

The University of Louisiana at Monroe

Faculty Handbook

[Introduction](#)

[The University Organization](#)

[Fiscal Information and Fringe Benefits](#)

[Services and Privileges](#)

[Faculty Employment Policies](#)

[Academic Responsibilities of Faculty](#)

[General Regulations and Information](#)

[Feedback Form](#)

[Search This Site](#)



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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 University of Louisiana at Monroe 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 ULM Student Policy Paper; the ULM Code of Student Conduct; the Rules of the Board of Supervisors for State Colleges and Universities; and the Policies and Procedures Manual of the Louisiana 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, The University of Louisiana at Monroe 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 The University of Louisiana at Monroe may be a member of an organization which has

formally endorsed one or more policy statements of the American Association of University Professors (AAUP), 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.

Purpose of the University

The University of Louisiana at Monroe is a state-assisted, multipurpose, senior institution of higher education which offers high quality academic and experiential opportunities to meet the academic, cultural, vocational, social, and personal needs of undergraduate, graduate, and continuing education students. Degree programs are offered in business administration, education, liberal arts, pharmacy and health sciences, and pure and applied sciences.

The primary purposes of The University of Louisiana at Monroe are Instruction, Research, and Service. The most compelling purpose of the University is Instruction, which is accomplished through the pursuit, assimilation, and dissemination of knowledge in academic programs. These programs endeavor to develop independent thought and study, critical examination of information, and deliberate decision making. They seek to prepare students to function effectively in a competitive society and to create within them an awareness of professional and social responsibilities along with an appreciation of principles of ethical conduct. A broad range of learning experience in the humanities, arts, sciences, and professional areas provides the vehicle for meeting academic objectives.

Since research enhances both effective instruction and professional service, The University of Louisiana at Monroe accepts the responsibility to encourage and support faculty and students in basic and applied research and in creative endeavors, by providing funding, facilities, and professional advancement opportunities.

The University is committed to use its human and physical resources to provide services and to offer opportunities for personal and professional growth. The University strives to improve the quality of life in the community and to suggest solutions to local, state, and national problems by sharing research skills, consulting services, and cultural opportunities.

[Return to Faculty Handbook Home Page](#)

The University Organization

<u>Governing Body</u>	<u>Office of Student Life</u>
<u>President</u>	<u>Academic Divisions</u>
<u>Provost and Vice President for Academic Affairs</u>	<u>Deans of the Undergraduate Colleges</u>
<u>Vice Provost and Dean of Graduate Studies and Research</u>	<u>Office of Continuing Education</u>
<u>Vice President for Business Affairs</u>	<u>Department Heads</u>
<u>Vice President for Student Affairs</u>	<u>University Committees and Councils</u>
<u>Vice President for University Advancement and External Affairs</u>	<u>Duties of Chairs of University Committees</u>
<u>President's Administrative Council</u>	<u>Committee Minutes</u>
	<u>Organizational Chart</u>

[Return to Faculty Handbook Home Page](#)

Governing Body

The University of Louisiana at Monroe operates under the jurisdiction of the University of Louisiana System Board of Supervisors, comprised of sixteen 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 The University of Louisiana at Monroe, 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.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

President

The President is the chief executive officer of the University Responsible to the University of Louisiana System Board of Supervisors for the operation of the University in accordance with general policies established by the Board, the President oversees the academic and administrative areas of the entire University organization.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs reports directly to the President, serves as the chief representative for the University's teaching, research and service programs, is responsible for developing and articulating the University's vision of academic excellence, and executes a variety of other administrative duties as delegated by the President.

After the President, the Provost is recognized as the senior executive officer at the University, the second ranking administrator who acts as the chief administrative officer in the President's absence. The President may delegate authority to the Provost to administer a variety of routine University activities as well as unique assignments of a special nature. The Provost often represents the university to governing agencies, academic organizations at the state and national level, and the public in general.

The Provost and Vice President for Academic Affairs is the chief academic officer of the University. As such, the Provost and Vice President for Academic Affairs is responsible for administration and coordination of all academic activities. The Provost and Vice President for Academic Affairs serves over the Vice Provost and Dean of Graduate Studies and Research and the deans of the seven undergraduate colleges, calls and presides over meetings of the Council of Academic Deans and the Academic Affairs Executive Council, provides leadership in planning and establishing faculty policies, Continuing Education, the Library, and is responsible for publication of University catalogs.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Vice Provost and Dean of Graduate Studies and Research

The Vice Provost and Dean of Graduate Studies and Research is the third ranking administrative officer and reports to the Provost and Vice President for Academic Affairs. The Vice Provost participates on the President's Cabinet and the Academic Affairs Executive Council. Responsibilities include initiatives relating to academic advancement, providing leadership in strategic planning, accreditation, coordinating academic publications, and serving as Chief Research Officer with responsibility for policies and procedures involving University research, grants, projects, and contracts.

As Dean of the Graduate School, responsibilities include serving as an ex-officio member of the Graduate and Research Councils, organizing and supervising the Graduate School, recommending graduate policies, supervising graduate students' records, allocating graduate assistantships, certifying degree completions, reviewing and approving admissions, approving degree programs, theses, and dissertations.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

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. The Vice President for Business Affairs is recognized as the chief fiscal officer of the University. The Vice President for Business Affairs has responsibility for the Purchasing Department, the Computing Center, the Controller's Office, Budget and Statistics, Auxiliary Enterprises, Graphic and Technical Services, Merchandising and Concessions, Human Resources, and the Physical Plant, including Property Control, Telephone Service, Auto Service, Custodial Service, New Construction, Maintenance, and Grounds.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Vice President for Student Affairs

The Vice President for Student Affairs, who reports directly to the President, provides administrative supervision of student activities and interests on and off campus. Reporting to the Vice President for Student Affairs is the Dean of Student Life. The Vice President 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; Office of the Registrar (Admissions, Records, and Academic Services for Athletes as well as administratively supervising International Students and Veterans Affairs); Student Development (Intramurals and Recreation, Natatorium, Student Activities, Spirit Groups, and Student Organizations); University Police; and University Housing.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Vice President for University Advancement and External Affairs

The Vice President for University Advancement and External Affairs reports directly to the President and has responsibility for designing, implementing, and coordinating all university fund raising and external relations programs. The Vice President manages all staff services supporting these efforts through supervision of staff and operations of the offices of Alumni Relations, Development, Public Affairs, the University Conference Center, University Concerts, and External Affairs.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

President's Administrative Council

The President's Administrative Council consists of the President, the Provost and Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for University Advancement and External Affairs, the Vice President for Student Affairs, the Associate Vice President for Academic Affairs, the academic deans, the Director of Athletics, the Director of the Computing Center, the Director of Institutional Research, the Director of University Advancement, the Controller, the Internal Auditor, the Registrar, the Executive Assistant to the President, the Director of Public Affairs, the Budget Officer, and the Faculty Senate President. The President of the University presides over this Council, which serves as an advisory group on administrative, instructional, and student affairs aspects of the University.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Office of Student Life

The Office of Student Life is the major liaison between students and the University administration. Under the Office of the Vice President for Student Affairs, the Office of Student Life is responsible for Student Health Services including the Infirmary, Student Medical Insurance, and Counseling referrals, campus housing approval, fraternity and sorority affairs. Other responsibilities include primary administration of student discipline, off-campus housing approval, fraternity, and sorority affairs.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Academic Divisions

The University is organized into seven colleges and Graduate Studies and Research. The academic colleges are Allied Health and Rehabilitation Professions, Business Administration, Education and Human Development, Liberal Arts, Nursing, Pharmacy, and Pure and Applied Sciences.

Each of the colleges has several departments. Two colleges support schools. The College of Liberal Arts has the School of Communication and the School of Music and the College of Pure and Applied Sciences has the School of Construction.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Deans of the Undergraduate Colleges

Seven academic deans head the undergraduate colleges of the University. They are appointed by the President upon recommendation by the Provost and Vice President for Academic Affairs. Each is responsible to the Provost and Vice President for Academic Affairs for directing and supervising programs and activities in the college through department heads and faculty and for coordinating the work in the college with that in the other academic divisions.

The dean of each college provides leadership in scholarship, curriculum development, and, with the Provost and Vice President for Academic Affairs and the Vice President for Business Affairs, develops and allocates annual budgets.

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

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Office of Continuing Education

The Office of Continuing Education sponsors all non credit continuing education offerings not specifically exempted from its control. The Office of Continuing Education is responsible for maintaining a master list of all campus continuing education programs. Members of the faculty and staff are encouraged to work with the Office of Continuing Education to develop their ideas into non-credit course offerings.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Department Heads

A department head is appointed by the President upon the recommendation of the academic dean and the Provost and Vice President for Academic Affairs. The department head is responsible to the academic dean for the management, supervision, and improvement of the department and to the faculty for representing their needs, suggestions, and accomplishments. The department head recommends faculty to the 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. The department head assigns teaching duties, prepares the departmental schedule of classes, and keeps staff advised of procedures and regulations.

The department head's position involves close association with the students, recruiting students for the University and the 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.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

University Committees and Councils

University committees and councils are appointed by the President upon the recommendation of the department heads, the Council of Academic Deans, and the President's Administrative Council. These groups aid in the effective operation of the University by studying and recommending policies, procedures, and changes. The University Committees are appointed to bring together responsible people selected from the various departments and divisions, including students, for the general good of the University. Each committee has the responsibility of continually reviewing practices and policies in its area of concern, as well as performing specifically designated duties.

Decisions made by the University Committees shall be regarded as recommendations until approved by the President, except in special cases as outlined in the committee charter. The format for conducting meetings and for preparing and filing the minutes of the University Committees is outlined below.

University Committee membership shall run from September to September. New terms for committee members shall begin with the appointments by the President. Committee membership shall remain the same until the new appointments are made by the President. Appointments are staggered for one-, two-, and three-year terms so that each committee retains a core of experienced members from one year to the next.

Administrative responsibility for the committees and councils is as follows:

- *President* - Athletics, Institutional Animal Care and Use, Scholarships, University Facilities, and Campus Planning
- *Provost and Vice President for Academic Affairs* - Admission and Credits, Assessment Planning Committee for Academics, Commencement, Computer Utilization, Council for Teacher Education, Curriculum, Developmental Education, Distance Learning, Environmental Health and Safety, Faculty Senate, Graduate Council, Human Subjects Research, International Education, Library, Research, University Honors Council
- *Vice President for Business Affairs* - Registration
- *Vice President for Student Affairs* - Fraternities and Sororities, Judicial Board, Parking and Traffic, Religious Activities, Student Life, Students with Special Needs
- *Vice President for University Advancement and External Affairs* - Development Committee

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Duties of Chairs of University Committees

1. Obtain from the previous chair the records of the committee and apprise the committee members of the charter of the committee.
2. Arrange for meeting times and places, prepare agendas, and call meetings of the committee.
3. Obtain or arrange for the provision to the committee of data, additional expertise, survey results, and other necessary information, so that the duties of the committee can be efficiently performed and appropriate recommendations can be prepared for the President.
4. Prepare or supervise the preparation of an annual report of the activities and recommendations of the committee and forward it to the respective Vice President.
5. Maintain a file which will include:
 - a. a statement of the charter of the committee,
 - b. the approved minutes of each committee meeting,
 - c. the annual report of the committee, and
 - d. documents, correspondence, data and other information that might be of continuing value to the committee.
6. Forward committee records to the new committee chair when a new committee chair is appointed.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Committee Minutes (Preparation, Recording, and Filing)

All committees are expected to keep minutes of policy and actions of all meetings, and these minutes are made available to all members of the faculty and staff.

When minutes of university committees are prepared, the original should be delivered to the respective Vice President for logging, copying, and routing. Upon final approval or disapproval by the President, one copy will be returned to the chairman of the committee indicating the action taken, after which the chairman is authorized to act accordingly; one copy will be retained in the Office of the Vice President, the original will become a part of the official records in the Library/Archives File for use by any faculty or staff member, and a copy will be posted on the campus computing system for easy access.

Since the committee minutes will be bound and will become a part of the permanent records of the University, it is desirable that all minutes should follow an established form.

Minutes Of The Meeting Of The (full title of committee) at top of the sheet followed by:

1. the date, hour, and place of meeting,
2. the name of the presiding officer,
3. list of members present,
4. list of members absent,
5. the minutes of the meeting broken down into numbered paragraphs (1 ... 2 ... 3 ... etc.),
6. the name of the chairman and the signature either of the chairman or the secretary of the committee, and
7. a place for the President's signature.

In all cases a left-hand margin of at least one and one-half inches should be allowed for binding purposes. If the minutes are long and involved, side heads or paragraph heads may be used to advantage, or important words may be underlined.

[Return to the University Organization Page](#)

[Return to Faculty Handbook Home Page](#)

Organizational Chart

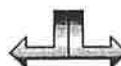
To download the latest organizational chart, [click here](#).

This document is in the Portable Document File (PDF) format and requires that a copy of [Adobe's Acrobat Reader](#) be available on your computer. A free copy of this program is available for downloading.

**University of
Louisiana System
Board of
Supervisors**

President

University Planning and Analysis



Assistant to the President

Provost/Vice President for Academic Affairs

**Vice President for
Student Affairs**

**Vice President for
Business Affairs**

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**Dean of Graduate
Studies and
Research**

College of Liberal Arts

- Art
- Communication

**Dean for Student
Affairs**

- Counseling

Budget and Statistics

Controller

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<ul style="list-style-type: none"> • Teaching and Learning Resource Center 	<ul style="list-style-type: none"> • Criminal Justice, Gerontology, Social Work, & Sociology • English • Foreign Languages • History & Government • Military Science • Music 	<p>Center</p>	<p>Purchasing</p>	<p>I</p>
<p>Continuing Education</p>	<p>College of Nursing</p>	<ul style="list-style-type: none"> • Recreational Services 	<p>Director of Business Operations</p>	<p>I</p>
<p>Dean of Enrollment Management</p>	<ul style="list-style-type: none"> • Nursing Foundations • Illness and Disease Management • Nursing Specialties and Professional Roles 	<ul style="list-style-type: none"> • Residential Life 	<ul style="list-style-type: none"> • Auxillary Enterprises <ul style="list-style-type: none"> ○ Bookstore ○ Food Services ○ Student Union 	<p>I</p>
<ul style="list-style-type: none"> • Admissions • Career Services and Testing • Enrollment Services and Admissions • Financial Aid and Scholarships • Registrar <ul style="list-style-type: none"> ○ Records • International Students/Veterans Affairs 	<p>College of Pharmacy</p>	<ul style="list-style-type: none"> • Student Development 	<ul style="list-style-type: none"> • Computing Center <ul style="list-style-type: none"> ○ Telecommunications 	<p>U</p>
<p>Dean of Information Services</p>	<ul style="list-style-type: none"> • Basic Pharmaceutical Sciences • Clinical and Administrative Sciences • Pharmacy Internal Operations • Toxicology 	<ul style="list-style-type: none"> • Student Life 	<ul style="list-style-type: none"> • Graphic and Technical Services <ul style="list-style-type: none"> ○ Campus Mail Services 	<p>C</p>
<ul style="list-style-type: none"> • Library 	<p>College of Pure and Applied Sciences</p>	<ul style="list-style-type: none"> • University Police 	<ul style="list-style-type: none"> • Human Resources 	<p>I</p>
<p>College of Allied Health and Rehabilitation Professions</p>	<ul style="list-style-type: none"> • Agriculture • Aviation • Biology • Chemistry • Computer science • Construction • Family and Consumer Sciences • Geosciences • Mathematics • Physics 	<ul style="list-style-type: none"> • Physical Plant <ul style="list-style-type: none"> ○ Auto Services/Service Station ○ Building Maintenance ○ Construction and Operations ○ Custodial Services ○ Grounds ○ Warehouse ○ Utilities and Telephones 	<p>I</p>	
<p>College of Business Administration</p>				<p>I</p>

Administration

- Accounting
- Computer Information Systems
- Economics and Finance
- Management and Marketing

College of Education and Human Development

- Instructional Leadership and Counseling
- Health and Human Performance
- Psychology

Physics

Dean of Enrollment Management

- Career/Testing Services
- Enrollment Services
- Financial Aid
 - Scholarships
- International Students/Veterans Affairs
- Registrar
 - Admissions
 - Records

Fiscal Information and Fringe Benefits

[Salary Checks](#)

[Long-Term Disability Insurance](#)

[Personal Services Policy](#)

[Individual Cancer Insurance](#)

[Overload Pay for Off-Campus
Classes](#)

[Annuity Programs](#)

[Travel and University Vehicle
Policies](#)

[Credit Union](#)

[Teachers' Retirement System of
Louisiana](#)

[University Overhead Fees](#)

[Optional Retirement Plan \(ORP\)](#)

[Group Insurance](#)

[State Retirees Reemployment](#)

[Additional Life Insurance](#)

[University Revenue Policy](#)

[Return to Faculty Handbook Home Page](#)

Salary Checks

Salary checks are distributed through department heads on the last working day of each month.

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.

Salary increments are normally awarded to faculty members who are promoted in rank or complete additional advanced degrees.

Summer school pay is normally based on the rate of 7 1/2% of the nine month salary rate per 3 hour course.

Before any faculty member can be placed on the University payroll, that person must complete a W-4 tax exemption form, an E-2 worker's compensation form, a retirement system form, a drug-free work place acknowledgment form, and any other optional payroll deduction forms. A Form 1-9 must be completed within three working days of the date of employment.

The department head is responsible 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.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

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 Budget Office even though not related to the employee's regular job or position. All payments to individuals who are not 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 payroll section of the Controller's office.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

Overload Pay for Off-Campus Classes

"Overload" compensation for off-campus classes, including telecourses, will be based on faculty rank according to the following schedule for a three semester-hour course:

- \$1600 for an Instructor;
- \$1800 for an Assistant Professor;
- \$2000 for an Associate Professor;
- \$2200 for a Professor.

Detailed information concerning forms, payment documentation and benefit options is available in the payroll section of the Controller's office.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

Travel and University Vehicle Policies

Introduction

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 is governed by the State Travel Office and by 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 canceled 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 University of Louisiana System Board of Supervisors' System President 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 (State Travel Office) in Baton Rouge.

State Travel Policies

Specific information relating to state travel policies can be found on the [Office of State Travel](#) site on the World Wide Web. Print versions of the Louisiana Travel Guide may be found in departmental offices.

University Vehicle Policies

[General Regulations](#) / [Accidents](#) / [Requests for Vehicles](#) / [Out-of-State Travel](#) / [Drivers and Passengers](#) / [Securing and Returning Motor Pool Vehicles](#) / [Gasoline Credit Cards](#) / [Vehicle Charges and Servicing](#) / [University Buses](#) / [Commercial Driver's License](#) / [Assigned Vehicles](#)

General Regulations

1. University-owned vehicles will be used only on official University business.
2. Only full-time employees of the University are authorized to request University owned vehicles. Note in subparagraph "University Buses" the procedures for student organizations to request University buses.
3. Only full-time employees of the University and graduate assistants who have completed the Louisiana Safe Drivers Courses are allowed to operate University-owned vehicles. No other students or student workers are allowed to operate these vehicles . All drivers of state vehicles must attend a Louisiana Safe Driver course within three months of entering the program and must attend a refresher course at least once every two years. These courses are offered on campus during regular working hours.
4. University-owned vehicles will not be operated in violation of any state or local laws.
5. 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.
6. This coverage insures and protects the University and authorized drivers from claims made by members of the public or any third party arising out of accidents involving University-owned vehicles.
7. Full-time University employees are covered by workmen's compensation in case of an injury which would result from a vehicle accident.
8. All authorized persons using 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.
9. 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 State Law.

[return to index](#)

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 I 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.

[return to index](#)

Requests for Vehicles

- 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.

[return to index](#)

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 the Vice President for Business Affairs.
2. 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 of 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.

[return to index](#)

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.

[return to index](#)

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.

[return to index](#)

Gasoline Credit Cards

- 1 . Credit cards may be picked up in the Purchasing Department during regular business hours, Monday through Friday. They are to be returned to the Purchasing Department as soon as possible upon return to the campus. Gasoline credit cards are not to be mailed.
2. University gasoline credit cards are to be used only for purchases made for University vehicles.
3. The use of University credit cards for the use 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 gasoline 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 gasoline 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.

[return to index](#)

Vehicle Charges and Servicing

1. Departments using motor pool vehicles for travel will be charged according to published price lists available in Auto Services. In addition to a mileage charge, the driver's travel expenses, based on state travel regulations, will be borne by the requesting department/organization.
2. Before it is received by the employee, the vehicle will be fully serviced and filled with gasoline 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.

[return to index](#)

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 Vice President 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.
5. University buses will be driven only by a duty 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.

[return to index](#)

Commercial Driver's License

1. The federal government requires that all drivers of vehicles carrying 16 or more passengers have a commercial driver's license endorsement, A Louisiana chauffeur's license will not be sufficient.
2. Under federal law, a driver may be on duty no more than 15 hours in any 24-hour period; no more than 10 hours of the 15 hours on duty may be spent driving, and a 30 minute break is required after five consecutive hours of driving.

[return to index](#)

Assigned Vehicles

1. There are certain vehicles which are permanently assigned to various departments such as Food Services, Enrollment Services, 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.

[return to index](#)

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

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 charges an overhead fee of 10% of revenues received after deductions are made for payments due to Auxiliary Enterprises for room, board, printing services, Activity Center use, etc.
2. Appropriate insurance must be provided by the activity sponsor. A copy of insurance policy(s) shall be provided by the activity's sponsor to the Controller's office. Both the policy and proper indemnification statements must be provided at least five working days prior to the event. The Purchasing Office can answer any questions regarding adequate insurance and indemnification statements.
3. The activity sponsor shall be required to deposit all revenues into an ULM 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. Usual department or division head approval must be obtained for this leave. Employees compensated for sponsored activities will have deductions made for taxes, and/or have deductions made for pay reported to the Teachers' Retirement System, whichever is applicable according to their employment status.
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.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

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 coverage is effective on the first day of the month after one full month of employment and remains in force as long as the faculty member is employed. Insurance coverage may be continued into retirement.

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 \$1,174.56. Coverage for the faculty or staff member and one dependent (including maternity coverage) is \$1,922.64 annually. Coverage for the faculty or staff member and family is \$2,327.52 annually. When, by reason of a change in family status (i.e., marriage, birth of a child), the class of coverage is subject to change, such change shall take effect on the date of the change (i.e., marriage date or birth date), provided application for this change is made by the employee within 30 days of the date of the change.

The life insurance accidental Death and Dismemberment benefits are available to all Active Employees and to Retirees under age 70 only, who are covered under the Basic or Basic plus Supplemental Plan of Life Insurance.

Group term life insurance is available through the State Employees Group Benefits Program from Continental Assurance Company (CNA). Eligible employees may choose Basic Life Insurance or Basic plus Supplemental Life Insurance. The life insurance includes special payment provisions for cases of accidental death or dismemberment. Optional dependent life insurance is also available.

BasicLife Insurance

Face amount of \$5,000 on the employee

Optional Dependent Life*

- Option 1 - Face amount of \$1,000 on spouse and \$500 on each eligible child.
- Option 2 - Face amount of \$2,000 on spouse and \$1,000 on each eligible child.

Basic plus Supplemental Life Insurance

Face amount of 1 1/2 times the employee's annual salary, rounded to the nearest \$1,000; maximum face amount of \$40,000 on the employee.

Optional Dependent Life*

- Option 1 - Face amount of \$2,000 on spouse and \$1,000 on each eligible child.
- Option 2 - Face amount of \$4,000 on spouse and \$2,000 on each eligible child.

***Please Note:** There is no state contribution to the premium for this optional coverage. Plan Members must pay the full additional premium for optional dependent life insurance.

Active and retired employees age 65 and over, but not yet age 70, will have a face life amount of 75 percent of the amount in force immediately prior to attainment of age 65. Active and retired employees age 70 and over will have a face life amount of 50 percent of the amount in force immediately prior to attainment of age 65 (reductions in face life amounts go into effect on the July 1 following attainment of age 65 and 70). There are no accidental death and dismemberment provisions for retired employees age 70 and older.

All claims relating to life insurance benefits are determined in accordance with the terms and conditions of the contract between CNA as insurer and the Program as policyholder.

The State Employees Group Benefits Program (SEGBP) has entered into P.P.O. contracts with providers (hospitals, clinics, doctors, etc.) across the state. These contracts provide an elective choice for the covered plan member to obtain health care at a reduced cost to the plan member and the Program. When using one of these P.P.O.'s no claim form will be required, the inpatient deductible is waived, and the P. P.O. will bill the SEGBP directly for services rendered. (Rates set forth in each contract may differ, so the plan member should call the P.P.O. that he/she is interested in to obtain the information regarding the costs involved.) Please remember that the use of a P.P.O. is not required and is the plan member's ultimate choice, but failure to use a P.P.O when one is available will result in payment by the Program of a lesser percentage (50%) during the coinsurance period, i.e., first \$5,000 eligible expenses following applicable deductibles.

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

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

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.

New York Life Insurance Company also has additional life insurance available through payroll deduction. Please contact local agents at 387-4771 or 300 Washington Street, Suite 300, Monroe, LA 71201.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

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. The plan provides employees with a choice of 50, 40, or 30 per cent of their annual salary up to a maximum benefit payment of \$5,000 per month in case of disability from sickness or accident. Cost of these benefits is determined by age and 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 UNUM Life Insurance Company. Enrollment forms and further details may be obtained from the Payroll Office or the Department of Human Resources.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

Individual Cancer Insurance

Individual supplemental 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 or the Department of Human Resources.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

Annuity Programs

Tax-deferred annuity programs approved by the University of Louisiana System Board of Supervisors are available to ULM 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 ULM if the company already has other employee clients at ULM. A complete listing of approved companies may be obtained from either the Payroll Office or the Department of Human Resources.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

Credit Union

The La Capitol Federal Credit Union is located near the campus at 2600 Ferrand, Monroe, LA 71201 with all financial services available. Membership is open to faculty and staff. Deposits to \$100,000 are insured by the National Credit Union Administration. They may be contacted by phone locally at 362-5161.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

Teachers' Retirement System

Membership in the Teachers' Retirement System of Louisiana is mandatory as a condition of employment for all academic and unclassified employees under the age of sixty. An employee eligible for the TRSL but who is reasonably certain they will not continue in their current position, or who do not plan to remain in Louisiana, may enroll in the Optional Retirement Plan which is portable to most other U.S. colleges and universities. All part-time, seasonal, or temporary employees must contribute to FICA. 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.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

Optional Retirement Plan (ORP)

The Optional Retirement Plan, a defined contributions plan established during the 1989 legislative session, is an alternative retirement plan available to academic or unclassified employees of public institutions of higher education. The ORP allows portability of retirement contributions because the retirement benefit plan is provided by a private carrier.

Employees who are interested in the ORP should contact the Department of Human Resources. A pamphlet comparing the benefits of TRSL's retirement plans and an ORP is available.

The decision to participate in the ORP is irrevocable; that is, members who choose the ORP can never change their minds and join TRSL.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

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 ULM'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. ULM Foundation contributions and payments should be paid at the ULM 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 ULM units approved for receiving revenue relating to their operations are:

- Athletic Ticket Office Games Area
- Campus Bookstore "Indian Collection Shop"
- Computer Learning Center Natatorium
- Concert Events Occupational Therapy Clinic
- Dental Hygiene Clinic Library
- Dining Facilities Soil Lab
- University Concerts

3. Payments for Continuing Education may be paid through Central Bank or the "Indian Bank."

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 ULM payment vouchers for accurately identifying student and other payments to "Indian Bank" personnel.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)

Services and Privileges

[Computing Facilities](#)

[Mail Service](#)

[Athletic Tickets](#)

[Merchandising](#)

[Identification Card](#)

[Physical Plant](#)

[Concert Tickets](#)

[Office of Public Affairs](#)

[Activity Center](#)

[Graphic and Technical Services](#)

[Natatorium](#)

[Vehicle Registration and Parking](#)

[Activity Center / Natatorium Fee Schedule](#)

[Grants and Contracts](#)

[Telephone System](#)

[Tuition Fee Exemption](#)

[Community Service Speaking Opportunities](#)

[Clerical Assistance](#)

[Opportunities](#)

[Library Services](#)

[Lost and Found](#)

[Return to Faculty Handbook Home Page](#)

Computing Facilities

ULM provides a wide variety of computing resources for faculty, student, and administrative use. These include centralized computing services; college and departmental networks; and stand alone personal computers.

The purpose of the Computing Center is to provide computing and information services to support various aspects of the University.

Objectives:

- Provide centralized computing platforms for the University. (IBM ES9000/170, Digital Alpha and Sun Server).
- Provide orientation, training, and general computing support for faculty and staff.
- Strive to improve access to computing at ULM and, within the resources available, provide the most appropriate and current technology that will meet the needs of the administration, faculty, staff, and students.
- Provide reliable and responsive connections to external computing resources.
- Develop means to provide centralized support for information technologies to include multimedia and distance learning.
- Provide programming support for administrative, student, and academic processes.

Hardware/Software Platforms

Academic Systems:

- Digital Equipment Corporation Alpha 2100 Server
- Sun/Unix

Administrative Systems:

- IBM ES/9000 Model 9221-170 running CICS under MVS/XA
- SCT's Z-system for Student Information, Financial Records, and Human Resources.

Services	Location	Phone
Account Requests	Admin. 1-158	Ext. 5024
System Configuration and Specifications	Admin. 1-156	Ext. 5015
PC Support and Training	Admin. 1-86	Ext. 5031
System Support and Hardware Connections	Admin. 1-155A	Ext. 5015
Site License Software Distribution and Test Grading	Admin. 1-83	Ext. 5032
Problem Intervention and Resolution	Admin. 1-86	Ext. 3333

Satellite Reception	Admin. 1-157	Ext. 5019
Macintosh Support and Web Page Development	Strauss 158	Ext. 3411

Additional information is available on the [ULM Computing Center Web page](#).

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Athletic Tickets

Athletic ticket information, such as prices, location, and payroll deduction, can be obtained from the Athletic Ticket Office in Malone Stadium or by calling 342-5416. The Ticket Office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

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 \$10.00 charge.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Concert Tickets

University Concerts brings to the area musical and dramatic cultural programs from the highest professional quality touring companies. Season tickets are available each fall. Information can be obtained by calling 342-3611.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Activity Center

The Activity Center at The University of Louisiana at Monroe is one of the finest recreational/ fitness facilities in the South. The \$5 million student-funded facility opened March 1, 1993. The 88,000 square foot complex houses the administrative, Intramural, Recreational and Wellness offices and includes five multipurpose courts (basketball, volleyball, and badminton), six glass-wall racquetball and volleyball courts, a 2,300 square foot aerobics/dance room, a 4,200 square foot weight room with machines and free weights. Also included in the complex is a cardiovascular/fitness area with stationary bikes, stairmasters, rowing machines, nordic track, treadmills and stretching area, an elevated cushioned jogging track (6.5 laps/mile) with pace clocks, men's and women's locker rooms each equipped with sauna and steam room, a lounge area with big screen TV and refreshment center, and a service center for equipment checkout, locker rental, towel service, racquet stringing, and racquetball reservations. Recreational equipment is available at no charge for faculty checkout through the Service Center located in the facility.

ULM faculty and their spouses are eligible for membership through payroll deduction for \$10.00/month for each member. A valid ULM ID is required for entry into the facility. Children under the age of 18 (not attending ULM) must be accompanied by a parent member. That individual must supervise the child during his/her stay at the facility according to the rules for each activity area, and may not leave the child at the Activity Center. Children under 18 are not to be "dropped off", unchaperoned for the day. Children under 13 years of age will not be permitted in the weight room or the upstairs track/fitness area. Parents are expected to be familiar with the application of age restrictions to certain areas of the Activity Center and they are responsible for familiarizing their children with the policies and procedures of the Activity Center.

The Wellness Program provides comprehensive wellness services to the university community composed of: quality health promotion and disease prevention education; programs and services offered by trained, qualified staff; and a full-service health and fitness facility.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Natatorium

Faculty members are eligible for individual or family Natatorium membership. Memberships are available on a semester or a monthly basis. Children under 13 years of age using the facility must be accompanied by a member adult. Children 13 and older may use the facility on their own upon presentation of a valid I.D. Additional information can be obtained from the Natatorium Manager by calling 342-5315.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Activity Center / Natatorium Membership Fee Schedule

Activity Center Exclusive

Faculty/staff/spouses (each) - \$10.00/month

Alumni (per person) - \$120.00/6 months

Natatorium Exclusive

Faculty/staff/spouses - \$5.00/month

Faculty/staff family membership - \$10.00/month

Alumni (per person) - \$60.00/6 months

Alumni family membership - \$120.00/6 months

Activity Center/Natatorium Joint Membership

Faculty/staff/spouses (each) - \$15.00/month

Faculty/staff family membership - \$30.00/month

Alumni (per person) - \$150.00/6 months

Alumni family membership - \$270.00/6 months

Faculty/staff will use payroll deduction. Alumni will pay semiannually (July 1 and January 1).

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Tuition Fee Exemption

A faculty or staff member who has been employed full-time at least two years may enroll for undergraduate or graduate instruction at a reduced fee schedule which shall annually be set by the Board.

Spouse and children of full-time faculty and staff members employed for five years may attend ULM undergraduate instruction only at a reduced fee schedule which shall be set by the Board, plus any student assessed fees at the institution. Generally, children who qualify will be limited to those who are eligible dependents for tax purposes during the calendar year in which the fee exemption is issued.

The reduced fee schedule for qualified faculty, staff, and dependents shall provide for a minimum charge of \$150 per semester for full-time students and a minimum per credit hour charge for part-time students based on proration of the full-time minimum charge.

Dependents of deceased faculty and staff shall be eligible for the tuition exemption provided the faculty or staff member was in service and eligible for the exemption when death occurred.

Dependents of disabled faculty and staff, as determined by the Teachers' or State Employees' retirement Systems, but otherwise eligible for the tuition exemption provided for herein, shall maintain eligibility for the tuition exemption.

Faculty and staff are granted the tuition exemption from self-assessed fees, but dependents shall not be exempted from self-assessed fees.

Application forms are available in the Department of Human Resources.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Clerical Assistance

Each full-time faculty member may request 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.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Library Services

The University Library contains more than 800,000 volumes in both print and non-print formats for the use of all patrons. The Library's online catalog, NEON (NorthEast Online Network) is part of the statewide LOUIS (Louisiana Online University Information System) and provides author, title, subject, series, keyword, and call number access to materials in the collection at Northeast as well as other academic libraries in Louisiana.

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 the 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.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

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 9:00 a.m.- 3:00 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.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Merchandising

The Indian Collection offers a wide selection of ULM clothing, souvenir, gift, and commemorative items of interest to ULM fans. During basketball games, items may be purchased in Ewing Coliseum, Room 107. During football games, items may be purchased on Levels 2 and 3 in Malone Stadium. Items may also be purchased during normal business hours at the University bookstore.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Physical Plant

Routine Maintenance Work Request forms should be used to request routine (non-emergency) services from all Physical Plant departments except for Property Control. These forms are in loose leaf binders located in strategic offices around campus. Emergency service is available by telephone at Extension 5190 during normal business hours (7:30 a.m. to 4:00 p.m., Monday through Friday). Calls should be made as early as possible to avoid having to hold personnel over on overtime. After hours service is available for emergencies by calling University Police at 5350, or by calling the appropriate person on the "call-out" list which is published periodically by Physical Plant.

To Report	Call Extention
Heating/Air Conditioning Problems	5190
Plumbing leaks, sewer stoppages	5190
Electrical shorts, power outages	5190
Door and hardware problems, security needs	5190
Elevator malfunctions	5190
Broken windows	5190
Roof leaks	5190
Special custodial service, spills, restroom supply	5189
Fallen trees or tree limbs	5165
Exterior insect control, wasps, etc.	5165
Interior insect control, roaches, termites, etc.	5191
Telephone outages	5555
Overloaded dumpsters	5172
All other emergencies	5170

Routine Maintenance Work Request forms are not intended for use to request major renovation or modification projects. Those types of projects which are more extensive than routine maintenance and which require funding from outside Physical Plant budgets can be initiated by requesting a project feasibility and cost estimate study. Physical Plant will provide preliminary planning and engineering, schematic design studies, cost estimates and evaluations of impact of the proposed project on maintenance requirements, custodial service, energy, etc. Forms for such requests, "Request for Project Feasibility Study and Cost Estimate", are available in Approving Agents' offices.

The appropriate Property Control form should be used for requests concerning Movable Property. Routine Maintenance Work Request forms may be used to request any other service provided through Physical Plant. However, requests for some services will be expedited when submitted on other forms, as follows:

- Locksmith services - submit an Interdepartmental Request;
- Telephone services - submit a Telephone Service Requisition;
- Special Setups - submit a Request for Special Setup.

Requests for custodial services in areas other than Food Services should be telephoned to Custodial Services at Ext. 5189 or 5190.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Office of Public Affairs

Public Affairs includes the units of marketing, media relations, publications, sports information, and photographic services.

Information about the University and its activities should be disseminated to the news media through the Office of Public Affairs, extension 5440. Faculty members should work through their department heads to inform Public Affairs 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.

Public Affairs coordinates the University Speakers and Artists Bureau. The Speakers and Artists Directory lists University personnel who are available for presentations to civic clubs and other groups.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

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 Public Affairs.

The Copy Center (located in Graphic Services) 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. 5157. Charges will be assessed for printing, copying, and office machine repair.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

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 ULM Traffic and Parking Regulations. It is important that campus regulations, as outlined in the ULM Traffic and Parking Regulations, be studied and observed.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Grants and Contracts

In order to encourage research and other forms of career development by members of the faculty, the Office of Graduate Studies and Research 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.

Functions of the Office of Graduate Studies and Research include initiating proposals; disseminating information about Request for Proposals to faculty and staff, coordinating efforts of faculty in pursuit of grants and contracts; assisting in the procurement of appropriate signatures, releases and assurances; and providing assistance to faculty in grant administration. Prospective grant and contract proposal writers should notify the Office of Graduate Studies and Research 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 Graduate Studies and Research.

In cooperation with the college dean, a faculty member's teaching and service load may be adjusted based upon the time contributed to extramurally-funded projects with the expectation that the project reimburses the University for that contribution; the recipient may use a portion of the indirect cost of a project for furthering his/her University associated research activities (e.g., purchase of special supplies and equipment not necessarily directly related to the grant; professional travel; purchase of special books and other publications for the library; and purchase of computer hardware or software for his/her individual use. Such purchases, however, remain the property of The University of Louisiana at Monroe).

Under certain circumstances and with the approval of the department head, dean, and President, a faculty member may receive overload pay for participation in a project. Time for which overload pay is received must be outside normal working hours or during annual leave (in the case of twelve-month employees). Maintaining proper time records signed by the faculty member and his/her immediate supervisor is expected and is monitored by the ULM Office of Human Resources and the Internal Auditor. The amount of overload pay shall be determined by the dean of the college and approved by the Provost and Vice President for Academic Affairs. Salaries earned from a grant or contract are subject to taxes and other withholdings as specified by University guidelines save fringe benefits.

The information below is available for all faculty in the Office of Graduate Studies and Research.

Pre-Award Procedures

All research and project grant or contract proposals by faculty should be reviewed through normal channels before any documents leave the campus. Proposals to be reviewed by the Institutional Animal Care and Use Committee or the Human Subjects Research Committee should be submitted

for review at least two weeks before the mail date. The final draft of the grant or contract proposal should be submitted for University review at least one week before the mail date. Grant and contract routing forms (available in the office of Graduate Studies and Research) should be used for this purpose, with the required number of original signature copies. It is the responsibility of the Project Director to be on campus during the review process and to mail the proposal (certified mail, return receipt, recommended for this process) or hand deliver it to the funding agency.

ULM Institutional Animal Care and Use Committee

Any research or project involving the use of vertebrate animals should be reviewed and approved by the Institutional Animal Care and Use Committee. Forms for this review are available in the Office of Graduate Studies and Research. The current ULM HHS Assurance Identification Number is A3641-01.

Human Subjects Research

Any research or project involving human subjects should be reviewed and approved by the Human Subjects Research Committee. Forms for this review are available in the Office of Graduate Studies and Research.

Matching Funds

Certain funding agencies may require that funds be matched by the University. Matching funds may be in the form of new cash from the University operating budget, fees collected for the project, or other funds. Matching funds may also include money currently obligated in the University budget, called in-kind contributions.

Requests for matching University funds must be submitted at least two weeks prior to proposal deadline using appropriate forms available in the Office of Graduate Studies and Research. New off-campus cash contributions should be certified by a letterhead memorandum from the contributing agency and included with the final draft of a proposal.

Fees or other funds collected during the period of any project may be used to match grant and contract awards.

In-kind contributions may include a portion of the salaries, wages and fringe benefits of personnel working on a project; materials and supplies; operating services; space utilization fees (the current rate is \$9/square foot/semester); capital outlay; travel and other direct costs. Project Directors should maintain personnel time sheets; long-distance telephone call slips; travel vouchers; printing, materials and supplies requisitions; capital outlay requisitions; and other corroborating documentation in such a manner as to expedite an audit.

Indirect Costs and Fringe Benefits

Indirect costs and fringe benefits should be budgeted in all grant and contract applications. For projects on campus, the current HHS negotiated indirect costs and fringe benefits rates are fifty

percent of direct salaries and wages excluding fringe benefits and twenty percent of salaries and wages excluding graduate students and nine-month faculty in the summer, respectively. Off-campus, the indirect costs rate is twelve percent of salaries and wages. A copy of the current HHS indirect costs rate agreement is available in the Office of Graduate Studies and Research.

Current University policy is that fifty percent of indirect costs is returned to the budget unit in which the grant or contract is written, 30% is returned to the University operating budget, 10% to the Dean of the college in which the grant or contract is written, and 10% to the Vice President for Academic Affairs budget unit. Project Directors should receive approval through normal channels before indirect costs are negotiated downward or used as a match.

Revision of Grant and Contract Proposals

All revisions of original grant and contract proposals should be reviewed and approved through normal channels before they leave campus. Revisions should be submitted for University review at least one week before the mail date. The required number of original signature copies plus one file copy should be used for this purpose. The latest version of the proposal submitted should be attached for reviewer reference. It is the responsibility of the Project Director to be on campus during the review process and to mail the proposal (certified mail, return receipt, recommended for this process) or hand deliver it to the funding agency.

Withdrawal of Grant and Contract Proposals

After administrative review, the University may elect to withdraw any grant or contract proposal.

Post-Award Procedures

Grant and Contract Budgets

All new grant and contract budgets should be prepared by the Project Director as approved by the funding agency using ULM Expenditure object codes, as amended, and utilizing a Project Master Budget form with a signed award letter, a signed award contract, or a photo copy of the award check attached. All budgets are to be reviewed and approved by the Grants and Contracts Officer in the Controller's Office.

Revisions of Grant and Contract Budgets

Any revisions to original grant and contract budgets should be made in a timely manner utilizing a Request for Internal Budget Adjustment form or a Request for Budget Adjustment From Sponsoring Agency form before any charges are made to a new budget category or an old budget category requiring additional funds. Requests must be filed for review with the Grants and Contracts Officer in the Controller's Office.

Unless a budget revision has been approved through normal channels, expenditures should be made only from a budget category approved by the funding agency (e.g., personnel paid from Personal Services, ULM expenditure object code 1000, should not be paid from Professional Services, ULM

expenditure object code 5000).

Fees or other funds collected as matching funds should be by check and deposited to the grant and contract account by master budget number and expenditure object code number at "Indian Bank". Faculty receiving cash (e.g., from ticket sales) should not hold the cash personally for any reason. If necessary, special arrangements should be made through the Controller's Office for night deposits. Immediately afterward, a budget adjustment form should be filed with a bank deposit slip attached for the amount received.

Personnel Paid with Grant and Contract Funds

All personnel paid with grant and contract funds should be selected in accordance with the granting agency's policy in effect during the award period and in accordance with current University policy. In a special case where a Project Director should be appointed, a letter of appointment should be prepared by an immediate supervisor. Appointment letters should be accepted by an employee and copies should be retained in the Project Director's file and the grant and contract file in the Office of Graduate Studies and Research. Board of Supervisors' approval is required for each position prior to hiring. This should be coordinated with the Budget Office.

Payroll Distribution for Personnel Paid with Federal Grant and Contract Funds

For each ULM organizational unit, the distribution for salaries and wages of professorial or professional staff should be based on an after-the-fact activity records method in accordance with federal management and budget circulars A-21 and A-110, as amended. Under the after-the-fact activity records method, reports should reflect an after-the-fact distribution of activity extended by each ULM employee involved. This method must reasonably account for one hundred percent of the work for which the ULM employee is compensated and which is required in fulfillment of the employee's obligations to ULM.

Unless a clear case for overload pay (see below) is established, no ULM employee should be paid more than one hundred percent of his/her regular salary or wages from federal grants or contracts. In the case of multiple awards, copies of certifying documents should be maintained in the Project Director's file and in the grant and contract file in the Office of Graduate Studies and Research.

Full-Time Faculty Paid with Grant and Contract Funds

Full-time faculty paid salary and fringe benefits from grants and contracts should be appointed using a payroll action form. A vita (for new faculty only), a job description, and an appointment letter (which clearly states the base salary, project salary, term of employment, grant and contract master budget and expenditure object code numbers and the percent of base salary charged to the new grant) should be attached for review and approval through normal channels before any payments are made by the Payroll Office. In the case of multiple grant and contract payments, a sentence should be added to the appointment letter explaining the percentage

These forms should be submitted in a timely manner and reviewed and approved through normal channels before any payments are made by the Payroll Office. In this case, grant and contract funds

will supplement ULM operating funds and be paid from an ULM expenditure object code corresponding to the line item approved by the funding agency. Current University policy is that no full-time faculty member should receive during a regular period of employment salary, wages, and consultant fees from grants and contracts a sum which collectively exceeds thirty percent of the base salary.

Faculty Resignations from Grants and Contracts

A letter of resignation is required in the event that a faculty member elects to resign from a grant or contract position of employment. This document is particularly important in the case of a Project Director because the University must notify the funding agency of the resignation and the name of the replacement as soon as possible. Copies of a letter of resignation should be kept in the Project Director's grant file and in the grant and contract file in the Office of Graduate Studies and Research.

Faculty Terminations from Grants and Contracts

Faculty members may be terminated by the University from a grant or contract position of employment if they have violated a sponsoring agency's policies and procedures or any of the University's policies and procedures.

Faculty Purchases with Grant and Contract Funds

Faculty payments for materials and supplies, capital outlays and operating services with grant and contract funds should be processed from within their own budget units and in accordance with procedures established by the funding agency, the University Purchasing Office and the State of Louisiana. Faculty Project Directors should carefully adhere to all bid laws governing such purchases.

Inventory of Equipment Purchased with Grant and Contract Funds

All equipment purchased with grant and contract funds must be inventoried by the University Property Control Office. Usually this office will be notified by the University Purchasing Agent of any equipment purchases, but it is the responsibility of the faculty Project Director to make sure that all equipment purchased with grant and contract funds is inventoried during the term of the sponsored project.

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's 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 Graduate Studies and Research 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 Graduate Studies and Research.

Closing Grant and Contract Accounts

All grant and contract accounts should be closed out at the end of the term stated in the award letter for the project. If a grant or contract is renewed for successive terms, a new budget account should be prepared and a new account number should be assigned after administrative review approval.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Telephone System

The campus telephone system is owned by The University of Louisiana at Monroe and is maintained by the Telephone/Utilities Department of Physical Plant. Charges for telephone service, new equipment and special service features are made according to a published price list which is available by request from the Telephone Office. All repair and maintenance of telephone system equipment will be done by personnel from the Physical Plant Telephone Office. No other agent is authorized to do any work on any equipment which is a part of, or connected to, the University telephone system.

Direct access long distance telephone service (1 + dialing) is available at designated faculty and administrative telephones. Service is provided to the University through the State Office of Telecommunications (OTM).

University telephone credit cards were discontinued in May, 1994. Individual business credit cards are available through Colonial Communications. All charges on these cards are billed directly to the individual card holder.

Personal emergency long distance calls are to be reported by the Department Head to the Controller's Office on an Emergency Personal Telephone Call Slip. Individuals will be billed by the Controller for long distance charges for emergency calls.

Direct access long-distance calls made from faculty and administrative telephones are charged to the budget unit designated at the time the telephone is installed. The Controller's Office submits to each Budget Unit Head monthly an itemized list of long-distance charges for each telephone assigned to that department. Department heads should notify the Telephone Office of any changes in telephone assignments.

Operator assisted and credit card calls (O + dialing) are available at most phones campus-wide. Indian Call credit cards are available to students who live on-campus and have telephone service in their rooms. Application for this service must be made at the Telephone Office.

Students living in residence halls provide their own telephone sets.

All calls made to off-campus phones, both local and long distance, require dialing a 9 as a first digit.

To reach a telephone:	Dial:
On campus	Last 4 digits of listed number
Local (Monroe) area	9 + seven-digit number
Long Distance Bell Credit Card	9 + 0 + area code + seven digit number 9 + access number designed by credit card service company

Other Credit Card	9 + area code + seven-digit number followed by credit card number as instructed at the tone
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Since this service results in charges to departmental budgets, level of service of each assigned telephone line must be approved by Budget Unit Heads.

The ULM Telephone Directory is updated each fall from information provided by budget unit heads. The student information comes from the Student Information System maintained by the Registrar's Office. The directory is intended for the internal use of ULM employees and is not intended for commercial use by any other organization.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Community Service Speaking Opportunities

University personnel who wish to present programs to organizations in the Monroe area as a public service are encouraged to do so. To facilitate this community service, all personnel wishing to participate are asked to contact the Office of Public Affairs to register their special areas of expertise. Public Affairs will serve as a clearing house to match requests from the public with persons willing to provide programs.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

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, Ext. 5350.

[Return to the Services and Privileges Page](#)

[Return to Faculty Handbook Home Page](#)

Faculty Employment Policies

<u>Affirmative Action/Equal Opportunity Policy</u>	<u>Non-Tenure Track Appointment</u>
<u>Initial and Continuing Appointment</u>	<u>Part-Time Faculty Employment</u>
<u>Academic Workload Policy</u>	<u>Faculty Tenure</u>
<u>Academic Misconduct</u>	<u>Tenure Procedure</u>
<u>Code of Ethics for Public Employees</u>	<u>Termination of Faculty Appointments</u>
<u>Seeking or Holding Public Office</u>	<u>Termination of Employment</u>
<u>Teaching Assignments</u>	<u>Termination of Service of Tenured Faculty</u>
<u>Faculty Absences</u>	<u>Academic Freedom and Professional Responsibility</u>
<u>Faculty Meetings</u>	<u>Termination of Non-Tenured Faculty</u>
<u>Nepotism</u>	<u>Policy Statement for Possible Reduction in Faculty</u>
<u>Summer Employment</u>	<u>Leaves of Absence</u>
<u>Outside Employment</u>	<u>Annual Leave, Faculty Leave, and Holidays</u>
<u>Overload Pay</u>	<u>Sabbatical Leave</u>
<u>Promotions</u>	<u>Sick Leave</u>
<u>Faculty Rank</u>	<u>Compensation for Sick Leave</u>
<u>Criteria Relating to Faculty Rank</u>	<u>Maternity Leave</u>
<u>Criteria Relating to Graduate Faculty Status</u>	<u>Funeral Leave</u>
<u>Faculty Evaluation</u>	<u>Military Leave</u>
<u>Criteria, Instruments, and Procedures for Determination of Merit Raises for Faculty</u>	<u>Faculty Appeal Procedure</u>

Affirmative Action/Equal Opportunity Policy

The University of Louisiana at Monroe firmly supports the national policy of Affirmative Action/Equal Employment Opportunity as set forth in the University Affirmative Action Plan. The University policy in the area of equal employment opportunity shall be administered without regard to race, color, religion, sex, age, national origin, physical or mental handicap, or status as disabled veterans or veterans of the Vietnam Era. University policy also prohibits sexual harassment in accordance with state and federal law and regulation. Additionally, University policy allows for sick-leave use for maternity reasons and treats such requests in a manner similar to leave requests for any other temporary disability. Execution of this policy requires vigorous efforts which the University administration supports.

The University of Louisiana at Monroe policy fully embraces equality of opportunity for all employees by affirming that the University will take affirmative action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment, i.e., upgrading, demotion, transfer, promotion, recruitment, advertisement, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and other employment practices. A copy of the "Racial, Ethnic, Cultural, and Handicapped Awareness Policy" is available from the Office of Human Resources. A copy of the Sexual Harassment Policy is available in each department and in the Office of Human Resources.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Initial and Continuing Appointment

New appointees are recommended by department, school, or division heads to academic deans, subject to the approval of the Provost and Vice President for Academic Affairs and the President, who recommends prospective faculty members to the University of Louisiana System Board of Supervisors.

Should a tenure track appointment above the rank of instructor be made, it is assumed to be continuous, subject to the regulations of the University of Louisiana System Board of Supervisors, 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 nontenure track basis may be made subject to the approval of the University of Louisiana System Board of Supervisors. Faculty employed on a nontenure 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Academic Workload Policy

Assignment of specific academic workload is the responsibility of the department or division head in consultation with the college Dean. Evident from the 1997 Faculty Wordload Study conducted by the Faculty Workload Task Force, faculty workload may include classroom, laboratory and/or clinical instruction; student advising and interaction involving special projects, thesis and dissertation committees and independent or directed studies; research, scholarly and creative activities and projects; and University, professional, and community service activities.

The expected teaching assignment for full-time, tenure-track faculty not actively engaged in research is 12 contact hours. For instructors, a 15 contact hour load is expected. The distribution of workload duties varies from one person to another and from semester to semester based upon the mission and specific goals of individual academic units. In consultation with the faculty, each department or division head may adjust workload assignments while being consistent with stated departmental goals and faculty plans. Instructional commitments may vary according to course level (upper or lower division undergraduate, graduate, advanced graduate), course format (e.g., practicum, internship, production, performance, workshops), and delivery considerations (seminar, auditorium, distance education). Assigned commitments to research, scholarly, creative, and service activities may also impact academic workload assignments. In some instances, consideration for prescribed accreditation or professional standards may also affect individual academic workload assignments within individual units.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Academic Misconduct

"Academic Misconduct" is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting, or reporting research. Such acts seriously compromise the integrity of the University and shall be dealt with in a manner which will assure any funding source that any and all extramurally funded research activities conducted at The University of Louisiana at Monroe are always subject to the highest standards of professional ethics.

Policies and procedures are maintained on file in the University Office of Graduate Studies and Research and for scientific research are closely aligned with the requirements of the United States Public Health Service guidelines. Although these policies are primarily aimed at research activities funded by extramural sources, research efforts of faculty and graduate students funded by the University shall be governed by applicable portions of the policies.

Any individual for whom allegations of misconduct are substantiated will be subject to appropriate disciplinary action by the University. This may include termination, if deemed necessary by University officials.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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 Supervisors mandates employees must meet the following requirements:

1. Prior to the date of qualification, the employee must notify the President of his/her intention to run for public office.
2. The employee must continue to teach and perform other duties required of his/her position, including the keeping of required office hours.
3. If the employee cannot continue teaching and performing the other duties required of his/her 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 Supervisors.

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

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Faculty Meetings

Meetings of the faculty may be called by the President as deemed 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 regularly with the Provost and Vice President for Academic Affairs and 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Nepotism

In accordance with the policy by the University of Louisiana System Board of Supervisors, 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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/she 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Outside Employment

It is recognized that the faculty of The University of Louisiana at Monroe 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/her 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/her department head, including duties, remuneration, and time required for the activity. The dean shall inform the Provost and Vice President for Academic Affairs and the President of the details of each case that he/she 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. If monies are earned from outside employment it is University policy that all 12-month employees will take annual leave if monies earned are not returned to the University in any manner and time required for consulting is during the regular 40-hour work week.

In accordance with Louisiana revised Statutes and policies of the University of Louisiana Board of Supervisors, each full-time employee of The University of Louisiana at Monroe must report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid. A separate disclosure form is required for each outside employment activity reported. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted at that time. If no outside employment qualifies for disclosure, please fill in Name, Title or Classification, and Department, and state "none" in the blank for Name and Address of Outside Employer or Business.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Overload Pay

Overload pay policies relate to work, affiliated with ULM, performed outside of the regular work week. Payment is processed through University payroll to the employee. The maximum amount of overload pay allowed will be 30% of the employee's base salary for the contract period.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Promotions

The procedure to seek promotion discussed below is considered a significant event in the overall process of faculty development. The substantial input of senior faculty to their junior colleagues at this stage should be a natural progression of earlier support and mentoring.

Deadlines

By the second week of September the faculty member seeking promotion, the department head, or both, should decide upon the possibility of applying for promotion so that the applicant may begin to gather the appropriate documentation. Additional mentoring by the department head is encouraged at this time. This date is not to be considered a final deadline for initiation of the promotion process.

By the last week of September the department head will form a Departmental Promotion Committee. Only one promotion committee will be formed in each department. The Committee will elect a chair and a secretary of the Committee. For purposes of this procedure, departments will be defined as budgetary units. All reasonable security measures will be taken at all levels of the procedure to insure confidentiality. Additional mentoring by members of the Departmental Promotion Committee is encouraged at this time.

By the first week of February the faculty applicant for promotion will submit a cover letter, vita and supporting documentation to the department head.

The office of the Provost and Vice President for Academic Affairs (VPAA) will notify the academic deans and department heads of the timetable for the processing of applications for promotion procedures.

The Departmental Promotion Committee will consist of faculty with the rank of Assistant Professor and above, excluding the department head. Only faculty at or above the rank to which the applicant aspires will consider the applicant for promotion. If the configuration of the department does not allow for this ideal structure, (e.g., no professors in a budget unit that has an applicant for professor) then the department head and department faculty will submit a committee structure plan to the academic dean and the VPAA for approval as an exception to the procedure.

The department head will make appropriate documentation available to the chair of the Departmental Promotion Committee. Copies of the cover letter and vita of the applicant will be made available to all members of the committee who will be considering that applicant. Other appropriate documentation will be available for review in the departmental office and should be reviewed before the committee meets.

The chair of the Departmental Promotion Committee will establish a meeting time for all committee members who are at or above the rank sought by the applicant. Unless the committee has been restructured by the department head, department faculty, dean and the VPAA, the chair and/or secretary who do not hold rank at or above the rank sought by the applicant, will be able to call the meeting but will not actively consider the applicant for promotion. The chair will collect all of the copies of the applicant's vita and cover letter to use at the college meeting. The chair will then submit

the committee's recommendation to the Department Head.

After review of the documentation, which now includes the Departmental Promotion Committee's recommendation, the Department Head, who may consult with faculty, will make a recommendation and forward all documents to the dean.

The dean will convene a meeting of the College Promotion Committees which will consist of the chairs of all of the Departmental Promotion Committees within the college. In the event that a Department Promotion Committee was restructured to allow a chair to serve who is not at or above the rank sought by the applicant, this chair would be allowed to consider the applicant's promotion at the College level. To do otherwise would disenfranchise a department. Except for this exemption, the College committee will follow the procedures as outlined for the department committees. After review of all previous documentation, the committee chair and secretary will add the committee's written recommendation to the material to be forward to the dean.

The dean will review all documentation, which now includes the recommendations of (1) the departmental committee, (2) the department head, and (3) the college committee. The dean, who may consult with faculty and department heads, will make a recommendation and forward all documents to the VPAA.

Each dean will meet individually with the VPAA to discuss each applicant from the college.

After reviewing all documentation and recommendations, the VPAA, who may consult with deans, department heads, and/or faculty, will make a recommendation concerning promotion to the President.

At each level in the promotion procedure the faculty applicant will be informed of the resulting recommendation. At any point in the procedure, the faculty applicant may choose to withdraw the application. At whatever point the applicant's promotion candidacy is effectively stopped, the authority at that level is responsible for communicating to the applicant, the department head, and the dean, the reason(s) for this action.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Faculty Rank

The University of Louisiana System Board of Supervisors 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."

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Criteria Relating to Faculty Rank

Recommended qualifications for appointment or promotion in faculty rank at The University of Louisiana at Monroe:

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.
An Instructor, whose initial full-time appointment began prior to January 1, 1998, may apply for promotion to a vacant Assistant Professor position if he/she meets the criteria for initial appointment at the Assistant Professor rank.
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

(3) Punctuality in meeting and dismissing class

(4) Provision for adequate classroom coverage during authorized absences

(5) Effective student consultation and advising

- (a) Competence
- (b) Accessibility
- (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

(5) Reviews

(a) Books

(b) Articles

b. Special Research and Publications

(1) Paintings, sculptures, musical compositions and arrangements, movies, radio-television productions, choreography, and creative literature

(2) Technical theater 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

a. Research and Contract Proposals Not Funded (non-University)

(1) Principal investigator(s)

(2) Co-investigator(s)

b. 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

(e) Officer in professional organizations

(a) National

(b) Regional

(c) State and local

(f) 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

Note: 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Criteria Relating to Graduate Faculty Status

Graduate faculty status is awarded to those members of the faculty holding faculty rank who have been nominated by the appropriate academic department head or director and approved by the Vice Provost and Dean of Graduate Studies and Research, the Graduate Council, and the Vice President for Academic Affairs.

Initial appointment to the Graduate Faculty shall be for five years, with subsequent review periodically thereafter. There are two types of membership: Member and Associate Member. Qualifications for graduate faculty membership are as follows:

Member- (a) earned terminal degree in field of specialization, (b) evidence of scholarly and professional activities, and "appropriate" graduate teaching and advising experience. A Member is permitted to teach graduate courses, serve as a member of graduate advisory committees, act as a major professor, and direct theses, field studies, and dissertations.

Associate Member- (a) appropriate graduate teaching and advising experience; (b) adjunct and visiting professors, who have records of distinguished service; or faculty members who meet a special departmental or school need, and who are judged by the Graduate Council to be qualified for a special function. An Associate Member may teach graduate level courses and/or may serve as a member of graduate committees. An Associate Member may not direct field studies, theses, or dissertations, and may not serve as a major professor on a graduate advisory committee.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Faculty Evaluation

In accordance with the policy established by the University of Louisiana System Board of Supervisors, 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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/her 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 Provost and Vice President for Academic Affairs.

- c. The Provost and Vice President and President review these recommendations from the University perspective.

[Return to the Faculty Employment Policies Page](#)

Non-Tenure Track Appointment

Under certain circumstances nontenure 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 nontenure track appointments shall not be accruing years toward tenure. In the event that a nontenure track appointment is followed by a tenure track appointment, the time to be used toward tenure shall begin only with the tenure track appointment.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Part-Time Faculty Employment

Part time faculty are those non-tenured faculty employed on less than a full time basis. They are contracted for a fixed period of time, and their contract implies no guarantee of future employment. Time spent as part time faculty will not count toward tenure should a part time faculty member obtain a tenure track position. The rate of compensation for part time faculty is determined by their academic dean, with consideration given to their academic credentials, experience, and duties.

Part time faculty teaching courses for regular credit must meet the same academic, experiential, and professional qualifications as a full time faculty member. The employment of a part time faculty member who does not meet these criteria must be justified, in writing, by the department, head/program director. In professional or technical fields, where job experience may be more valuable than academic preparation, and in various fields of the visual and performing arts, where training and experience other than graduate study may provide excellent preparation for college teaching, departments may employ part time faculty who do not hold the terminal degree.

Department heads/program directors assign the duties of part time faculty, and are responsible for their orientation, supervision, and evaluation. Part time faculty should be evaluated by their department head/program director during their first semester of employment and annually thereafter. A peer review should be included as part of the initial evaluation. Part time faculty should be evaluated in their assigned responsibilities by the, same criteria as apply to full time faculty.

Part time faculty are expected to:

1. Teach and conduct all classes as contracted in accordance with an established syllabus, approved textbooks, and related instructional materials.
2. Assist and refer students for appropriate academic advisement.
3. Maintain records such as student grade books, student attendance reports, class handouts, and course syllabi as required by the department and college.
4. Participate in departmental functions, attend college and departmental faculty meetings, and participate in extracurricular activities as required by the department head/program director.
5. Maintain office hours equal to a minimum of one hour per course taught, or as assigned by the department head/program director.
6. Acknowledge association with the department, college, and university on published works, grant applications, and related activities, as appropriate.
7. Participate in student evaluations for every contracted class using the same instrumentation as full time faculty.
8. Demonstrate a high degree of professional ethics.

[Return to the Faculty Employment Policies Page](#)

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/her 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 Supervisors 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 at the instructor level shall be on annual appointment.
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 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.
6. 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.
7. 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.
8. Part-time faculty members do not earn credit toward tenure at The University of Louisiana at Monroe.
9. 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.

10. 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 Supervisors shall be included. Faculty members whose employment in a tenure track position begins before January 1 of a given academic year shall count that entire year toward the total number of probationary years. Those whose employment begins on or after January 1 of a given academic year shall not count that year toward the total number of probationary years.

1. During the sixth 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 and tenure will be effective with the next letter of appointment.

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 Supervisors.

4. In exceptional cases, tenure may be recommended for extraordinarily meritorious faculty members prior to completion of the stipulated probationary period.

5. 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 Supervisors.

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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Tenure Procedure

The procedure to seek tenure discussed below is considered a significant event in the overall process of faculty development. The substantial input of senior faculty to their junior colleagues at this stage should be a natural progression of earlier support and mentoring.

Deadlines

Following tenure policies from the Board of Supervisors, the department head will, during the appropriate spring semester, notify a faculty member of the evaluation for tenure. Additional mentoring by the department head is encouraged at this time.

By the last week of September the department head will form a Departmental Tenure Committee. Only one tenure committee will be formed by each department. For purposes of this procedure, departments will be defined as budgetary units. All reasonable security measures will be taken at all levels of procedure to insure confidentiality. Additional mentoring by members of the Departmental Tenure Committee is encouraged at this time.

By the first week of February the faculty applicant for tenure will submit a cover letter, vita and supporting documentation to the department head. The Office of the VPAA will notify the academic deans and department heads of the timetable for the processing of applications for tenure.

Procedures

1. The Departmental Tenure Committee will consist of all tenured faculty excluding the department head. If the configuration of the department does not allow for this ideal structure, (e.g., no tenured faculty in a budget unit) then the department head and department faculty will submit a committee structure plan to the academic dean and the VPAA for approval as an exception to the procedure.
2. The committee will elect a chair and a secretary. The department head will make appropriate documentation available to the chair of the Departmental Tenure Committee. Copies of the cover letter and vita of the applicant will be made available to all members of the committee. All other documentation will be available for review in the departmental office and should be reviewed before the committee meets.
3. The chair of the Departmental Tenure Committee will establish a meeting time. The chair will lead the discussion of the applications. The chair and secretary together will prepare the committee's written recommendation which should be signed by all committee members. The chair will collect all of the copies of the applicant's vita and cover letter to use at the college meeting. The chair will then submit the committee's recommendation to the department head.
4. After review of the documentation, which now includes the Departmental Tenure Committee's

recommendation, the department head, who may consult with faculty, will make a recommendation and forward all documents to the dean.

5. The dean will convene a meeting of the College Tenure Committee which will consist of the chairs of all of the Departmental Tenure Committees within the College. This committee will follow the procedures as outlined for the department committees. After review of all previous documentation, the committee chair and secretary will add the committee's written recommendation to the material to be forwarded to the dean.

6. The dean will review all documentation, which now includes the recommendations of (1) the departmental committee, (2) the department head, and (3) the college committee. The dean, who may consult with other faculty and department heads, will make a recommendation and forward all documents to the VPAA.

7. Each dean will meet individually with the VPAA to discuss each applicant from the college.

8. After reviewing all documentation and recommendations, the VPAA, who may consult with deans, department heads, and/or faculty members, will make a recommendation concerning tenure to the President.

9. At each level in the tenure procedure the faculty applicant will be informed of the resulting recommendation. At any point in the procedure, the faculty applicant may choose to withdraw the application. At whatever point the applicant's tenure candidacy is effectively stopped, the authority at that level is responsible for communicating to the applicant, the department head, and the dean, the final decision concerning the granting or denial of tenure.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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 nontenured 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Termination of Employment

A faculty member who is terminating his/her employment shall obtain from his/her 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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 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. However, action to discharge, terminate, or demote shall not be arbitrary or capricious, nor shall it infringe upon academic freedom. 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/her shall be stated in writing and delivered to him/her five days prior to the hearing.

A faculty member may further petition, within 30 days, the University of Louisiana System Board of Supervisors for a review of charges brought against him/her, and no official action shall be taken by the college or university until completion of a hearing by the Board.

Further recourse is available through appropriate court action in due process of law.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Academic Freedom and Professional Responsibility

The University of Louisiana at Monroe 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 University recognizes the right of a faculty member to explore fully within the field of his/her discipline as he/she believes to represent the truth. The teacher is entitled to freedom in the classroom in discussing the subject, but should be careful not 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 faculty member must 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 faculty member must 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 spokesperson for the institution.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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.

Nontenured 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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 nontenured 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 nontenured faculty should be given consideration.
6. ULM will adhere to procedures established by the Board of Supervisors in their guidelines for retrenchment.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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 Supervisors.

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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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 Provost and 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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 Supervisors 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/she agrees to comply with the provisions of this enactment. Every application for leave for the purpose of rest and recuperation shall be accompanied by statements from two physicians certifying that the health of the applicant is such that the granting of such leave would be proper and justifiable. Any applicant who, at the expiration of the semester in which he/she applies, shall be ineligible for the leave requested and/or who has not complied with the provisions listed above shall have his/her application rejected; but all other applicants may have their applications granted, provided that all leaves requested in such applications could be taken without violating the following' provision: At no time during any semester of the academic year shall the number of persons on leave exceed five percentage of the total number of teachers employed in a given college or ten percent 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 Supervisors 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 legal obligation as listed in Acts 1991, 858 (R.S. 17:3328) to return to his/her institution for at least one year of further service.

8. Sabbatical leave shall be granted only with prior Board approval.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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/her credit for illness or injury, medical, or dental treatment. The minimum charge for sick leave shall be one half hour.

Employees with less than three years' service earn sick leave at the rate of 1 day per month for less than three years, 1 1/4 days per month for three years but less than five years, 1 1/2 days per month for five years but less than ten years, 1 3/4 days per month for ten years but less than fifteen years, and 2 days per month for fifteen years or more.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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":

\$1,600 Instructor
\$1,800 Assistant Professor
\$2,000 Associate Professor
\$2,200 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 everyday 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 ability to perform her duties.

The employee may use sick leave for maternity purposes provided the employee has sufficient sick leave credit. The limit to the use of sick leave applies only if a physician certifies inability to return to work. Additional unpaid leave may be granted as provided in the Family and Medical Leave Act policy.

Request for each maternity leave by an unclassified employee must be submitted through all channels for approval by the appropriate Vice President. The Family and Medical Leave Act Policy is available in each department and in the Office of Human Resources.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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	Stepchild	Mother-in-law
Stepmother	Grandchild	Father-in-law
Stepfather	Brother	Sister
Grandmother	Stepbrother	Stepsister
Grandfather		

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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 University of Louisiana System Board of Supervisors shall be reemployed 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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

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/she 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/her 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/she 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/she should indicate his/her desire to consult his/her 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 Office of Academic Affairs, by forwarding the written grievance with a request for an appointment.
5. If a faculty member is still dissatisfied, he/she 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/her disposition of the matter and notify the principal parties.
7. If a faculty member believes that the problem has not been equitably resolved, he/she 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 University of Louisiana System Board of Supervisors.

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.

[Return to the Faculty Employment Policies Page](#)

[Return to Faculty Handbook Home Page](#)

Academic Responsibilities of Faculty

<u>Examinations, Grading, and Other Academic Regulations</u>	<u>Makeup Examinations</u>
<u>Course Requirements</u>	<u>Grading</u>
<u>Academic Cheating and Plagiarism</u>	<u>Reporting of Final Grades</u>
<u>Class Meetings</u>	<u>Student Appeals Related to Grading and Other Academic Matters</u>
<u>Class Records</u>	<u>Office Hours</u>
<u>Class Attendance and Records</u>	<u>Approval of Field Trips</u>
<u>Authorized Class Absences</u>	<u>Class and Laboratory Fees</u>
<u>Class Discipline Problems</u>	<u>Selection of Textbooks and Purchase of Materials and Supplies</u>
<u>Final Examinations</u>	<u>Memorandum Approval</u>

[Return to Faculty Handbook Home Page](#)

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 ULM Student Policy Paper, the ULM Code of Student Conduct, 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.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

Academic Cheating and Plagiarism

1. Academic cheating includes the accomplishment or attempted accomplishment 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 Vice President for Student Affairs. The student, instructor, instructor's department head, and Vice President 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 Office of Academic Affairs.

Step 4. The decision of the Office of 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 Provost and Vice President for Academic Affairs. One faculty member is designated to chair the Committee. Student members are appointed in some representative fashion by the Provost and 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 University of Louisiana System Board of Supervisors. When no further appeal is made, or when the appellate process is completed, a full record of the case shall be forwarded to the

Vice President for Student Affairs. If at any point in the process the student is exonerated, the record shall be expunged.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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 Registrar, 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.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

Class Records

Each faculty member must keep an up-to-date class record book or computerized class record as described below. Class record books will be furnished by the department head's office. Faculty who choose to use computerized class records are required to keep an updated printed version and a backup disk available at all times.

The names, attendance records, and grades of students shall be recorded in ink in the class record book or maintained in computerized form 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. Hard copies of computerized records shall be maintained in a similar fashion. 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 and hard copies of class records with their department heads. All part-time faculty members and graduate assistants must leave their record books and hard copies in their department head's offices at the end of each semester or summer term.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

Class Attendance and Records

In accordance with the policy established by the University of Louisiana System Board of Supervisors, 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.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

Authorized Class Absences

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

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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/she/they 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 (342-5350) and request assistance in removing the student(s) from the classroom."
4. Send copy of the Incident Report to the Director of Student Life.

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

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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 Provost and Vice President for Academic Affairs. Deviations from the regular schedule must have prior approval of the appropriate academic dean.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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."

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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 Office of Academic Affairs, the Academic Appeals Committee, and the University President. Please refer to the ULM Student Policy Paper for additional details of grade appeals and related topics.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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/her door.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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 an particular course. Example-Psychology Club visits the 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 Director of Student Life five days prior to the field trip.
2. Transportation should be requested and utilized whenever available.
 3. Fee transportation expenses may be financed from department travel funds, if department head and dean.
 4. 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.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

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 "Indian Bank" or the Controller's Office.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

Selection of Textbooks and Purchase of Materials and Supplies

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 "Indian Bank" or the Controller's Office.

Requests for textbook acquisitions are made to the University Bookstore by the department head through the Director of Auxiliary Enterprises.

No deviation from the currently approved text is allowed without permission from the Department Head and proper notification to the Director of Auxiliary Enterprises.

The University Bookstore will inform the appropriate department head and instructor of any delays in the timely delivery of textbook orders which have been properly processed. The University Bookstore will monitor each requisition and the Bookstore Director will keep the department head informed of its status by written memorandum.

Desk copies for faculty members are processed through the department head's office. The Bookstore will furnish each department head 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. Upon receipt of the desk copy from the publisher and submittal to the Bookstore, the department will be credited for the previous charge.

All materials and supplies, including those utilized in extramurally-funded programs, should 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. Department heads will furnish the University Bookstore with a complete and accurate textbook adoption list for the fall and spring semesters and the summer session. Each entry should be carefully checked to ensure that text, edition, and ISBN are correct and each entry should be initialed by the instructor teaching the course or the department head. 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. The Bookstore will not be responsible for the timely arrival of late orders.

2. One semester's advance notice is required to change textbook adoptions. A summer session is not considered a semester.

3. Text changes should be submitted by the faculty member through the department head to the Director of Auxiliary Enterprises.

4. All textbooks on the approved list are to be used a minimum of two academic semesters.

5. The University Bookstore will follow-up on shortages, incomplete orders, late shipments, etc., with publishers and notify department heads and instructors of any problems.

6. The University Bookstore should be notified by the department head when a class is deleted so that books can be returned.

7. Lists of special materials required for a course, e.g., protractors, graph paper, art supplies-should be forwarded to the University Bookstore by the dates listed in policy item number 1 (above) so that these items will be available for students at the beginning of the semester or summer session.

8. Faculty who make extensive use of supplemental printed materials which are duplicated in-house- such as study guides, topic outlines, and similar study aids-are encouraged to have these printed by Graphic Services and made available through the University Bookstore for purchase by students. This service is provided to facilitate the distribution of such materials to students while eliminating the duplication expense normally incurred by the faculty member's academic department. Materials distributed in this manner, however, do not result in a commission or royalty being returned to the authoring faculty member.

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

Memorandum Approval

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

[Return to the Academic Responsibilities of Faculty Page](#)

[Return to Faculty Handbook Home Page](#)

General Regulations and Information

<u>Faculty Senate</u>	<u>Radiation Safety</u>
<u>Clean Air Policy</u>	<u>Use and Protection of ULM Resources</u>
<u>Drug-Free Workplace Policy</u>	<u>Solicitation and Handling of Private Contributions</u>
<u>Drug-Free Awareness Program</u>	<u>Student Organizational Activities</u>
<u>Guidelines and Procedures for Submitting Undergraduate Curriculum Changes</u>	<u>Scheduling University Facilities</u>
	<u>Campus Accident or Health Emergencies</u>

[Return to Faculty Handbook Home Page](#)

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 The University of Louisiana at Monroe.
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.

For additional information, please see the [Faculty Senate Web page](#).

[Return to the General Regulations and Information Page](#)

[Return to Faculty Handbook Home Page](#)

Clean Air Policy

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

[Return to the General Regulations and Information Page](#)

[Return to Faculty Handbook Home Page](#)

Drug-Free Workplace Policy

Policy Statement - The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace at The University of Louisiana at Monroe
Violation of this prohibition will result in appropriate action.

[Return to the General Regulations and Information Page](#)

[Return to Faculty Handbook Home Page](#)

Drug-Free Awareness Program

Drug abuse in the workplace is dangerous. It is the policy of The University of Louisiana at Monroe to maintain a drug-free workplace. Counseling, rehabilitation, and employee assistance programs are available.

Penalties may be imposed upon employees for drug abuse violations occurring in the workplace.

Appropriate personnel action against an employee, up to and including termination, will be taken for any violation of a criminal drug statute occurring in the workplace; or such employee may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program.

[Return to the General Regulations and Information Page](#)

[Return to Faculty Handbook Home Page](#)

Guidelines and Procedures for Submitting Undergraduate Curriculum Changes

1. Recommendations for new curricula and curriculum changes are normally initiated by departments. Such requests should first be forwarded to the appropriate dean(s) for approval and then to the Curriculum Committee.

2. New degree programs must be submitted to the Committee before they are submitted to the Board of Regents. Justification for new programs and new courses should accompany the proposal (e.g., potential student enrollment, anticipated demand, additional resource requirements, etc.). Proposals involving teacher certification should be approved by the Council on Teacher Education before being presented to the Committee.

3. Deans, department heads, and faculty members may all appear to explain recommendations. Those deans, department heads, and faculty members who oppose the recommendations may also express their opinions.

4. For new courses, the Committee must be provided with an outline of the course, a list of possible textbooks, and comments regarding appropriate library holdings. The Committee must be advised if there is a similar course offered elsewhere on the campus and, if so, the justification for the new course. Those presenting the course should list other institutions offering it and inform the Committee whether there are adequate faculty, facilities and supplies.

5. Course descriptions should be complete and in the format used in the Catalog. Explain the course, but conserve words. Show prerequisites and whether laboratory sessions are involved. The description should depict what the course includes, such as field trips, and special methods.

6. For Directed Study courses, there should be one course number for undergraduates and graduates and one for graduates only. The course description should specify the subject areas covered, giving each subject area a letter designation.

7. Courses proposed for workshops and institutes should be submitted to the Committee when these courses are in the planning stage, especially for courses not included in degree programs.

8. New graduate courses which bear a specific relationship with undergraduate courses should first be presented to the Committee and then to the Graduate Council. This is for the information of the Committee, not a Committee action. For procedures regarding changes in graduate curricula, contact the Office of Graduate Studies and Research.

9. The Committee does not need to consider changes which are editorial in nature, for example, the re-wording of a course to reflect current theory.

10. Actions on proposals, whether for approval, modification, or disapproval, are forwarded to the Academic Vice President for final approval and authorization. Following that action, the appropriate agency incorporates them into the Catalog.

11. The complete and detailed procedures for curriculum changes are filed in offices of deans and department heads and are available from the Chairman of the University Curriculum Committee.

[Return to the General Regulations and Information Page](#)

[Return to Faculty Handbook Home Page](#)

Radiation Safety

The Environmental Health and 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 Environmental Health and Safety Committee for approval. All orders for radioactive sources must be approved by the Radiation Safety Committee. Additional information may be found in the ULM Radiation Safety Manual, available from the Environmental Health and Safety Committee or by calling 342-1696.

Pregnant women whose activities are directed in some manner by ULM 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 Environmental Health and Safety Committee.

[Return to the General Regulations and Information Page](#)

[Return to Faculty Handbook Home Page](#)

Use and Protection of ULM Resources

The objective of this policy is to set out clearly the responsibilities of all University employees pertaining to University-owned resources. Act 1 15 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 movable assets is assigned to each budget unit head. Specific policy and procedures for movable assets may be obtained from the Director of Property Control.

[Return to the General Regulations and Information Page](#)

[Return to Faculty Handbook Home Page](#)

Solicitation and Handling of Private Contributions

In order to coordinate fund raising efforts on behalf of any University affiliated or supported functions, organizers should obtain prior approval for their activity from the Vice President for University Advancement and External Affairs. All gifts (cash and in-kind), grants from philanthropic foundations, and bequests from private sources intended for the use and benefit of the University of Louisiana at Monroe, and its subunits other than the athletic department, are executed through the Office of Development in the Division of University Advancement and External Affairs. These contributions are received, acknowledged, and managed by the University Foundation, Inc., in accordance with the laws of the State of Louisiana and the policies of the University of Louisiana System Board of Supervisors and Louisiana Board of Regents. The Foundation administers the distribution of funding from private sources according to the expressed wishes of the donor. Complete details of this policy may be obtained in the Office of the Vice President for University Advancement and External Affairs.

[Return to the General Regulations and Information Page](#)

[Return to Faculty Handbook Home Page](#)

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.

[Return to the General Regulations and Information Page](#)

[Return to Faculty Handbook Home Page](#)

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 the Registrar schedules and keeps a record of classes and special events in Strauss Auditorium, Sugar Auditorium, Nursing Auditorium, The Harvard Room (Admin. 2-105), all regular classrooms and will notify the requesting department by memorandum with a copy to the Office of Student Development when necessary. The Office of Recreational Services, located in the ULM Activity Center, is responsible for reserving University Park, and Activity Center areas. Each department schedules and keeps a record of classes in special purpose rooms (e.g. labs, deans' conference rooms). Publicity must not be released until confirmation of the reservation for the facility requested has been received.

2. The Brown-Spyker Complex Theater Manager schedules and keeps a record of special events in Brown Auditorium and Spyker Theater. 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 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.

5. The Director of Athletics is responsible for the assignment of Malone Stadium, Brown Stadium, Baseball Stadium, and Heard Tennis Stadium.

6. All proposed events involving intercollegiate and interscholastic athletic competition must be cleared with the Director of Athletics.

7. 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.

8. 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.

9. Off-campus groups who request the use of University facilities, regardless of the facility requested, must have the approval of the Vice President for Student Affairs. Consequently, all such requests are to be referred to the Vice President for Student Affairs. Publicity must not be released until confirmation of the reservation for the facility requested has been received. An off-campus group is notified by the Vice President for Student Affairs or his/her 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 Vice President for Student Affairs.

10. The University Conference Center is reserved through the Division of University Advancement and External Affairs. Both on-campus and off-campus groups should call 342-3605 for information on leasing the facility.

[Return to the General Regulations and Information Page](#)

[Return to Faculty Handbook Home Page](#)

Campus Accident or Health Emergencies

In the event of an accident or illness, immediately notify the University Police (Ext. 5350) and/or the Infirmary (Ext. 5238). 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 ULM 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/her 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 individual concerned. Expenses incurred as a result of an accident or illness must be paid by the individual. In the event of accident or illness, call in the following order:

1. University Police	Ext. 5350/1-911
2. Infirmary	Ext. 5238
3. Ambulance	Dial 1-911
4. Director of Student Life	Ext. 5230
5. Department Head	

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

1. University Police	Ext. 5350/1-911
2. Infirmary	Ext. 5238
3. Director of Student Life	Ext. 5230
4. Department Head	
5. Biological Hazard and Radiation Safety Officer	Ext. 1696

A written accident report should be filed by the appropriate university official who witnesses an accident with the following offices:

1. University Police
2. Infirmary
3. Director of Student Life
4. Academic dean if a student or employee in his/her area of responsibility is involved.

[Return to the General Regulations and Information Page](#)

The University of Louisiana at Monroe

Faculty Handbook

Please provide us with feedback concerning the Faculty Handbook.

Title

First name

Last name

Campus Phone

E-mail address

I am in the following College:

I am a(n) instructor assistant professor associate professor professor staff

Please provide the web address (URL) for the section(s) on which you wish to comment.

Please provide your comments below.

Thank you for your interest!

[Return to the Faculty Handbook Home Page](#)

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[Return to Faculty Handbook Home Page](#)

State Retirees Reemployment

The Rules of the Board of Supervisors for the University of Louisiana System state the following: "It is contrary to Board policy to employ on a regular (full-time) basis individuals who have retired from service in the state retirement system." While retirees may be employed on a temporary, noncontinuation basis, it is expected that regular (full-time) employees be utilized whenever available.

The President is authorized by the Board to approve the appointment of a retired individual for a period not to exceed six months if documentation can be provided which establishes that the retiree addresses needs for which an applicant for regular employment is not available. Any recommendation for an appointment of a University retiree for more than six months must be submitted to the System office for review and approval prior to processing of appointment forms.

[Return to the Fiscal Information and Fringe Benefits Page](#)

[Return to Faculty Handbook Home Page](#)
