day of travel, and for any intervening days.

**Dinner:** When travel begins by/or before 4:00 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, **not to exceed \$40 (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 use of state-owned vehicles 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 only after prior approval has been obtained from the employee's department head or approving agent. A mileage allowance not to exceed 21¢ per mile will be allowed for the use of personally-owned automobiles being operated on official University business. Mileage will be computed as provided for in Section V of the official State of Louisiana General Travel Regulations.
- e. Approval for out-of-state travel will be secured through the normal channels before the trip is made.
- f. 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.

11. **Lodging and Meals in High Cost Areas:** For purposes of reimbursement, the following rates will apply:

- a. Meals only (including tips): Employees, while traveling on official state business in **high cost areas** may be reimbursed up to the following amounts per meal:

Breakfast	\$5.00
Lunch	7.00
Dinner	<u>14.00</u>
	\$ 26.00

For reimbursement of any meal at the high-cost rate, a receipt must be attached to the travel report.

- b. Employees may be reimbursed for meals according to the following schedule:

**Breakfast:** When travel begins by/or before 6:00 a.m. on the first day of travel, or extends beyond 9:00 a.m. on the last day of travel, and for any intervening days.

**Lunch:** When travel begins by/or before 10:00 a.m. on the first day of travel, or extends beyond 2:00 p.m. on the last day of travel, and for any intervening days.

**Dinner:** When travel begins by/or before 4:00 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, **not to exceed \$55 (plus tax) per day in the High Cost Area.** Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to the travel voucher.

d. High Cost Areas:

Atlanta, Georgia  
Baltimore, Maryland  
Boston, Massachusetts  
Chicago, Illinois  
Dallas, Texas  
Denver, Colorado  
Detroit, Michigan  
Houston, Texas  
Las Vegas, Nevada  
Los Angeles, California

Miami, Florida  
Minneapolis/St. Paul, Minnesota  
New Orleans, Louisiana  
Orlando, Florida  
Philadelphia, Pennsylvania  
Pittsburgh, Pennsylvania  
St. Louis, Missouri  
Salt Lake City, Utah  
San Francisco, California  
Seattle, Washington

12. **Lodging and Meals in Extra High Cost Areas:**

- a. Meals may be reimbursed in accordance with guidelines as set out in Paragraph 11a.
- b. Lodging only—Employees may be reimbursed actual expenses for lodging, **not to exceed \$70 (plus tax) per day in the Extra High Cost Areas.** Receipts from a bona fide hotel or motel shall be submitted and attached to the travel voucher.
- c. **Extra High Cost Areas are: New York City, New York and Washington, D.C. (and immediate suburbs).**

13. **Other Expenses:** Only the following expenses incidental to travel may be reimbursed:

- a. Communication expense relative to official state business.
- b. Conference room rental or other extraordinary expenses may be reimbursed **with prior approval from the Commissioner of Administration** and when not funded from another source.
- c. Registration fees at conferences (meals that are a designated integral part of the conference may be reimbursed on an actual expense basis with prior approval by the department head).
- d. Charges for storage and handling of equipment.
- e. Taxi and bus fares.
- f. Tips (for baggage handling only).
- g. Limousine services to and from terminals or stations when a less expensive mode is not available.
- h. Vehicle Rental—A letter of request should be submitted to the **Vice President for Business Affairs** in advance of any trip that includes the planned rental of a vehicle. An approved copy of this letter will be included as a part of the travel expense voucher. Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purpose of the trip can be accomplished. Documentation showing cost effectiveness of available options must be readily available in the department's travel reimbursement file.

Only the cost of rental of sub-compact or compact models is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than three persons.

In instances where emergency circumstances require a rental vehicle, then the reimbursement voucher must include a letter providing documentation set out in the regulations.

14. **Special Meals (meals for others):** Reimbursement for Special Meals incurred by state officials while on travel status:

- a. **Permission to incur expenses relative to Special Meals must be obtained from the Commissioner of Administration prior to the time of departure.** The request for permission must include a statement of justification which fully describes the purpose of the gathering and why it is in the best interest of the state. Additionally, such a request must list all persons to attend 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.

- b. Prior to actual reimbursement, a detailed breakdown of all expenses incurred, accompanied by receipts, must be sent to the department head or his designee for review and approval.
  - c. For the purpose of this section there will be **no reimbursement for alcoholic beverages** either separately or as part of a Special Meal reimbursement as provided for above.
15. **Restrictions Governing Claims for Reimbursement:**
- a. Travel allowances shall not be granted for travel accomplished on Saturday, Sunday, or holidays unless approved in writing by the head of the department or his designee. (Approval and justification must be readily available in the department's reimbursement file.)
  - 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 the most direct and usually-traveled route.
  - d. Items included in any expense account which do not fully conform to these regulations will be disallowed for payment.
  - e. **Extended Stays:** For travel assignment involving duty for extended periods, usually in excess of thirty (30) days, at a fixed location, the reimbursement rate indicated **should be adjusted downward** whenever possible. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. The traveler is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. It is the responsibility of each agency head to authorize only such travel allowances as justified by the circumstances affecting the travel. The rates authorized will not exceed reimbursable allowances stated herein, unless special approval is granted by the Commissioner of Administration.
16. **Receipts or Other Support:**
- a. Receipts or other support required:
    - (1) Lodging
    - (2) Passage on airplane and extra fare trains (copy of ticket)
    - (3) Pullman accommodations (ticket stubs or receipts)
    - (4) Taxicab or local public transportation \$10.00 and over
    - (5) Hire of special conveyance
    - (6) Gasoline and oil
    - (7) Car storage or parking at self-service lots when \$5.00 and over
    - (8) All items over \$1.00 except where impractical or included in sub-section b of this section
    - (9) Special meals (See item 14 above)
    - (10) Meal receipts and name of participants must be furnished for teams, bands, and other groups
  - b. Receipts not required:
    - (1) Taxicab or local public transportation **less** than \$10.00
    - (2) Routine meals (number of meals must be shown on expense vouchers) under a total of \$18 per day
    - (3) Telephone and telegraph under \$3.00
    - (4) Tips for baggage handling
    - (5) Parking at self-service lots when less than \$5.00. The location of the lot and length of time parked must be indicated on the travel voucher in these cases.



17. **Reimbursement for Interviewee Meals** NOTE: This authority must be renewed annually by the Board of Regents. The purpose of these expenses is to allow for reimbursement of meal expenses incurred by faculty members in the course of interviewing prospective faculty while on campus subject to the following conditions:
- There shall be no more than one special meal approved under this authority per faculty interviewee visit.
  - Only the interviewee and a maximum of three (3) faculty members shall be eligible for expense reimbursement.
  - Reimbursement shall be limited to the most current rate applicable to state employees for that particular meal as established by the State Travel Regulations.
  - The name of the interviewee, the position for which the person is being recruited (professor, instructor, etc.), and the names of all faculty members attending must be entered on the travel expense voucher.
18. **Reimbursement for travel outside the continental United States** International travel which is defined as all travel outside the 48 contiguous states must be approved by the Commissioner of Administration prior to departure. Requests for approval must be accompanied by a detailed account of expected expenditures (such as room rates per day, meals, local transportation, etc.) and the funding sources from which reimbursement will be made (see Section IV. D. of State Travel Regulations for further reference.) Reimbursement may not exceed the high cost area rates pursuant to Section VI.C.1 and C.3 of the State Travel Regulations unless prior approval is specifically sought and granted by the Commissioner of Administration.
- Requests for approval of international travel should be processed through channels to the Vice President for Business Affairs for submission to the Division of Administration.**
19. **General Travel Regulations** For a more comprehensive detail of State Travel Policies, please refer to the "Fiscal Policy and Procedure Memorandum Number 49" on General Travel Regulations effective August 20, 1982 and mailed to all department heads on September 29, 1982.

## University Vehicle Policy

### General Regulations

- University-owned vehicles will be used only on official University business.
- Only full-time employees of the University are authorized to request University-owned vehicles. Note in subparagraph "University Buses" the procedures for student organizations to request University buses.
- Only full-time employees of the University and graduate assistants are allowed to operate University-owned vehicles. No other students or student workers are allowed to operate these vehicles.
- University-owned vehicles will not be operated in violation of any state or local laws.
- The University has vehicle liability insurance coverage on University-owned vehicles in the amount of \$1,000,000 per occurrence. This coverage pays for the investigation, defense of lawsuits, settlement and payments of judgments up to the \$1,000,000 limit.
- 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.
- Full-time University employees are covered by workmen's compensation in case of an injury which would result from a vehicle accident.
- All authorized persons using University buses are covered under the University liability insurance program. The liability insurance is the same for buses as it is for the other vehicles.
- All persons driving or riding in state-owned vehicles equipped with SAFETY BELTS are to make sure they are securely buckled and in use in compliance with an executive order.

## Accidents

1. If you are involved in an accident, call an ambulance for anyone seriously injured; then open the Accident Report Forms Kit that is in the glove compartment of your state vehicle. Follow the checklist on the Forms Kit envelope.
2. After completing Items 1-9 of the checklist on the envelope of the Accident Report Forms Kit, make arrangements to have the University vehicle repaired, if necessary. If the vehicle cannot be driven, notify the head of Auto Services. Telephone numbers are on the "trip report" form. Your department head should also be notified. Have the vehicle towed to the manufacturer's dealer. If the manufacturer's dealer is not available, have the vehicle towed to the nearest repair shop. Long distance charges should be claimed for reimbursement on Form 1446, Travel Expense Account.
3. Insurance requirements. Please note Item 9 of the checklist referred to above. Also, note the instructions to complete and mail Page 2 of Section 1 of the Accident Report to the Office of Risk Management within 24 hours. Your portion of the full report is to be given to your supervisor within 24 hours, if possible. Remind the supervisor that the full report is to be forwarded to the Director of Physical Plant within five days of the accident.

## Requests

1. All requests for use of the motor pool vehicles shall be made on a "Request for Use of University Vehicle" form. **Telephone requests will not be accepted.** Forms are available from Auto Services.
2. The request shall be forwarded through appropriate departmental channels to the head of Auto Services who will assign vehicles on a first-come first-served basis.
3. Confirmation of the vehicle assignment will be forwarded through campus mail.

## Out-of-State Travel

1. **Academic Affairs:** Requests by faculty and staff for use of university vehicles for trips to out-of-state destinations must be approved by academic deans, if the destination is no more than 350 miles from Monroe or by academic deans and the Vice President for Academic Affairs, if the destination is 351 to 500 miles from Monroe.
2. **Student Affairs:** Requests by Student Affairs personnel for use of university vehicles for trips to out-of-state destinations up to 500 miles from Monroe must be approved by the Dean for Student Affairs.
3. **University Advancement:** Requests by University Advancement personnel for use of university vehicles for trips to out-of-state destinations up to 500 miles from Monroe must be approved by the Director of University Advancement.
4. **Athletics:** Requests by Athletic personnel for use of university vehicles for trips to out-of-state destinations up to 500 miles from Monroe must be approved by the Director of Athletics.
5. **Information Services:** Requests by Information Services personnel for use of university vehicles for trips to out-of-state destinations up to 500 miles from Monroe must be approved by the Director of Information Services.
6. **Other Personnel:** Requests by personnel assigned to departments not covered by paragraphs 1 through 5 above for use of university vehicles for trips to any out-of-state destinations must be approved by the Vice President for Business Affairs.
7. **Destinations in Excess of 500 Miles:** Trips in state-owned vehicles to destinations which are more than 500 miles from Monroe are discouraged and will be permitted only in unusual situations. All such requests will be routed through channels to the Vice President for Business Affairs for approval.

These requests must be supported by documentation which verifies that the use of a state-owned vehicle is the most economical means of transportation. A copy of the approval must be a part of the travel voucher submitted to the Controller's Office for reimbursement. The backside of the request form, if properly filled out, will suffice for the required documentation.

### **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 Vehicles" 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.

### **Credit Cards**

1. Credit cards may be picked up in the Purchasing Department between the hours of 8:00 a.m. and 4:30 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, and minor repairs up to \$50 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.

### **Vehicle Charges and Servicing**

1. Departments using motor pool vehicles for travel will be charged at the following per-mile rates:

Sedans	\$ .20
Vans	.50
Buses	1.00 (Departments)*
	2.00 (Student organizations—\$50 minimum mileage charge)*

\*In addition to the mileage charge, the driver's travel expenses, based on state travel regulations, will be borne by the requesting department/organization.

2. When it is received by the employee, the vehicle will be fully serviced and filled with gas and oil and a mileage charge slip will be prepared.
3. When the vehicle is returned, Auto Services personnel will take a mileage reading and complete the mileage charge slip calculating the total miles at the appropriate rate and send a copy to the department head.

### **University Buses**

1. University buses are limited to 700-mile round trips.
2. Reservations for buses must be made through proper University channels and submitted to the head of Auto Services. Requests by student organizations must be made through the Dean for Student Affairs.

3. When a bus is requested, there shall be a faculty member/adviser in charge of the passengers. This person's name should appear on the request form in lieu of driver's name. The person in charge shall make reservations at intended destinations and arrange for motel accommodations, meals and bus parking. The driver will be included in arrangements for motels and meals. The person in charge will also determine in advance the route to be traveled and furnish the driver an itinerary before the trip commences.
4. In addition to the per-mile rate, all expenses such as tolls and parking fees incurred during travel are the responsibility of the department/organization.
5. University buses will be driven only by a duly authorized driver as determined by the University administration. The driver will handle all bus expenses.
6. University buses will be used on trips where at least fifteen (15) persons are in the group making the trip. No group may use the bus on a money-making venture.

### **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 overnight.
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.

## **University Overhead Fees**

The following policy shall apply to revenue-producing activities, such as athletic summer camps, workshops, seminars, non-SCH productive continuing education classes, and other such activities that use University facilities and are sponsored by a University employee, employee group or department:

1. The University will charge an overhead fee of 10% of revenues received less payments to NLU Auxiliary Enterprises for room, board, printing services, etc. Payment of the overhead fee is the personal responsibility of the activity sponsor, and in no case shall the overhead fee exceed the total that would be charged non-university groups for the same facility usage. The Dean for Student Affairs will provide a maximum charge in writing, upon request.
2. Appropriate insurance shall be provided by the activity sponsor for all parties concerned with the state and University being held harmless. A copy of the policy shall be submitted to the Controller seven calendar days prior to the event.
3. The activity sponsor shall be required to deposit all revenues into an NLU Agency Fund account and process expenditures in accordance with normal University procedures and regulations.
4. University employees receiving remuneration for sponsored activities conducted during their normal work schedule must take annual leave for the hours involved.
5. The sponsor must complete a financial report using the form provided by the Controller's office. The report and supporting documentation must be submitted to the Controller within 30 days from the close of the activity. If an activity is conducted more than once a year, the same account may be reused but separate reports must be submitted.



## Group Insurance

All full-time faculty and staff members appointed for at least one full academic semester may subscribe to group life and comprehensive medical insurance. Neither program is available to persons on employment appointment of 120 days or less or persons employed less than three-fourths time. 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. Insurance coverage is available after retirement, with the University continuing to pay 50 percent of the total cost.

The University contributes 50 percent of the cost of the group insurance, and the employees contribute the remaining 50 percent by payroll deductions. Applications for coverage must be submitted within 30 days of employment. Coverage is effective on the first day of the month following completion of one (1) full month of employment.

Payroll deductions covering the annual cost of medical insurance will be made from nine checks for nine-month faculty and each month for twelve-month employees. The annual medical insurance premium for the faculty or staff member only (no dependents) is \$717.12. Coverage for the faculty or staff member and one dependent (including maternity coverage) is \$1,244.40 annually. Coverage for the faculty or staff member and family is \$1,650.96 annually.

The life insurance accidental death and dismemberment premium for \$2,000 of insurance is \$1.17 for each of the nine monthly payroll deductions, or \$10.56 annually. Dependent life insurance is also available.

The following schedule determines the amount of life insurance available:

Salary Rate	Life Insurance Available	Monthly Employee Cost
\$ 9,333.34—10,000.00	\$17,000	\$ 7.48
10,000.01—10,666.66	18,000	7.92
10,666.67—11,333.33	19,000	8.36
11,333.34—13,333.33	20,000	8.80
13,333.34—14,000.00	21,000	9.24
14,000.01—14,666.66	22,000	9.68
14,666.67—15,333.33	23,000	10.12
15,333.34—16,000.00	24,000	10.56
16,000.01—16,666.66	25,000	11.00
16,666.67—17,333.33	26,000	11.44
17,333.34—18,000.00	27,000	11.88
18,000.01—18,666.66	28,000	12.32
18,666.67—19,333.33	29,000	12.76
19,333.34—20,000.00	30,000	13.20
20,000.01—20,666.66	31,000	13.64
20,666.67—21,333.33	32,000	14.08
21,333.34—22,000.00	33,000	14.52
22,000.01—22,666.66	34,000	14.96
22,666.67—23,333.33	35,000	15.40
23,333.34—24,000.00	36,000	15.84
24,000.01—24,666.66	37,000	16.28
24,666.67—25,333.33	38,000	16.72
25,333.34—26,000.00	39,000	17.16
26,000.01 & Over	40,000	17.60

The State Employees Group Benefits Program is a comprehensive medical benefits plan. After a deductible payment of \$300 per calendar year, the plan pays 80% of eligible medical expenses up to \$5,000 per calendar year. For eligible expenses in excess of \$5,000, it pays 100% per calendar year. The lifetime maximum benefit is \$750,000.

After a deductible payment of \$25 per day up to the first five (5) days, the plan pays 80% of inpatient hospital room and board charges, not to exceed the average semi-private room rate. The deductibles do not apply to emergency accidental injuries that are not job related. More detailed information is provided in the Group Benefits Program booklet available in the Payroll section of the Personnel Services department.

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

Maternity benefits are covered in the same manner as any other covered sickness.

### **Additional Life Insurance**

Additional life insurance is available through payroll deduction, with the total cost paid by the employee. This program is underwritten by the Life and Casualty Insurance Company of Tennessee. Detailed information may be obtained through local agents at telephone number 323-4449, or P.O. Box 4827, Monroe, Louisiana 71202.

### **Long-Term Disability Insurance**

Available to all regular faculty members is an insurance program providing income protection in the event of long-term disability, following an "elimination period" of 90 consecutive days or the period of sick leave, whichever is longer. The plan provides employees with a total of 60 per cent of the first \$30,000 of their annual salary up to a maximum benefit payment of \$18,000 per annum in case of disability from sickness or accident. Cost of these benefits is .0089 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 AMEX Insurance Company.

Enrollment cards and further details may be obtained from the Payroll Office.

### **Individual Cancer Insurance**

Individual cancer insurance programs are available through payroll deduction. Participation in the programs are voluntary, with the total premium paid by the employee through monthly payroll deductions.

The basic benefits are limited to specific treatments. After 90 consecutive days of hospitalization, extended benefits become effective. The monthly cost varies depending on coverage.

Further details may be obtained from the Payroll Office.

### **Annuity Programs**

Tax-deferred annuity programs 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.

New employees who have already entered an annuity program with some other company may continue their contracts and will be accommodated through payroll deduction at NLU if the company already has other employee clients at NLU. There are thirteen companies authorized under payroll deduction to contract with employees on an individual basis.

## **Credit Union**

The La Capitol Federal Credit Union is located in Stubbs Hall 109. Membership is open to faculty and staff. Deposits to \$100,000 are insured by the National Credit Union Administration.

## **Teachers' Retirement System**

Membership in the Teachers' Retirement System of Louisiana is compulsory for full-time faculty. All teachers under age 60 must join the System as a condition of their employment, except that no person who has attained the age of 60 is eligible to become a member unless such persons can establish enough credit to total 10 years of creditable service by age 70. All new faculty members ineligible for membership in the Teachers' Retirement System must enroll under Social Security. Medicare payroll taxes of 1.45 per cent apply to any faculty member hired after March 31, 1986 who is not covered by Social Security.

Retirement benefits are based on annual salary and total years service. Members contribute 8 per cent of the total annual salary and the University contributes 11.8 per cent, although these percentages may be changed to maintain a sound System.

## **University Revenue Policy**

Good internal control and efficient cash management mandate centralization of revenue collection. Except for those situations indicated below, no university employee is authorized to receive university revenue without the express written approval of NLU's Controller.

University policy requires all revenues, including student payments, to be paid at "Indian Bank" or mailed to the Controller's Office with the following exceptions:

1. NLU Foundation contributions and payments should be paid at the NLU Foundation Office by the payer for specific dedication of use and for tax-deductible receipt purposes.
2. Due to the volume of transactions, location, time of activities, and other considerations, those NLU units approved for receiving revenue relating to their operations are:

Athletic Ticket Office  
Campus Bookstore  
Concert Events  
Dental Hygiene Clinic  
Dining Facilities

Games Area  
"Indian Collection Shop"  
Natatorium  
Sandel Library  
Soil Lab

Direct payments to "Indian Bank" are always preferred, but the Controller's Office will accept payments and provide receipts when "Indian Bank" is closed. Departments not listed above as approved to receive revenues are encouraged to use NLU payment vouchers for accurately identifying student and other payments to "Indian Bank" personnel.

# Services and Privileges

## Computing Facilities

Computing facilities are available at Northeast Louisiana University to support authorized academic, instructional, research and administrative functions. Hardware on campus includes an IBM 4381 system, four VAX/750 systems and a variety of microcomputers.

The Computing Center is on the first floor of the Administration Building. Major computing laboratories for use by students and faculty are located in the Administration Building, the Chemistry and Natural Science Building, Hanna Hall, Sandel Library, and Strauss Hall. Other remote sites and terminals are located in various schools and departments and are primarily used for administrative functions.

An appropriate account number and password are required to gain access to any of the computing systems at Northeast Louisiana University. Account numbers and passwords for the IBM system are assigned by the NLU Computing Center. User ID's and passwords for the VAX systems are assigned by the department responsible for that particular system.

Software packages available for faculty use on the IBM system are:

SAS	— Statistical Analysis System with SASGRAPH and SASFSP
SCRIPT	— A text processing program
SHAZAM	— An econometrics program
SPSS-X	— Statistical Package for the Social Sciences Extended
SSP	— Scientific Subroutine Package
SYMAP	— Synagraphic Computer Mapping
CA-UNIVERSE	— Relational Database Management System

Programming languages supported on the IBM are COBOL, FORTRAN, and RPG. Software packages available for faculty use on the VAX include:

RDB and DATATRIEVE	— Relational data base retrieving and inquiry system
MINITAB	— Statistical Analysis Package
WORDII	— Word Processing System

Programming languages available for faculty use on the VAX systems are BASIC, COBOL, FORTRAN, PL/1, PASCAL, and ADA.

The Coordinator of Academic User Services is available at the Computing Center to provide technical support to the faculty.

## Athletic Tickets

Faculty members may purchase season tickets to all home football games at a considerable saving. A 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 Section G at the faculty price and additional Student Tickets, is available. Under this plan, all tickets purchased are for reserved seats. Similar plans are offered for basketball and baseball season tickets.

Additional athletic ticket information, such as prices, location, and payroll deduction, can be obtained from the Athletic Ticket Office, 123 Ewing Coliseum, or by calling 342-4086. The Ticket Office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.



## **Identification Card**

Each faculty member is provided an Identification card at no charge. A form, available from Payroll, should be taken to the Student Activities Control System's Office (Stubbs 147) as authorization to be photographed. Lost cards may be replaced for \$10.00. Upon termination of employment, the employee is expected to return the ID-Card, or pay the \$10 charge.

## **Concert Tickets**

Season tickets for the Northeast Louisiana Concerts Association programs go on sale each summer, and faculty members are given an opportunity to apply for season memberships at a special faculty-staff rate. The Concerts Association, sponsored jointly by the University and the community, brings to the area musical and dramatic cultural programs of the highest professional quality. Information can be obtained by calling 342-2140 or 342-4070.

## **Natatorium**

Faculty members are eligible for individual or family Natatorium membership. Memberships are available on a semester basis, and for a twelve-week summer period.

Additional information can be obtained from the Natatorium Manager by calling 342-2050.

## **Tuition Fee Exemption**

A tuition fee exemption is available to qualified full-time NLU employees, their spouses and children. Application forms and information about the tuition fee exemption plan are available from the Director of Financial Aid. Ordinarily, approval will not be given for full-time faculty members to take more than three semester hours at any one time; in no instance will approval be given to enroll in more than six semester hours. Courses which would interfere in any way with the performance of regular duties will not be permitted.

## **Clerical Assistance**

Each full-time faculty member may obtain the clerical services of a student worker, 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 more than 800,000 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, and reserve services. Materials may be placed on reserve by completing a Reserve Request Form, which should be submitted at least three days in advance of assigning work. Audiocassettes produced non-commercially may be placed on reserve and (with the instructor's permission), may also be duplicated for students, by their supplying only a blank tape.

Other services related to both research and teaching include interlibrary loan, expedited by use of a computer terminal linked to a national data base.

The SOLAR (Sandel On-Line Automated Retrieval) Service offers access to more than 100 computerized bibliographic data bases (Chemical Abstracts, ERIC, Psychological Abstracts, Medline, etc.). Searches of these data bases are available to the academic community at cost, the average being about \$10. Further information regarding SOLAR may be obtained from Reference Service personnel. In addition, a self-service data base, InfoTrac, is located on first floor. InfoTrac offers references to current magazine articles on business and other topics. It also has a U. S. government publications index as an alternative data base.

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 also evaluate the existing collection for quality, recency, and relevance to the University's curricular offerings. Faculty members may request library materials by submitting request forms to their departmental coordinator, who forwards them to the Head of Acquisitions for processing.

Library materials are protected by an electronic theft detection system. Use of the Library implies consent to the use of this equipment and gives the Library the right to detain and search a user when the equipment indicates probable cause for belief that a misuse of materials has occurred.

Faculty members 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 available for campus correspondence.

Off-campus mail is also picked up at authorized locations or may be mailed at the University Postal Services Office located at the corner of Northeast Drive and Bayou Drive.

Only official University correspondence may be mailed at the expense of the University.

A branch of the United States Postal Service is located at the corner of Northeast and University Drives. Open from 10:30 a.m. - 2:00 p.m. (closed 12:00 noon - 12:30 p.m.), this Station offers all of the services available from Monroe's main Post Office. A self-service postal unit provides 24 hour limited service.

## **Merchandising and Concessions**

The Indian Collection offers a wide selection of NLU clothing and novelty items to NLU fans. There are two locations. Ewing Coliseum, Room 107, is open daily and during basketball games. The other location, which is on Level 2 of Malone Stadium, is open during football games.

Program and Ad Sales offer a collection of articles of interest and a large listing of advertising by area merchants in both the NLU football and basketball programs.

Concessions specializes in fast, convenient top-quality food and drink at athletic and other functions which are held at various locations on campus.

## **Physical Plant**

Any request for services or assistance should be processed as follows:

1. Requests for repair of existing facilities should be telephoned to extension 2150.
2. Requests for painting services should be made on a Physical Plant Work Request form by the Department Head, approved by the Dean, and forwarded to the Physical Plant Director, who will coordinate with the department head an appropriate date. To prevent damage to fragile items, all material must be removed from the walls to be painted. Faculty members who affix materials to walls must assume responsibility of removing such material prior to painting. Painters have been instructed not to paint walls that have not been cleared of hanging or temporarily attached materials. Maintenance (or the painters) may be asked to assist with heavy or unwieldy objects.
3. Requests for additions or alterations to existing facilities should be made on a Physical Plant Work Request form by the Department Head and submitted to the Dean. If approved, the Dean will submit it to the Vice President for Academic Affairs. If approved, it will then be forwarded to the Physical Plant Director where it will be evaluated with regard to labor and material costs and sent to the Vice President for Business Affairs for final approval.
4. Requests for janitorial services should be telephoned to the Custodial Services Department at Ext. 4134. If unable to contact the custodial superintendent, emergency calls should be directed to the Physical Plant secretary at Ext. 3092.

## **Division of Information Services**

Information Services includes the offices of News Services, Publications and Sports Information.

Information about University activities should be disseminated to the news media through the Division of Information Services, SUB 231 (extension 3190). Faculty members should work through their department heads to inform Information Services of professional recognition received through publication, research, election to office or other related activities. Student organizations should work through the Division for proper release of information to the news media.

Information Services coordinates the NLU Speakers and Artists Bureau. The Speakers and Artists Directory lists NLU faculty members who are available for presentations to civic clubs and other groups.

## **Graphic and Technical Services**

The Graphic Services Department is a modern, well-equipped professional printing plant. Requests for printing of publications should be routed through the Publications Office in the Division of Information Services.

The Copy Center specializes in quick duplication of printing or typewritten material.

The Technical Services Department offers an office machine repair service to all University-owned equipment. Office machine repair can be requested by calling Ext. 3513.

Charges will be assessed for printing, copying and office machine repair.

## **Vehicle Registration and Parking**

Vehicles of faculty members must be registered with University Police and decals obtained for these vehicles within twenty-four hours after vehicles are brought to the campus. Special parking areas have been designated for the faculty. The parking areas are

outlined in the NLU Traffic and Parking Regulations. 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 grant and contract proposal writer in obtaining information on sources of funding from the various agencies which have funds available. Prospective grant and contract proposal writers should notify the Office of Research and Projects prior to contacting any funding agency. Grant and contract proposal budgets should not be adjusted or program objectives changed without prior notification of the Office of Research and Projects. 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 if funds are available. Requests for this assistance should be presented to the department head.

All University affiliated research activities, including grants and contracts, which involve human subjects must be approved in advance by the University Research Committee.

## **Speakers and Artists Directory**

Faculty members who wish to present programs to organizations in the Monroe area as a public service may be listed in the Speakers and Artists Directory.

Additional information can be obtained from the Director of the Division of Information Services.

## **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 telephone 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 printed in the Northeast Louisiana University telephone directory. 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.

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.

Requests for telephone maintenance should be made to the telephone coordinator at Ext. 3092.

## **Lost and Found**

A "Lost and Found" station, operated by the University Police, is open 24 hours a day. Any questions concerning "Lost and Found" may be directed to the University Police, Northeast Drive and Bayou Drive, extension 4180.

# **Faculty Employment Policies**

## **Initial and Continuing Appointment**

New appointees are recommended by department, school, or division 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.

Should a tenure track appointment above the rank of instructor be made it 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 the department head and/or academic dean on or before March 1 that the appointment will not be renewed after the spring semester. Appointment above the rank of instructor on a non-tenure track basis may be made subject to the approval of the Board of Trustees for State Colleges and Universities. Faculty employed on a non-tenured track appointment may be notified by the department head and/or academic dean on or before March 1, that the appointment will not be renewed after the spring semester (or same as those on tenure track appointments). A faculty member desiring to leave the employment of the University should notify the academic dean in writing not later than March 1.

Terms of temporary and part-time appointments are specified in the appointment letters, are for the period stated in the appointment letters, and require no further notice of termination.

## **Academic Freedom and Professional Responsibility**

Northeast Louisiana University is committed to the principle of academic freedom and to the concomitant principle that this freedom carries with it the special obligation to exercise academic responsibility and to observe professional ethics.

Recognizing the fact that the common good is dependent upon the free search for truth and its free expression, the University endorses the principle that the teacher is entitled to full freedom in research and in the publication of its results, subject to adequate performance of the other academic duties. The teacher is entitled to freedom in the classroom in discussing the subject, but should be careful not to introduce into the teaching controversial matters unrelated to the subject or to insist upon the adoption by others of any particular point of view as authoritative in controversial issues. Profanity, off-color jokes, and similar forms of vulgarity, as well as racist and sexist comments, will not be tolerated.

Recognizing the fact that the university teacher is a citizen as well as a member of a learned profession and an educational institution, the University endorses the principle that academic freedom includes the right of a member of the academic staff to exercise in

speaking, writing, and action outside the University the rights of an American citizen, but emphasizes that this special position does not decrease responsibility and accountability to the University, the State, and the Nation. As a person of learning and as a member of the educational institution, the teacher should remember that the public may judge the profession and the institution by these expressions and actions. Therefore, at all times when speaking and acting as a private citizen, the teacher should be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he or she is not a spokesman for the institution.

### **Code of Ethics for Public Employees**

A code of ethics for state officials and employees, which for the first time applied to college and university faculty and administrators, became effective on April 1, 1980.

Enacted pursuant to a state constitutional mandate that all state officials and employees be governed by a code of ethics, the new law—Act 443 of 1979—sets strict standards for public employees and essentially prohibits the use of their public office for private gain.

Faculty and staff should familiarize themselves with this Act. A copy of the Act is in the University library and in each Academic Dean's office.

### **Seeking or Holding Public Office**

Recognizing and granting every employee of a university the constitutional right to seek and hold public office, the Board of Trustees mandates employees must meet the following requirements:

1. Prior to the date of qualification, the employee must notify the President of his intention to run for public office.
2. The employee must continue to teach and perform other duties required of his position, including the keeping of required office hours.
3. If the employee cannot continue teaching and performing the other duties required of his position, the employee must take annual leave or leave without pay for the appropriate period of time in accordance with the leave policies of the Board of Trustees.

Additionally, the employee should be accurate and make every effort to indicate that he is not an institutional spokesman.

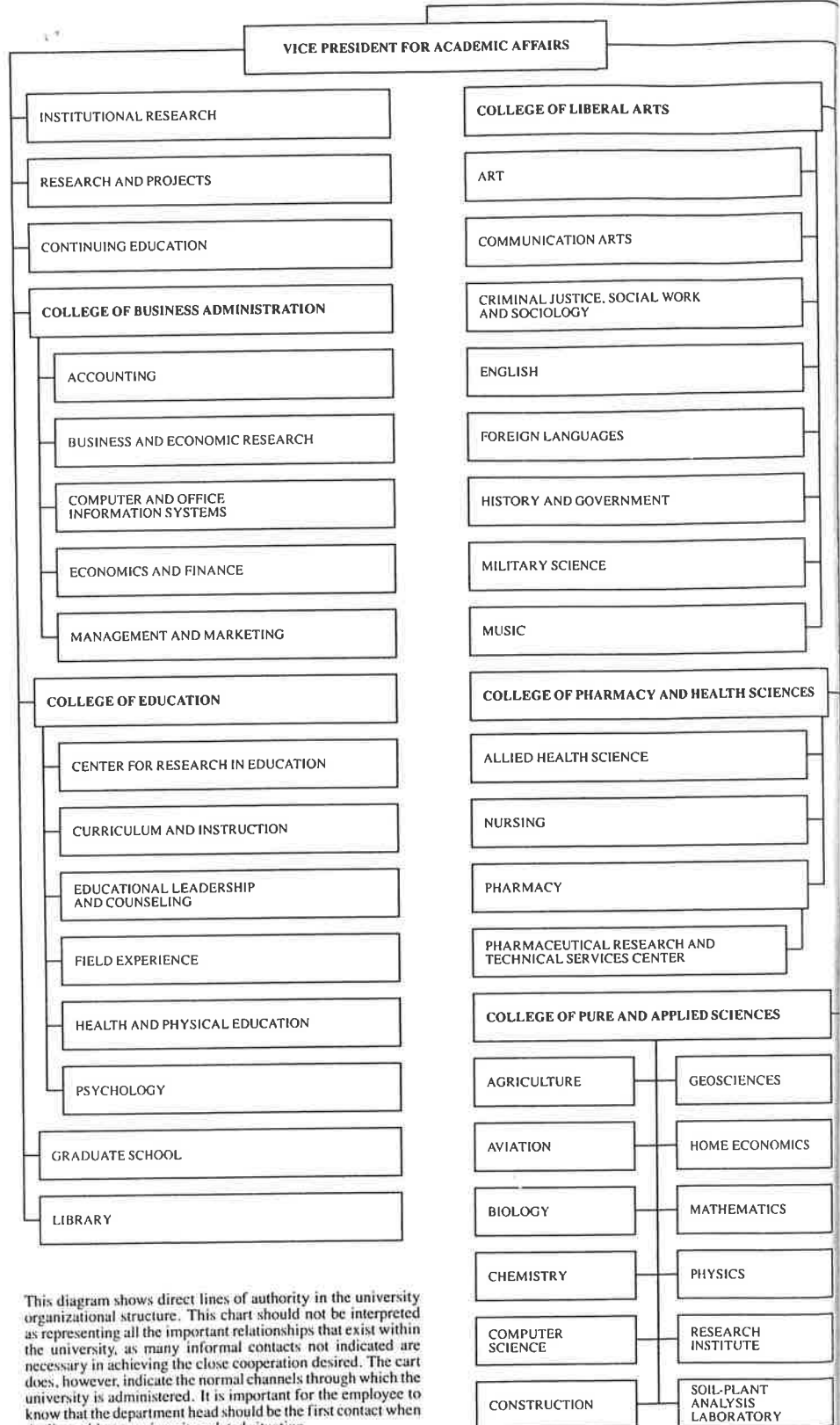
### **Teaching Assignments**

Teaching assignments are made by administrators of the University and may be changed both within the department, school, or division and across departmental, school, or division lines with the approval of the appropriate administrative supervisors.

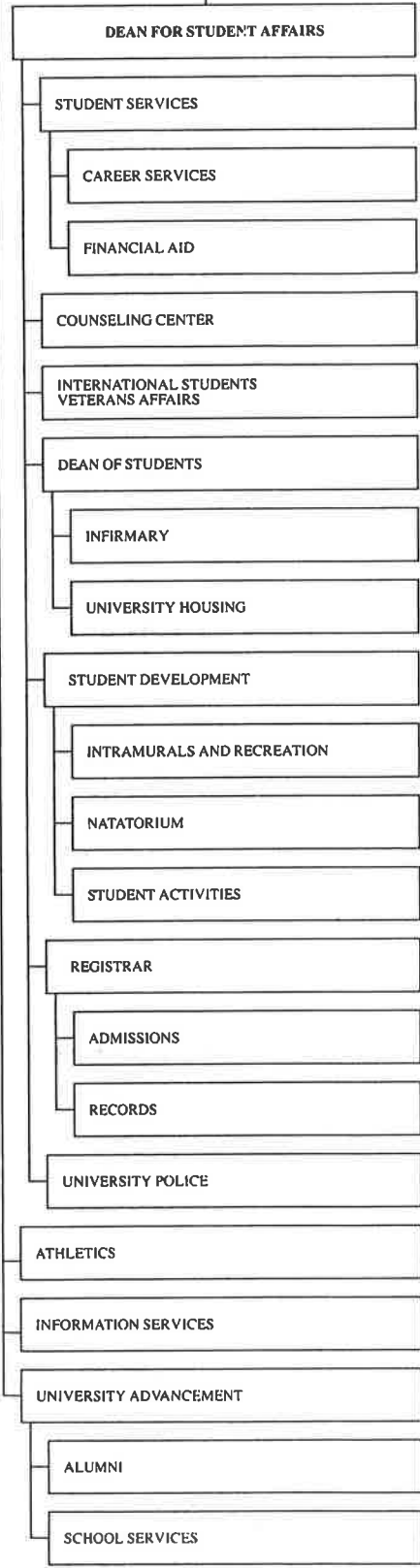
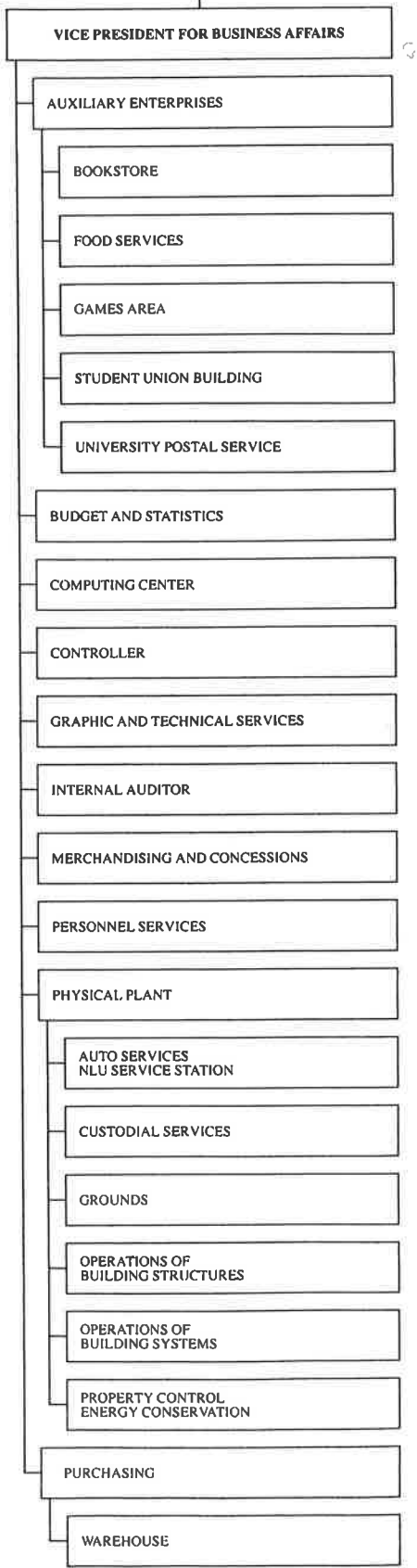
### **Faculty Absences**

Faculty members will not miss classes without prior approval from their academic dean, except for illness.

Faculty members desiring to be away from assigned duties should discuss the proposal with their department heads and secure prior approval 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.



This diagram shows direct lines of authority in the university organizational structure. This 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 employee to know that the department head should be the first contact when dealing with any university related situation.





## **Faculty Meetings**

Meetings of the faculty may be called by the President as he deems necessary. Each full-time 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 conducting related professional discussions.

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

## **Nepotism**

In accordance with the policy 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.

## **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. The first consideration in summer staffing is the need for courses. In deciding who will teach in each department, the department heads consider departmental requirements, administrative work which must continue, faculty qualifications, and seniority. If a teacher's class does not develop because of insufficient enrollment, he does not have the right to "bump" another teacher whose class has made. Rotational or other systems may be used to guide faculty selection. Faculty members not teaching in the summer are encouraged to broaden their knowledge in their teaching areas.

## **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 may have the opportunity, with prior approval of University authorities, to accept such outside activities as consulting for pay during the months of regular employment.

A faculty member shall have no interest of any kind, direct or indirect, or engage in any business transaction, or be involved in a personally owned business activity or professional activity, or incur any duty or obligation which is in conflict with the proper discharge of his duties as a faculty member. Outside employment should not interfere with normal classroom activities and those other responsibilities expected of faculty members. Therefore, both the amount of time involved and absence from official assigned duties while rendering outside services 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 faculty member asking permission to accept outside employment should make a written request each year 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.

University forms are provided for those faculty who desire to engage in outside activities and must be approved by the appropriate department, school, or division head, dean, and vice president each year. Such general approval of this form does not authorize a specific absence from official duties or responsibilities.

Absence from official duties and responsibilities requires specific written approval from the department, school, or division head for each specific occasion.

## 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.

## 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:

Academic Rank	Range	Percentage Not To Exceed
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 will be promoted to the rank of full professor.”

## 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. (Attainment of minimum does not imply promotion.)

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. Quantitative and Qualitative Qualifications for Promotion**

The value of a university teacher depends only partly upon degrees, years in service, research, publications, scholarly activity, professional service, and other quantifiable factors. It also depends greatly upon talent, intellectual curiosity, creativity, enthusiasm, attitude, rapport with students and colleagues, the ability to motivate, teaching ability and effectiveness, professional behavior, and many other intangible qualitative factors which cannot be measured quantitatively. Comprehensive professional evaluations of a university teacher, therefore, must utilize subjective as well as objective professional judgments.

**1. TEACHING EFFECTIVENESS**

- a. Evaluations
  - (1) By department head
  - (2) By students
- b. Criteria
  - (1) Effective classroom performance
    - (a) Ability to motivate students
    - (b) Ability to explain subject matter clearly
    - (c) Enthusiasm
    - (d) Good delivery
    - (e) Ability to respond to questions
    - (f) Interest in students as individuals
    - (g) Ability to utilize acceptable innovativeness
    - (h) Maintenance of appropriate decorum
  - (2) Punctuality in meeting and dismissing class
  - (3) Provision for adequate classroom coverage during authorized absences
  - (4) Effective student consultation and advising
    - (a) Competence
    - (b) Accessibilty
    - (c) Willingness

**2. RESEARCH AND PROFESSIONAL DEVELOPMENT**

- a. Publications
  - (1) Books
    - (a) Sole author of a work which makes a significant contribution to scholarly knowledge
    - (b) Co-author
    - (c) Major contributor (single author of chapter)
    - (d) Editor
  - (2) Articles
    - (a) Refereed
      - (1) Refereed journals or publications
      - (2) Editorial board publications
    - (b) Non-Refereed
      - (1) Symposia and published proceedings
      - (2) Regional journals
      - (3) State and local journals
      - (4) Curriculum guides and other printed materials
  - (3) Reviews
    - (a) Books

- (b) Articles
  - b. Special Research and Publications
    - (1) Paintings, sculptures, musical compositions and arrangements, movies, radio-television productions, choreography, creative literature
    - (2) Technical theatre staging, drama and musical directing
    - (3) Recitals and exhibits
  - c. Grants and Contracts Funded
    - (1) Research grants and contracts (non-University awards)
      - (a) Principal investigator(s)
      - (b) Co-investigator(s)
    - (2) Non-research grants and contracts funded (demonstration or educational types and non-University)
      - (a) Principal investigator(s)
      - (b) Co-investigator(s)
    - (3) University research awards
  - d. Research and Contract Proposals Not Funded (non-University)
    - (1) Principal investigator(s)
    - (2) Co-investigator(s)
  - e. Professional Development
    - (1) Program participant
      - (a) Paper presentation
        - (1) National
        - (2) Regional
        - (3) State and local
      - (b) Program chairman
        - (1) National
        - (2) Regional
        - (3) State and local
      - (c) Session chairman
        - (1) National
        - (2) Regional
        - (3) State and local
      - (d) Panelist or discussant
        - (1) National
        - (2) Regional
        - (3) State and local
    - (2) Officer in professional organizations
      - (a) National
      - (b) Regional
      - (c) State and local
    - (3) Membership in professional organizations
      - (a) National
      - (b) Regional
      - (c) State and local
    - (4) Participation in on-campus professional development programs
3. UNIVERSITY AND COMMUNITY SERVICES
- a. Graduate Committees
    - (1) Doctoral
      - (a) Chairman
      - (b) Member
    - (2) Specialist
      - (a) Chairman
      - (b) Member
    - (3) Master's
      - (a) Chairman

- (b) Member
- b. Other Committees
  - (1) Standing Committees
    - (a) University chairman
    - (b) University member
    - (c) College chairman
    - (d) College member
    - (e) School or departmental chairman
    - (f) School or departmental member
  - (2) Ad hoc University committees
    - (a) Chairman
    - (b) Member
- c. Organizing and Participating in University— or College—Sponsored Seminars and Workshops for Students, Faculty, and Community Groups
- d. Advising Campus Student Organizations
- e. University— or College—Approved Service of an Unusual Nature
- f. Special Recognition by Professional Organizations for Achievements during the Current Year
- g. Other

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

1. 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.
2. Weighing of criteria will, among the staff devoted primarily to teaching, emphasize skill in teaching.
3. To be considered for promotion to professor, a faculty member should have made outstanding contributions in two of the three areas in Group II and some contributions in the third area.
4. Nominees for promotion will be evaluated in the light of their achievements and contributions since their last promotion. The record of a successful nominee, therefore, should demonstrate sustained productivity.
5. Application of the criteria will be increasingly stringent for each higher rank.
6. Relative weight of the criteria is to be determined by each academic unit.
7. Effort will be made to continue improving standards for promotions.

## **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 faculty evaluation should include self-evaluation, student evaluation, and administrative evaluation.

## **Criteria, Instruments and Procedures for Determination of Merit Raises for Faculty**

Merit increases are intended to reward outstanding individual performance and are, therefore, not universal. They are different from "across-the-board" increases, adjustments to meet market conditions, adjustments to achieve internal equity, and other adjustments.

The determination of whether a faculty member's service during a given academic year can be judged meritorious depends to some degree on certain quantifiable factors, including scholarly activity, professional service, professional development, research and publications. Also important in determining merit are many other intangible qualitative factors which cannot be measured quantitatively. These include, but are not limited to, intellectual curiosity, creativity, teaching ability and effectiveness, enthusiasm, attitude, rapport with students and colleagues, and the ability to motivate. Comprehensive professional evaluations of faculty must be made by the respective department head, utilizing subjective as well as objective professional judgements.

**1. Criteria Used in Evaluating the Faculty Merit Increases:**

Same as "Group II Criteria Relating to Faculty Rank." Faculty members should have input into the determination of objectives for their departments, schools, or colleges, as appropriate, and for the application of criteria within these respective units, subject to approval by the administration.

**2. Instruments Used in Evaluating Faculty for Merit Increases:**

- a. Faculty performance evaluation form completed by department head or director.
- b. Teacher evaluation form (completed by students).
- c. Various other statements of performance criteria as established in department faculty meetings and memoranda.

**3. Procedures Used in Evaluating Faculty for Merit Increases:**

- a. The department head or director evaluates and discusses with each faculty member his performance during the year. At the appropriate time, the department head makes salary recommendations to the academic dean.
- b. The dean reviews recommendations with department head and/or directors from the college perspective, and makes recommendations to the Vice- President for Academic Affairs.
- c. The Vice-President and President review these recommendations from the University perspective.

## **Non-tenure Track Appointments**

Under certain circumstances non-tenure track appointments may be made. Such appointments shall be at the rank of assistant professor or above, but shall not count as time toward tenure. Appointment letters in these instances shall clearly state that individuals receiving such non-tenure track appointments shall not be accruing years toward tenure. In the event that a non-tenure track appointment is followed by a tenure track appointment, the time to be used toward tenure shall begin only with the tenure track appointment.

## **Faculty Tenure**

The purpose of tenure is to preserve academic freedom and the integrity of the University by protecting the individual faculty member against capricious dismissal or abuse. Job security of the individual is a corollary benefit, but should not be viewed as the primary purpose of tenure. A faculty member who has been awarded tenure and who continues to perform his duties effectively can normally expect continuation in his position. However, tenure is not an unconditional guarantee of lifetime employment.

The uniform provisions for tenure provide 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. Generally only those faculty members holding degrees recognized as appropriate terminal degrees will be considered for tenure.



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 equivalent shall be eligible for tenure after serving the established probationary period. Previous years of service at the rank of instructor do not apply toward tenure.
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.
9. Part-time faculty members do not earn credit toward tenure at Northeast Louisiana University.
10. Individuals whose primary employment responsibility is not in the academic division and who teach no more than five semester credit hours per semester do not earn credit toward tenure.
11. Temporary faculty members who teach full time for one or more semesters or years and are reappointed to temporary appointments do not earn credit toward tenure during their temporary appointments.

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 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.

## **Tenure Procedure**

1. The academic department head, after consultation with tenured faculty members in that department, initiates recommendations for granting or not granting of tenure to individual faculty members. Recommendations and supporting data are forwarded to the appropriate academic dean. Supporting data should include, but not be limited to, a comprehensive vita, measures of teaching effectiveness, and evaluations by the academic department head of scholarly activity and other aspects of performance. It is the intention of Northeast Louisiana University to tenure only those individuals who are considered outstanding and who have at least acquired a generally recognized terminal degree in their disciplines.
2. The academic dean, in consultation with the academic department head, reviews all recommendations. Qualifications are thoroughly reviewed and discussed. Consideration is given to differences among disciplines and the relative proportions of the faculty already tenured.
3. Recommendations from each college are then forwarded to the Vice President for Academic Affairs. Qualifications of faculty members under consideration for tenure are again reviewed with the dean and the department head.
4. Recommendations are forwarded to the President for his decision and for his submission of those which he approves to the Board of Trustees.

## **Grants and Contracts**

### **Equipment, Materials and Supplies Obtained Through Grants or Contracts**

Title to all equipment, materials, and supplies, either purchased or fabricated from purchases as a result of research projects, funded by grants or contracts awarded to the University or to an individual employed by the University vests in the University without further obligation to the granting or contracting agency. Title, or assumption of title, does not reside in nor is it vested in an employee who may be the recipient of the grant, contract, or donation. Title normally vests at the time of acquisition. This policy also applies to equipment, materials, and supplies purchased from University-funded grants and from departmental, school, and college budgets. For further information, the Office of Research and Projects may be consulted.

### **Closeout of Grants or Contracts**

Upon conclusion of work or research sponsored under a grant or contract, whether such conclusion is brought about by (a) completion of all work, (b) discontinuance of the work by the grantee, (c) expenditure of all funds, (d) decision on the part of the granting or contracting agency not to continue work under the grant or contract, or (e) termination of the employee to whom the grant or contract is assigned, an expeditious effort shall be made by the grantee to close out the grant completely and correctly. Closeout requires, as applicable, submission of the documents and fulfillment of the other obligations stated below:



1. Final technical report within the time frame of the grant or contract.
2. Inventory of equipment and property (materials and supplies) acquired with grant or contract funds.
3. Inventory of equipment and property furnished by the granting or contracting agency.
4. Final disclosure of inventions report.
5. Return to the department, school, or college of research notebook or notes connected with the grant or contract.
6. Certificate of disposition of classified materials in accordance with Section 5(k), (l), and (m) of the Department of Defense Industrial Security Manual.
7. Cumulative categorical cost expenditure report.

A terminating faculty member must comply with this closeout procedure in order to accomplish clearance by the University. An official closeout form is available from the Office of Research and Projects.

### **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.

### **Termination of Employment**

A faculty member who is terminating his employment shall obtain from his department head a "Checkout Form for Terminating Faculty Members" and secure the necessary signatures on the form. The form is left with the faculty member's academic dean after all signatures are secured.

### **Termination of Service of Tenured Faculty**

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

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 the University shall appoint a standing committee of faculty members who shall hear charges brought against a faculty member for termination of contract, discharge, or demotion in academic rank. A faculty member 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 faculty member may further petition, within 30 days, the Board of Trustees for State Colleges and Universities 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.

## **Termination of Non-Tenured Faculty**

An appointment carries no assurance of reappointment, promotion or tenure. Reappointments are made solely at the discretion of the institution. The non-reappointment of a faculty member does not necessarily reflect on the faculty member's work record or behavior.

Non-tenured employees will not be given reason for non-renewal of appointments and are not entitled to use the grievance procedure to determine reasons for non-renewal.

### **Policy Statement for Possible Reduction in Faculty**

Given the University funding system, which is based essentially on student credit hour production, a decrease in enrollment may necessitate reduction in the number of faculty members and other personnel. For the purposes of this policy, "faculty members" are defined as full- or part-time holders of resident professional positions (graduate assistants are excluded).

Reduction in the number of faculty members for financial reasons would first take into account (a) all retiring faculty members and (b) all non-tenured faculty members. Insofar as possible, any reduction in the number of faculty members should be accompanied by a comparable reduction in the number of other personnel and should be guided by the following priorities, in descending order of significance:

1. Faculty strength must be maintained at a level that will ensure quality in all programs that the University provides. Care must be taken to keep faculty strength at a level that will ensure the continuation of accreditation in accredited programs and gain accreditation where it is not now held.
2. An adequate level of faculty must be maintained over the period required for the orderly phasing out of any program which is to be terminated. Faculty reduction must be meshed with the diminishing program needs.
3. Excellence in teaching, research, student counseling, and other related professional activities, as well as unique expertise that is vital to quality programs, must be retained. Professional qualifications of individual faculty members must be given careful consideration.
4. Faculty tenure status should be properly observed.
5. Seniority among non-tenured faculty should be given consideration.
6. NLU will adhere to procedures established by the Board of Trustees in their guidelines for retrenchment.

### **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 of Trustees.

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.

## Annual Leave, Faculty Leave, and Holidays

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:

Years of Service	Work Days of Annual Leave Earned Per Month	Work Days of Annual Leave Earned Per Year
Less than three years	1	12
Three but less than five	1 1/4	15
Five but less than ten	1 1/2	18
Ten but less than fifteen	1 3/4	21
Fifteen or more	2	24

Annual leave for twelve-month employees 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 employed on a nine-month basis do not earn annual leave; they earn "faculty leave". "Faculty leave" is leave granted in lieu of annual leave to faculty members employed on a nine-month basis. Faculty leave is automatically taken between terms and at holiday periods, as shown in the official University calendar.

All nine-month faculty members follow the holiday schedule listed in the University Catalog.

## Sabbatical Leave

**(Sabbatical leave can be granted only as funds are available.)**

Provisions 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 recognizes 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 conditions:

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. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.
2. Faculty members and administrators may be granted leave for the purpose of study or research. In those cases where the faculty member or administrator receives outside compensation for such study or research such payment is to be approved in writing, in advance, by the President as supportive of the purposes of the leave.
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. 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 will receive during the current fiscal year for the period of time 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 the 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 requirements 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.

## 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 monthly.

Sick leave with pay may be taken by an employee who has sufficient leave to his credit for illness or injury, medical or dental treatment. The minimum charge for sick leave shall be four hours ( $\frac{1}{2}$  day).

Employees earn sick leave at the rate of 1 day per month for less than three years,  $1\frac{1}{4}$  days per month for three years but less than five years,  $1\frac{1}{2}$  days per month for five years but less than ten years,  $1\frac{3}{4}$  days per month for ten years but less than fifteen years, and 2 days per month for fifteen years or more.

Length of Contract	Summer Session Worked	Service Less than 3 Years	Service 3 but less than 5 Years	Service 5 but less than 10 Years	Service 10 but less than 15 Years	Service 15 and over yrs.
12 mos.		12	15	18	21	24
9 mos.	12 weeks	12	15	18	21	24
9 mos.	9 weeks	$11\frac{1}{2}$	14	$17\frac{1}{4}$	$19\frac{3}{4}$	$22\frac{1}{2}$
9 mos.	6 weeks	$10\frac{1}{2}$	13	$15\frac{3}{4}$	$18\frac{1}{2}$	21
9 mos.	None	9	$11\frac{1}{4}$	$13\frac{1}{2}$	$15\frac{3}{4}$	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 substitute 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.
4. "Substitute" and "overload" compensation will be based on the "amount and rank policy" utilized for "overload pay for off-campus classes":

\$1,000	Instructor
1,200	Assistant Professor
1,400	Associate Professor
1,600	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 requirements 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 and prenatal conditions 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.



## Funeral Leave

Faculty may be given time off without loss of pay, annual leave, or sick leave when attending the funeral of a relative. Time off shall not exceed two days on any one occasion. Relatives for purposes of this section include the following:

Mother	Child	Spouse
Father	Grandchild	Mother-in-law
Grandmother	Brother	Father-in-law
Grandfather	Sister	

## Military Leave

Faculty who are members of a reserve component of the armed forces of the United States or of the National Guard shall be granted leaves of absence from their positions without loss of pay, time, sick leave, or annual leave when ordered to active duty for field training or training authorized in lieu thereof when the individual is given constructive credit for such training. Such leaves shall be for periods not to exceed 15 working days in any calendar year.

Faculty who are inducted or ordered to active duty to fulfill reserve obligations or who are ordered to active duty in connection with reserve activities for indefinite periods or for periods in excess of their annual field training shall be ineligible for leave with pay.

Faculty personnel on military leave (or special leave for war-connected service) from institutions under the control of the Board of Trustees for State Colleges and Universities 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.

## Faculty Appeal Procedure

It is in the best interest of a faculty member and the University to have problems brought into the open and resolved. An effort will be made to resolve these problems as expeditiously as possible. Therefore, if a matter is of significant concern to a faculty member, he is urged immediately to seek a resolution of the matter. An appeal must be filed within 90 days of the occurrence or the matter shall no longer be considered eligible for appeal.

A faculty member who has a problem must pursue in sequence the following procedural steps, fully exhausting the potentials of resolving the problem at each level before appealing it to the next level:

1. A faculty member should always discuss a problem first with his Department Head or School Director, who has the responsibility of finding solutions to most faculty problems.
2. To appeal an alleged grievance beyond this first level in the procedure, a faculty member must reduce the matter to writing on a form provided by the Department Head or School Director. The faculty member must state the specific problem, the specific evidence in support of it, and the specific redress requested to resolve it; he must date and sign the form. Once stated, the matter cannot be expanded. No attorneys will be permitted to be present for either party at any point in the process except during the hearing with the Faculty Appeals Committee, at which level attorneys are optional and are to serve in an advisory role only.
3. If a faculty member feels that the Department Head or School Director has not satisfactorily resolved the problem, he should indicate his desire to consult his Academic Dean by submitting to the Dean the written grievance with a request for an appointment.

4. A faculty member who feels that the problem has not been equitably resolved at the Dean's level may then appeal to the Vice President for Academic Affairs, by forwarding the written grievance with a request for an appointment.
5. If a faculty member is still dissatisfied, he may then petition the Faculty Appeals Committee through the President of the University for a hearing. Appointed by the President of the University, this Committee, which consists of at least one person from each College and includes at least one department head or school director, and one academic dean, acts as a referral body to hear grievances which have not been previously resolved. Serving as a hearing and recommending body, the Committee reports its findings and recommendations to the President. The Faculty Appeals Committee may deny a hearing if they feel a hearing is not appropriate.
6. After reviewing the report of the Faculty Appeals Committee, the President will make his disposition of the matter and notify the principal parties.
7. If a faculty member believes that the problem has not been equitably resolved, he may appeal to the President.
8. A faculty member who feels that the problem still has not been equitably resolved may appeal it through the proper channels to the Board of Trustees for State Colleges and Universities.
9. Appeal to the next level must be made within ten working days following a decision or the grievance shall be considered to be withdrawn.  
 Costs of travel (including witness travel) and attorney fees, if any, will be paid by the respective parties. If the grievant requests a transcript of the Faculty Appeals Committee hearing, all costs will be paid by the grievant.

## **Academic Responsibilities of Faculty**

### **Examinations, Grading, and Other Academic Regulations**

It is the duty of each faculty member to be familiar with the regulations in the University Catalog, the Faculty Handbook, the N-Book, the Collegiate Due Process document, and other relevant materials concerning the grading system, the process for student appeals of grades, student class attendance, cheating and plagiarism, and other academic matters.

### **Course Requirements**

Each faculty member is expected to have clearly defined requirements for each course. These requirements should be detailed in writing, filed with the Department Head, and distributed to each student at the beginning of each semester and summer term. The statement should cover such matters as attendance; the number and type of tests, projects, and readings; and other requirements as well as an explanation of the grading system to be used and the policy for making up work. The statement should agree with the course description given in the University Catalog.

### **Academic Cheating and Plagiarism**

1. Academic cheating includes the accomplishment or attempted accomplishment of the following:
  - a. Copying or obtaining information from another student's test paper.



- b. Using during a test materials not authorized by the person giving the test.
  - c. Collaborating, conspiring, or cooperating during a test with any other person by giving or receiving information without authority.
  - d. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
  - e. Selling or giving away all or part of an unadministered test or any information concerning specific questions and items on an unadministered test.
  - f. Requesting, bribing, blackmailing, or in any other way causing any other person to obtain an unadministered test or information about an unadministered test or a test in the process of being administered.
  - g. Substituting for another student, or permitting any other person to substitute for oneself, to take a test.
  - h. Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, painting, drawing, sculpture, or other art work prepared totally or in part by another.
  - i. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, other written work, painting, drawing, sculpture, or other art work.
  - j. Any other devious means of securing an unearned grade in a course offered for credit.
2. Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered for credit.

### **Procedures and Sanctions**

An alleged instance of academic cheating or plagiarism shall be investigated by the instructor, including calling the Dean for Student Affairs to determine whether the student has a record of previous offense. For a first offense, a minimum sanction of zero shall be imposed on the work in question. For a second offense, the student shall receive a minimum sanction of "F" in the course. For a third offense, the student shall be suspended from the University for an indefinite period by the Dean for Student Affairs. The student, instructor, instructor's department head, and Dean for Student Affairs shall be notified of the sanction within five working days of the decision.

### **Appeal Procedure**

An appeal, if one is made, must begin within five working days of notification of the decision. The nature of and evidence for the appeal shall be clearly stated in writing by the student and may not be expanded later. Each subsequent step in the following appeal process must begin within five working days of the decision rendered in the preceding step.

- Step 1. In a meeting of the student, the instructor, and the instructor's department head (or the Associate Dean of the School of Pharmacy), the student may appeal the instructor's decision.
- Step 2. The decision of the department head (or Associate Dean of the School of Pharmacy) may be appealed to the dean of the instructor's college in a meeting with the dean and the above-named parties.
- Step 3. The decision of the dean may be appealed to the Vice President for Academic Affairs.
- Step 4. The decision of the Vice President for Academic Affairs may be appealed to the Academic Appeals Committee. (The Academic Appeals Committee is composed of 7 members—4 full-time faculty and 3 full-time students. Faculty members are appointed in some representative fashion by the Vice President for Academic Affairs. One faculty member is designated to chair the Committee. Student members are appointed in some representative fashion by the Vice

President for Academic Affairs upon the recommendation of the Student Government Association. A quorum shall consist of 5 members, at least 3 of whom must be faculty. A simple majority vote of the Committee will rule. Each member of the Academic Appeals Committee may serve for an unlimited period.)

- Step 5. The decision of the Academic Appeals Committee may be appealed to the President of the University.
- Step 6. The decision of the President may be appealed through the President to the Executive Director of the Board of Trustees for State Colleges and Universities.

When no further appeal is made, or when the appellate process is completed, a full record of the case shall be forwarded to the Dean for Student Affairs. If at any point in the process the student is exonerated, the record shall be expunged.

## Class Meetings

Classes are to be met and dismissed on time. Food or drink is not allowed in auditoriums, classrooms, laboratories, and other instructional support areas.

Any change in class time or location must be requested through the department head, the academic dean, and the 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 by the instructor on the door of the regular meeting place.

## Class Record Books

Each faculty member must keep an up-to-date class record book, which will be furnished by the department head's office.

The names, attendance records, and grades of students shall be recorded in ink in the class record book in such a self-explanatory manner that a third person (perhaps an attorney or a judge) should be able to interpret the records and understand exactly how the final grade was determined. When class record books of full-time faculty members become filled, the books shall be kept in a locked filing cabinet either in the teacher's office or in the department head's office. At any time the department head must be able to obtain a class record book from previous years.

Faculty members separating from the University or not teaching during any semester must leave record books with their department heads. All part-time faculty members must leave their record books in their department head's offices at the end of each semester or summer term.

## Class Attendance and 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 University Catalog. Veterans attendance regulations are included in the Standards of Progress for veterans. These standards are issued periodically by the Office of International Students—Veterans Affairs, under the direction of the Office of the Registrar. Students must not be penalized for excused absences.

## **Authorized Class Absences**

Immediately after an authorized trip or activity, the supervising faculty member must send a memo to the Vice President for Academic Affairs stating the dates and time, the activity, the location, and an alphabetical listing of students participating in the activity.

## **Class Discipline Problems**

Discipline problems are normally handled by personnel in the Division of Student Affairs and include provision for due process.

The following information is in response to the question, "What should a faculty member do in the case of a severe discipline problem occurring in class?"

"If a student(s), in the opinion of the teacher, is disrupting the class and infringing on the teaching and learning process, the teacher should:

1. Identify the student(s) and request that the disruption stop immediately.
2. If the disruption continues, the teacher should order the student(s) out of the classroom. The teacher should make it clear to the student(s) involved whether he must have approval from the teacher or Department Head before returning to class.
3. If the student(s) refuses to leave the classroom, the teacher should contact the University Police (342-4180) and request assistance in removing the student(s) from the classroom."
  - a. Send copy of the Incident Report to the Dean of Students' office.

Faculty members should discuss any questions regarding the due process required in this situation with the appropriate department head.

## **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.

## **Makeup Examinations**

To derive optimal educational benefits from their collegiate experience, students must attend classes regularly and take examinations on scheduled dates. In the event that students must miss examinations for valid and verifiable reasons, the students shall be given some fair and appropriate means of making up the examinations. The particular means and times for making up these examinations are left to the discretion of the instructor and shall be announced at the beginning of each enrollment period.

Students are responsible for all academic work missed during their absences, whatever the reasons. Students shall keep their instructors informed about anticipated absences, especially when examinations are scheduled on these dates, and shall make prior arrangements with their instructors regarding assignments and examinations in conformity with the instructors' announced policies. In the event of emergency absences, students shall initiate such arrangements immediately. Students who miss final examinations for emergency reasons shall notify their instructors or their academic dean immediately.

In each instance the instructor shall determine what constitutes "valid and verifiable reasons" and "emergency absences".

## Grading

Grades and the grading process are major components of a university's academic standards. An important professional obligation of a university professor is the determination of grades. Grades accomplish two essential purposes: (1) they communicate to the academic community and to the community at large a certified level of academic achievement, and (2) they provide realistic and reliable feedback for students to use in evaluating individual progress and making decisions about future behavior.

Prerequisites to effective grading are (1) appropriate scope, depth, and degree of difficulty for each course; (2) controls to ensure that students have proper academic qualifications for enrolling in each course; and (3) adequate measures of performance. Taking into account all students who would properly and typically enroll in a given course (not just those in one course), professors assign grades according to the following general guidelines:

- A—EXCELLENT—Performance approaches complete mastery of the course requirements.
- B—GOOD—Performance is above the level expected from most students, but does not approach complete mastery of the course requirements.
- C—AVERAGE—Performance is about the level expected from most students.
- D—BELOW AVERAGE—Performance is at or above the minimum level to pass the course, but does not allow for progression in some programs.
- F—FAILURE—Performance is below the minimum level to pass the course.

## 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 departments. Promptness in completing grades will facilitate the compiling and mailing of grades in time for students to formulate their future plans.

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

## Changing of Grades

Grades that have been submitted to the Registrar's Office may 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 and academic dean and by the Vice President for Academic Affairs. A request for final grade change must be initiated by the faculty within 30 days after the end of the semester or term in which the grade was earned.

## Student Appeals Related to Grading and Other Academic Matters

Student questions related to grading and other matters of an academic nature should be presented to the student's instructor. Failing satisfactory resolution at this level, the questions should be referred, in the following order, to the instructor's department head, the instructor's academic dean, the Vice President for Academic Affairs, the Academic Appeals Committee, and the University President. Please refer to the N-Book for additional details of grade appeals and related topics.

## 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. The faculty member's office hours and teaching schedule should be posted on his 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. Extracurricular—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 minimal 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. Prior approval of a field trip must be obtained from a faculty member's Department Head and Academic Dean. The request should be made in writing on an official form 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 communicating with faculty supervisor during each day and night of trip.
  - h. A copy of the form should be submitted by the Department Head to the Academic Dean and the Dean for Student Affairs five days prior to the field trip.
2. University 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 academic dean will be responsible for travel regulation requirements being met. Please note that students are prohibited from operating University vehicles.

## **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 the purchase of materials for class and/or laboratory work. Students may be required to pay for breakage in laboratories. All money must be handled through Accounts Receivable of the Controller's Office.

## **Selection of Textbooks and Purchase of Materials and Supplies**

Request for book acquisitions to be made by the University Bookstore for courses offered in each department are made by the department head through regular administrative channels to the Director of Auxiliary Enterprises. Recommendations are made to the department head by a departmental textbook committee or by the instructor of the course.

No deviation from the currently approved text is permitted without special permission from the Department Head, the Academic Dean, the Vice President for Academic Affairs, and the Director of Auxiliary Enterprises.

When textbook orders have been properly processed through the academic division, the University Bookstore will communicate with the appropriate dean about any reason that may delay receiving the text by the time classes begin, e.g., late delivery or the text being out of print. The University Bookstore will follow-up each text ordered until delivery. The bookstore manager will communicate by written memoranda to the department head through the academic dean. The bookstore manager will not communicate with a faculty member without clearance through the academic dean and department head.

Desk copies for faculty members are processed through the Academic Dean's office. The Bookstore will furnish each dean with "Request for Desk Copy" forms to be completed by the faculty member. The desk copy should be available to the faculty member before classes begin. If a desk copy does not arrive, a textbook may be purchased by presenting a properly authorized Interdepartmental Request to the Textbook Clerk, University Bookstore.

All materials and supplies, including those utilized in federal grant programs, will be purchased from the University Bookstore. The Purchasing Agent will procure materials that cannot be delivered by the Bookstore (items not stocked).

The following University Bookstore policies must be observed:

1. The University Bookstore will furnish each academic department head a complete and accurate textbook adoption list for the fall and spring semesters and the summer session. Each entry should be initialed by the instructor teaching the course. Additionally, all supplemental materials should be on the regular textbook adoption list. Textbook adoption lists are due in the University Bookstore on the following dates: Summer—1st week of March; Fall—1st week of May; Spring—1st week of October.
2. One year advance notice is required to change textbook adoptions. This allows the University Bookstore time to phase out all old texts.
3. Text changes should be submitted by the faculty member through the following channels for approval: Department Head, Dean, Vice President for Academic Affairs, and Director of Auxiliary Enterprises. Department Heads will be notified of the final decision through the Academic Dean.
4. Faculty members must work with their department heads. Only when acting on the instruction of department heads may faculty members work directly with the University Bookstore.
5. When selecting a new text, department heads should determine whether the publisher will be able to fill the order. From 14 to 30 days should be allowed for books to arrive from the publisher.



6. All approved texts and supplementals should be on the textbook adoption list. If not, the University Bookstore should be notified.
7. All textbooks on the approved list are to be used three academic years.
8. Procedures for ordering and deleting texts and the rental system policies should be furnished to all new faculty members.
9. All department heads must provide enrollment reports to the University Bookstore the day after registration so that shortages can be dealt with promptly.
10. The University Bookstore will follow up on shortages, incomplete orders, late shipments, etc., with publishers and notify academic deans of any problems.
11. The University Bookstore should be notified by the department head when a class is deleted so books can be returned.
12. Any list of special materials required for a course, i.e., protractors, graph paper, art supplies, should be forwarded to the University Bookstore so needed materials may be procured and available for the students at the beginning of the semester.

### **Memorandum Approval**

Any memorandum to be distributed to all faculty members must be approved through the usual channels, e.g., dean/department head, or Dean for Student Affairs, or Vice President for Business Affairs, with final approval by the Vice President for Academic Affairs.

## **General Regulations and Information**

### **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 department heads and administrators at the University as defined in the University Catalog.

### **Clean Air Policy**

Smoking is not permitted in auditoriums, classrooms, laboratories, and other instructional support areas.

## **Radiation Safety**

The Radiation Safety Committee is charged with overseeing the safe use of radioactive materials and radiation-producing devices on campus.

Any faculty member who desires to use radiation sources for teaching or research must first apply to the Radiation Safety Committee for approval. All orders for radioactive sources must be approved by the Radiation Safety Committee. Additional information may be found in the NLU Radiation Safety Manual, available from the Radiation Safety Committee or by calling 342-4051.

Pregnant women whose activities are directed in some manner by NLU or its affiliated institutions shall not be exposed to ionizing radiation in excess of the maximum permissible dose for the general population during the course of these activities. Questions concerning the safe use of radioactive materials or radiation-producing devices should be directed to the Radiation Safety Committee.

## **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. The responsibility for moveable assets is assigned to each budget unit head. Specific policy and procedures for moveable assets may be obtained from the Director of Property Control.

## **Student Organizational Activities**

To ensure assignment of a reserved meeting place and to avoid conflicts of date and time, all on campus student organizational activities must be registered and approved through the office of the Director of Student Development. Student organizations planning on campus activities must complete the "Activity Request Form" signed by the adviser and file these at least two weeks in advance of the planned event. 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 classes and special events in Biedenharn Recital Hall, Strauss Auditorium, Sugar Auditorium, Nursing Auditorium, classrooms, and all other instructional areas and will notify the requesting department by memorandum with a copy to the Office of Student Development when necessary. Publicity must not be released until confirmation of the reservation for the facility requested has been received.
2. The Brown-Spyker Complex Theatre Manager schedules and keeps a record of special events in Brown Auditorium and Spyker Theatre. Publicity must not be released until confirmation of the reservation for the facility requested has been received.

3. The Office of Student Development 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 Director of Student Development. This office provides an official notice to the student group concerning clearance of the facility requested.
4. The Circulation Desk in Sandel Library schedules all use of conference rooms for group study and other library facilities.
5. The Office of Auxiliary Enterprises schedules and keeps a record of events that meet in the Coenen Coffee Shop and games area of the Student Union Building. Advance notice of two weeks is required for events entailing meals.
6. The Basketball Office is responsible for scheduling and keeping a record of events scheduled in the Ewing Coliseum Arena.
7. The Office of Student Development is responsible for scheduling intramural and recreational activities in Brown Gymnasium and Oxford Natatorium. Each of these activities is supervised by a member of the faculty or the recreational staff. Other departments or student groups requesting the use of Brown Gymnasium or Oxford Natatorium will be notified by memorandum from the Director of Student Development with a copy to the Office of Institutional Research when necessary.
8. The tennis coach schedules the tennis courts; the track coach schedules Brown Stadium.
9. All proposed events involving intercollegiate and interscholastic athletic competition must be cleared with the Athletic Director.
10. Requests for facilities must be made in writing by the department head to the appropriate office 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.
11. Requests for any special equipment for a scheduled event, such as speaker stands, public address systems, and related items, will be referred to the proper authorities.
12. Off-campus groups who request the use of University facilities, regardless of the facility requested, must have the approval of the Dean for Student Affairs. Consequently, all such requests are to be referred to the Dean for Student Affairs. Publicity must not be released until confirmation of the reservation for the facility requested has been received. An off-campus group is notified by the Dean 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 the Dean for Student Affairs.

### **Campus Accident or Health Emergencies**

In the event of an accident or illness, immediately notify the University Police (Ext. 4180) and/or the Infirmary (Ext. 3114). These departments normally can determine if the individual needs to be evacuated from the area and by what means. Very often, a trip to the NLU Infirmary will suffice.

If possible, the University Police should determine the need for an ambulance. If an ambulance is required, the request should be made by the University Police to assure speedy dispatch. The ambulance company will not normally respond to an individual's call from the campus unless the individual is willing to give his name and be held responsible for the ambulance bill. In cases of extreme emergency, it may be necessary for an individual to call for ambulance services direct. This is a matter of judgment on the part of the



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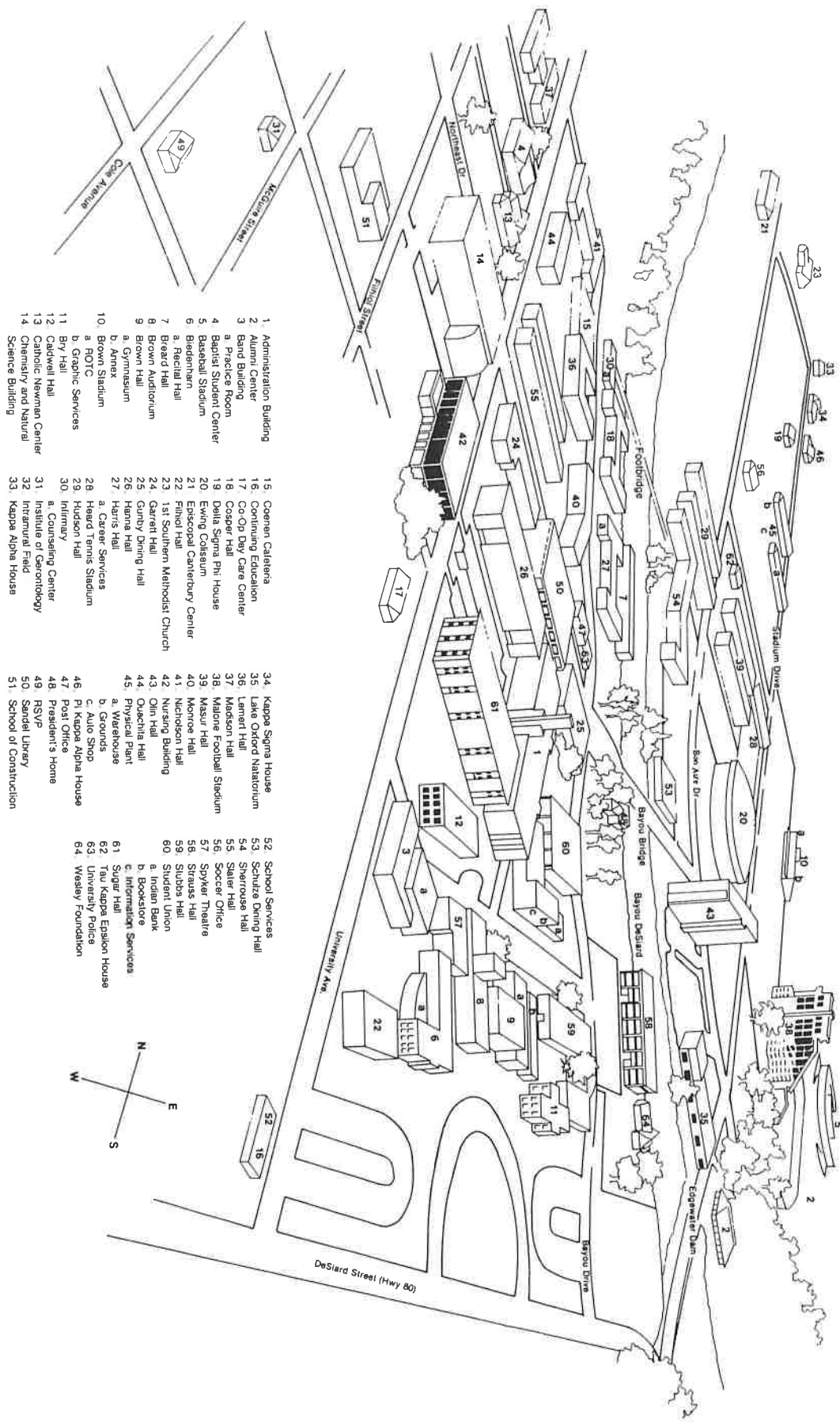
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Northeast Louisiana University is an equal opportunity employer and an equal educational opportunity institution. Faculty, staff, student employment, student recruitment, admissions, financial aid programs, instruction and related educational activities are provided without regard to race, religion, creed, color, sex, national origin or handicap.

# Northeast Louisiana University



- 1. Administration Building
- 2. Alumni Center
- 3. Band Building
- 4. Practice Room
- 5. Baseball Student Center
- 6. Baseball Stadium
- 7. Birdenhorn
- 8. Recital Hall
- 9. Brown Auditorium
- 10. Brown Hall
- 11. Gymnasium
- 12. Amesex
- 13. Brown Stadium
- 14. ROTC
- 15. Graphic Services
- 16. Bry Hall
- 17. Caldwell Hall
- 18. Catholic Newman Center
- 19. Chemistry and Natural Science Building
- 20. Coenen Calatena
- 21. Continuing Education
- 22. Co-Op Day Care Center
- 23. Cosper Hall
- 24. Delta Sigma Phi House
- 25. Ewing Coliseum
- 26. Episcopal Canterbury Center
- 27. Finlay Hall
- 28. 1st Southern Methodist Church
- 29. Garrett Hall
- 30. Gunby Dining Hall
- 31. Harris Hall
- 32. Career Services
- 33. Heard Tennis Stadium
- 34. Hudson Hall
- 35. Infirmary
- 36. Counseling Center
- 37. Institute of Gerontology
- 38. Intramural Field
- 39. Kappa Alpha House
- 40. Kappa Sigma House
- 41. Lake Oxford Natatorium
- 42. Lemert Hall
- 43. Madison Hall
- 44. Malone Football Stadium
- 45. Masur Hall
- 46. Monroe Hall
- 47. Nicholson Hall
- 48. Nursing Building
- 49. Olin Hall
- 50. Quachita Hall
- 51. Physical Plant
- 52. Warehouse
- 53. Grounds
- 54. Auto Shop
- 55. Pi Kappa Alpha House
- 56. Post Office
- 57. President's Home
- 58. RSNP
- 59. Sander Library
- 60. School of Construction
- 61. School Services
- 62. Schutze Dining Hall
- 63. Sherrouse Hall
- 64. Slater Hall
- 65. Soccer Office
- 66. Spyster Theatre
- 67. Straus Hall
- 68. Stubbs Hall
- 69. Student Union
- 70. Indian Bank
- 71. Bookstore
- 72. Information Services
- 73. Sugar Hall
- 74. Tau Kappa Epsilon House
- 75. University Police
- 76. Wesley Foundation