



2019-2020
Faculty Handbook

Revisions approved by Faculty Senate
& Vice President for Academic Affairs 2/13/2019

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FACULTY HANDBOOK

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1. Mission Statement

The University of Louisiana Monroe seeks students who find value in our programs and prepares them to compete, succeed, and contribute in an ever-changing global society through a transformative education.

2. Vision Statement

The University of Louisiana Monroe will be recognized among the top 200 universities in the nation for excellence in teaching, research, and innovation, with an emphasis on the health sciences.

3. Welcome From the President

Welcome to ULM.

This is a very special university, and we are working to take it to the next level of achievement. We are striving to solidify ULM's status as a doctoral research institution without losing our history of quality instruction and our commitment to treat each student as an individual,

Today's students expect more from instructors and from the institution than ever before. Nowhere is that more evident than technology. What to some of us are "technological advancements," to them is normal—they have never known anything else.

How do we efficiently meet students where they are? How do we collaborate in order to better understand each other? I have some thoughts on this:

First, students expect you to teach them, so deliver a quality course. They trust when attending your lecture or logging onto your online class that they will gain knowledge if they apply themselves.

Second, find strength and accomplishment in mastering the technology. What you need is available, from smart boards to projectors—yes, we still use projectors quite successfully. If you need help, call the Computing Center Helpline at 3333. They will be there to assist you as soon as possible.

Third, be aware of the students. If you notice someone who is struggling academically or seems lost, reach out to them. They may need tutoring or counseling or other care. We're not here to babysit, but we are here to help them manage their coursework and graduate in time.

Fourth, be a scholar. Our faculty have made it clear that they expect all university faculty to be involved in some form of scholarship. Whether that work involves the traditional paths of your discipline or if you choose some alternative path such as the scholarship of learning, add to the body of knowledge that currently exists. Modeling intellectual curiosity for our students demonstrates life-long learning to them, an ability that they must develop for a successful future.

I want to thank you for choosing to use your academic achievements, knowledge, and skills at the University of Louisiana Monroe. Academics is the heart of ULM. Teaching and learning cannot be separated. It is why students come to ULM, and thankfully, it is why faculty come to ULM.

Best wishes,

Dr. Nick J. Bruno, President

4. Faculty Handbook

4.1 Purpose of the Faculty Handbook

The University of Louisiana Monroe Faculty Handbook serves as an initial reference for University policies, procedures, and guidelines that pertain to faculty. Faculty should refer to the [university policy database](#), or other resources, as indicated in the handbook, for more information on University rules, regulations, policies, and procedures.

4.2 Faculty Handbook Committee

The Faculty Handbook Committee is responsible for reviewing and updating the Faculty Handbook by April 1st. The committee will consist of President-Elect and Secretary-Elect of the Faculty Senate, the chair of the Faculty Senate Faculty Welfare Subcommittee, and a senator at large, chosen by the Faculty Senate President. The President-Elect of the Faculty Senate will serve as chair of the committee, and Associate Vice President for Academic Affairs will serve on the committee as a liaison to the administration.

4.3 Making Changes to the Faculty Handbook

The Faculty Senate and Vice President for Academic Affairs share responsibility for maintaining and overseeing the contents of this document. For any error or omission in the handbook that could cause harm or subject the University and/or any member of the University (faculty, staff, students, etc.) to litigation or financial hazard, the error should be reported immediately to the President-Elect so that revision commences immediately. For policy changes, the President-Elect should be notified and actions taken to resolve the matter. The Faculty Senate and the Office of the Vice President of Academic Affairs will be informed immediately after the revision is made. The President-Elect will work with the Associate Vice President for Academic Affairs to resolve changes or errors that cause inconsistencies within the handbook (i.e. changes in Internet links, titles, and University structure, etc.) on a continual basis. Revisions should be made in a reasonable amount of time to ensure a clean, efficient document.

Significant changes to faculty handbook policy, regulations, and procedures, must follow the process below:

- a. Proposals for significant Faculty Handbook changes may originate from the Faculty Handbook Committee, other University committees, from the VPAA, or from faculty via the Faculty Senate. All proposals, regardless of origin, will be submitted to the Faculty Senate Executive Committee to begin the review process.
- b. The Faculty Senate Executive Committee will discuss the proposed policy and the Faculty Senate President will charge the Faculty Senate Faculty Welfare Committee for a recommendation.
- c. The Faculty Senate will vote on the proposed policy.
- d. If the Faculty Senate supports the recommendation, it will be forwarded to the VPAA or President.

- e. The Faculty Senate and the VPAA or President will make every effort to reconcile differences.
- f. The Faculty Handbook Committee will revise the handbook to incorporate all content changes with approval from the VPAA.
- g. The Faculty Handbook Committee will generate a memo that includes both the original and revised sections to the Faculty Senate for approval.

4.4 Abbreviations

[University of Louisiana Monroe](#) – ULM

[Louisiana Board of Regents](#) – BOR

[University of Louisiana System](#) – ULS

[Southern Association of Colleges and Schools Commission on Colleges](#) – SACSCOC

5. Accreditation, Governance and Organizational Structure

5.1 SACSCOC

The University of Louisiana Monroe is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACSCOC) to award associate, baccalaureate, master's, specialist, and doctoral degrees.

The University's SACSCOC liaison works closely with the Commission, administration, and faculty to ensure continued compliance with mandated standards. Any questions can be directed to the SACSCOC liaison in the Office of Academic Affairs.

5.2 Louisiana Board of Regents

The [Board of Regents](#), a state agency created by the 1974 Louisiana Constitution, coordinates all public higher education in Louisiana. The 15 volunteer members of the Board of Regents are appointed by the Governor to six-year, overlapping terms, with at least one (but not more than two) regents drawn from each of Louisiana's seven congressional districts. In addition, the Louisiana Council of Student Body Presidents appoints one student member as its representative on the board. Policies and decisions of the Board of Regents are administered by a full-time staff headed by the Commissioner of Higher Education and are located on each division's website.

5.3 The University of Louisiana System

The [University of Louisiana System](#) is a public, multi-campus university system that includes nine higher education institutions: University of Louisiana Monroe, Grambling State University, Louisiana Tech University, McNeese State University, Nicholls State University, Northwestern State University, Southeastern Louisiana University, University of Louisiana Lafayette, and University of New Orleans. The ULS is governed by the [Board of Supervisors](#) for the University of Louisiana System. The board is appointed by the governor with the consent of the Senate (La. Const., Art. 8, Sec. 6.C.). The bylaws and rules of the Board of Supervisors may be found at [ULS Board of Supervisors Bylaws and Rules](#). Policies and Procedures Memoranda are available at [Board Policy & Procedures Memoranda \(PPMs\)](#).

5.4 ULM Administrative Structure

The administrative structure of University of Louisiana Monroe is headed by the president, who is appointed by the University of Louisiana System Board of Supervisors. All other members of the [President's Executive Council](#) as well as deans, school directors, and program coordinators/directors/department heads serve at the pleasure of the president and are approved by the governing boards.

5.5 Colleges

[Administrative officers](#) overseeing each college include deans, associate deans, the vice president for academic affairs, and the associate vice president for academic affairs. In addition to the [Graduate School](#), there are four academic colleges: [Arts, Education, and Sciences](#); [Business and Social Sciences](#); [Health Sciences](#); and [Pharmacy](#). Colleges may be restructured from time to time to promote effective and efficient operations and to support strategic initiatives.

5.6 Faculty Senate

The University of Louisiana Monroe Faculty Senate serves as the agency for faculty participation in the government of the University. Accordingly, the Faculty Senate is charged with representing and supporting the entire faculty. The Faculty Senate advises the administration regarding the selection of academic officers, the policies and procedures governing salary determination, and other matters concerning the general welfare of the University, either on its own initiative or upon referral of proposals from others.

The Faculty Senate's primary obligation is to offer faculty input and counsel to the administration, while maintaining "primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction; research; faculty status and working conditions; and those aspects of student life that relate to the education process" (AAUP, 1966 Statement on Government of Colleges and Universities)." A representative number of senators are elected by the faculty to represent their colleges and the faculty as a whole, conforming with the Faculty Senate Constitution and By-laws. Information, meeting minutes, and membership for the Faculty Senate can be found on the [ULM Faculty Senate](#) page.

Faculty members are encouraged to familiarize themselves with the [ULM Faculty Senate By-Laws](#), especially Article II, which describes the duties of the Senate as follows:

- a. To provide a framework for cooperation between the faculty, administration, and students in order to accomplish the goals of the University of Louisiana Monroe.
- b. 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.
- c. To provide a means whereby the administration can refer academic, operational, or common interest matters to a body representing the entire faculty.
- d. 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.

5.6.1 Executive Board

The Executive Board of the Faculty Senate serves as the primary liaison between the Senate and the administration and is composed of the President, President-Elect, Immediate Past President, Secretary, and Secretary-Elect. The Executive Board creates the agenda for the Senate, coordinates Faculty Senate meetings, and facilitates communication between the Faculty Senate President and the faculty. Additionally, the Executive Board reviews policy changes, recommends senators for university committees, forms Faculty Senate subcommittees, and responds to the concerns of voting faculty members. The Executive Board meets monthly with the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, and the deans of the colleges and the Graduate School when a regular Senate meeting is scheduled.

5.7 University Committees and Councils

Shared governance is vital to higher education. Faculty and staff have an opportunity to participate in this process by actively serving as a member of a University committee or council. [The University Committees and Councils](#) 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 and council has the responsibility of continually reviewing practices and policies in its area of concern, as well as performing specifically designated duties.

6. FACULTY POLICIES AND PROCEDURES

6.1 Faculty Appointments

6.1.1 Hiring Procedures

Human Resources coordinates all faculty searches with the intent of providing as much flexibility to the individual program as possible as long as their recruitment is consistent with generally accepted management principles and legal guidelines. See the [ULM Hiring Procedures](#) for specific guidelines and a checklist.

After the employment recommendation has been approved by the Dean, Vice President for Academic Affairs, and President, Human Resources will make the official offer to the selected candidate and handle all negotiations. Human Resources will be responsible for all onboarding of the candidate, but will work with the program to schedule the check-in process on the first day of employment.

6.1.2 Types of Employment Notification

Appointment: This letter indicates the initial employment of a faculty member with the University, including full-time faculty appointment, full-time unclassified staff appointment, or full-time faculty appointment with a supplemental position appointment.

Reappointment: This letter indicates the continuing employment of a faculty member with the University, including full-time tenure-track, full-time non-tenure track appointment, or full-time faculty with a supplemental position appointment. Reappointment letters are processed before the end of the spring semester and should be signed and returned to the dean by the date indicated. However, letters may be delayed if deemed appropriate by University administrators because of budget concerns. After the initial employment appointment letter, continuing full-time tenured faculty will not receive an annual employment reappointment letter, unless there is a change in their appointment.

Change in Appointment: Reappointment letters are issued when there is a change to the appointment of a faculty member including promotion, award of tenure, change in title, rank, status, salary and special assignments.

Memo: A memo is a document that outlines terms of employment for a faculty member during part of term appointments during fall, spring, summer or winter terms.

6.1.3 Faculty Workload

“System policy recognizes that typical workload expectations for faculty will include instruction, scholarship, and service commensurate with the mission of each institution. The only specific dictum is that a minimum of 24 semester credit hours, or equivalent, of undergraduate instruction be assigned each academic year. System policy anticipates exceptions and adjustments, such as higher minimums for faculty who are engaged in instructional activities only, and allowance of lower instructional assignments for scholarly activities and other factors such as ‘special accreditation requirements, nature of the subject taught, number of different preparations, number of students taught, level of course (undergraduate, graduate, or mix) other special assignments, etc.”

Additionally, due to the diversity of programs at ULM, developing a workload policy that fits every situation is challenging, thus faculty workload should be defined at the unit level and approved by the Dean and Vice President for Academic Affairs. Recognizing and respecting the demands that activities place on a faculty member’s time, however, a fair and equitable faculty workload policy ([ULM Faculty Workload Policy](#)) was developed following these guiding principles:

- a. The educational needs of students and the achievement of the University mission statement must be a priority.
- b. A workload policy must provide a systematic, yet flexible method of determining tangible faculty work effort and provide support to unit heads in the faculty evaluation process.
- c. The workload policy ensures that no single faculty member experiences a greater workload burden without recognition of that greater burden and justification for the same.
- d. The workload policy provides guidelines for a fair and equitable assignment of workload for all faculty members.

- e. The workload policy provides a consistent means of reporting faculty workload which is closely tied to faculty development and evaluation.

The criteria for faculty workload encompasses three areas: teaching and teaching-related activities, intellectual and scholarly activities, and service activities. Definitions and examples can be found in the [Faculty Workload Policy](#).

6.1.4 Definitions of Appointment Period

Fiscal Year or 12 month Appointments: Fiscal year appointments begin July 1 of any year and end June 30 of the next year.

Academic Year or 9 month appointments: Appointments begin the first day of fall faculty activity week and conclude the day grades are due in the spring semester. Faculty are expected to be available on campus or by phone until the registrar reports that grading has concluded for both the fall and spring semesters, indicating that all grades have been submitted.

Part of Term Appointments for full-time faculty: 1st 8 week Fall Term: A faculty appointment beginning the first day of fall faculty activity week and ending the day grades are due usually the middle of October.

2nd 8 week Fall Term: A faculty appointment beginning the middle of October and ending the day grades are due in December.

1st 8 week Spring Term: A faculty appointment beginning the first day of spring faculty activity week and ending the day grades are due usually the middle of March.

2nd 8 week Spring Term: A faculty appointment beginning the middle of March and ending the day grades are due in May.

Part of Term Appointment for adjunct/part-time faculty: Faculty appointment begins the first day of classes for each term and ends the day grades are due for the respective term.

Wintersession Appointment: A faculty appointment beginning the last day of the fall term and ending the first day of faculty activity week in the spring. Wintersession is part of the spring term.

6.1.5 Summer Employment

Students often rely on summer courses for their degree progression or to satisfy some other curriculum need, therefore it is necessary for the university to offer a variety of courses in the summer to serve these students. The [Summer Faculty Employment Policy](#) explains the basis for offering of summer courses, for the contracting of faculty to teach those courses, and for proration of salary for courses that do not meet the minimum enrollment numbers.

Summer Appointment: A faculty appointment in the summer term (full term) or part of summer term - Maymester, 1st Summer, 2nd Summer.

Maymester: The 3 week session beginning the middle of May and ending the day grades are due, typically at the end of May or first of June.

Summer Full Term: The 8 week term beginning the first week of June and ending the day grades are due in August.

1st Summer: The 4 week session beginning the first week of June and ending the last day grades are due in June.

2nd Summer: The 4 week session beginning the first week of July and ending the last day grades are due in August.

6.1.6 Faculty Administrator Salary

The University of Louisiana Monroe strives to pay its employees a salary competitive within the market and commensurate with their position, experience, and performance. The [Faculty Administrators Policy](#) addresses the terms and conditions which govern the salary of a faculty member making the transition to a faculty administrator and vice versa.

6.2 Faculty and Administrator Evaluations

The evaluation policies of the University should contribute to excellence and personal accountability. An equitable and widely understood evaluation system for faculty and administrators ensures that considerations of academic quality will be the basis for academic personnel decisions.

6.2.1 Faculty Evaluation Components

Faculty evaluation contributes to academic excellence and is an important part of the tenure and promotion process; it helps ensure that considerations of academic quality will be the basis for academic personnel decisions.

ULM follows the [University of Louisiana System policy](#) which states, “a reputable university depends on faculty excellence in teaching, research and service. To promote excellence, all members of the faculty should undergo evaluations to ensure that their academic performance is commensurate with their rank and status, and that they remain accountable for their academic performance to the university and larger community.”

Faculty evaluations include a self-evaluation, student evaluations, and an administrative evaluation. The policy also includes a provision for mandatory remediation, review after a period of remediation, and provision for review by faculty peers prior to dismissal. Areas of evaluation include teaching, research and scholarship, service, and university citizenship. Each school/department/program develops appropriate criteria for the four categories keeping in mind that standards and expectations may differ by discipline.

Faculty are required to complete all requested evaluations to be eligible for salary and/or merit raise adjustments.

Teaching: Supervisor's evaluations, student evaluations, and, in some academic areas, where applicable, faculty peer-review, contribute to the evaluation of teaching. Faculty should exhibit competence and diligence in the classroom, employ effective teaching strategies, and exhibit productive student interactions. Faculty should also adhere to University classroom and course policies, keep scheduled office hours, and participate in University-sponsored faculty development.

Research and Scholarship: Each school/department/program should develop annual research and scholarship expectations or guidelines for faculty as related to tenure and promotion. Examples are peer-reviewed publications/submissions, research and professional presentations, grant applications, creative works, and other discipline-related activities such as reviewing, editing, curriculum development, and advanced clinical practice. These guidelines should also include service on graduate advisory or thesis/dissertation committees and mentoring new faculty.

Service: Faculty serve on University, college, school, or program committees and use appreciative advising to effectively mentor and advise students. Faculty may also participate in community service and discipline-related professional service.

University Citizenship: University citizenship includes participating in University-, college-, and school/department/program-sponsored events and recruiting activities, attending faculty meetings, following University policies, and exhibiting collegial demeanor, collaboration, and student rapport.

6.2.1.1 Faculty Evaluation Process

Annual evaluations for full-time faculty will occur during the last two months of the spring semester. The process includes self-evaluation, faculty activities database (FAD) report of annual activities, faculty documentation of annual activity plans and goals, school director/department head/program director evaluation, review of student and/or peer evaluations, and a conference with the appointed director or department head.

Faculty Activities Database (FAD): The [FAD](#) is used to store information about each faculty member's professional activities. The information contained in the database is used each year as part of the annual evaluation process, and administrators can access it when they need summary information for annual or accreditation reports. Faculty members must fully update their FAD before commencing their self-evaluation every year. Failure to keep FAD data current should be considered in a faculty member's evaluation.

Self-Evaluation: The faculty member will submit a completed discipline-specific self-evaluation to the school director/department head/program director at the designated time before the evaluation.

Student Evaluations: Student evaluations are a tool for faculty to continually improve as teachers and mentors.

Activity Plans and Goals: The faculty member must complete a narrative assessment of the status of the academic year's activities and goals followed by an outline of proposed action plans and goals for the next academic year. This information should be submitted with the self-evaluation form.

School Director/Department Head/Program Director Evaluation and Conference: The school director/department head/program director reviews the documents submitted by the faculty, completes a written evaluation, and schedules a conference with the faculty member to discuss the evaluation. Honest discussions of performance are essential for this conference to be useful. During this time, the faculty member's goals for the next year should be established.

6.2.1.2 Administrator Evaluations

Faculty have an annual opportunity to formally and anonymously evaluate their immediate supervisors and other administrators which may include school directors, associate deans, deans, the Vice President for Academic Affairs and the University President. Faculty may be asked to participate in a 360° evaluation for one or more administrators. If selected, participation is a requirement for merit raise consideration. The administrator and administrator's direct supervisor receive the cumulative evaluation. The dean, director or VP will conduct the annual evaluation of each administrator under his/her direct supervision and will notify the administrator in writing of the summary of the evaluation.

6.2.2 Academic Faculty Rank

[ULS policy](#) states, "Levels of academic rank recognize progressive levels of achievement and stature within the profession."

6.2.2.1 Full-time Academic Designations

Instructor: Has earned at least a master's degree or its equivalent or higher in their field of specialization and demonstrates effectiveness primarily as a teacher.

Assistant Professor: Has earned a master's degree, or terminal degree, has three years of appropriate professional experience or one additional year of graduate work in their field of specialization, demonstrates a commitment to teaching and scholarly or professional work, and participates in departmental, school, college and university service.

Associate Professor: Has earned a master's, or terminal degree, has seven years of appropriate professional experience and one year of graduate work in their field of specialization. Demonstrates regional or national reputation as a scholar or professional, shows high degree of teaching proficiency and commitment, and

participates in public, professional or university service beyond the department, school and college.

Professor: Has earned their terminal degree in their field of specialization, has ten years of appropriate professional experience, demonstrates regional or national reputation as a scholar or professional, shows outstanding teaching expertise and commitment, and participates in public, professional or university service beyond the college.

6.2.2.2 Special Ranks

6.2.2.2.1 Clinical Faculty

Designation given to those full-time faculty who are not eligible for tenure but are essential for coordinating field work and supervising students in the field. For details, see [ULS Policy on Clinical Faculty Designations](#).

- a. Clinical Assistant Professor
- b. Clinical Associate Professor
- c. Clinical Professor

6.2.2.2.2 Visiting Faculty

Courtesy titles assigned to academic personnel in certain areas of employment at ULM. Individuals are assigned to such ranks for temporary, short-term (non-tenure track appointments). These special ranks are listed in [ULS policy C-III](#).

- a. Visiting Assistant Professor
- b. Visiting Associate Professor
- c. Visiting Professor

6.2.2.2.3 Adjunct Faculty

An expert in a specific field appointed to give instruction on a part-time basis.

6.2.2.2.4 Endowed Professorships/ Chairs

[Endowed professorships/chairs](#) at the University of Louisiana Monroe (ULM) are used to recruit superior new faculty and/or retain faculty whose research, teaching, and/or public service have uniquely contributed to the mission of their discipline and will be major contributors to further development of the University and academics. The awarding of endowed professorships/chairs promotes excellence in higher education and enhances the economic development of Louisiana. Endowed professorships/chairs are intended to meet the needs of widely varying disciplines and academic units in one or more of the following ways:

- a. providing salary or discretionary spending supplements that will increase the hiring or retention of exemplary professors;
- b. enhancing research competitiveness in achieving federal funding, especially when results promote economic development;

- c. improving research ties with industry by linking industrial researchers with faculty;
- d. strengthening the capacity of disciplines to achieve regional and/or national eminence in education or research.

6.2.2.2.5 Emeritus/a Recognition

The honorary title of emeritus/a is awarded after retirement to faculty and administrators who have made distinguished professional contributions and have served significant portions of their careers at the institution: e.g., emeritus professor of chemistry, emeritus dean of education, emeritus president. The purpose of the [Emeritus Policy](#) is to recognize and honor, in retirement, those faculty and administrators who have rendered significant distinguished academic service to the University.

6.2.3 Graduate Faculty Status, Academic Rank, and Promotion

6.2.3.1 Criteria Relating to Graduate Faculty Status

The status of Graduate Faculty membership identifies faculty with mentorship, research and practice, and the authority to guide students through theses and dissertations.

Nomination for graduate faculty begins with the program. Nominations must be approved by a program-level graduate committee and then forwarded through the official chain of command with evaluation authority over the faculty member to the dean's office for approval. It is imperative that the same process be followed for all candidates.

A Full Member has an earned doctorate or highest earned terminal degree from an accredited institution in field of specialization and evidence of acceptable scholarly activities. (See the [ULM Graduate Faculty Membership Policy](#)) A Full Member may teach graduate courses, act as a major professor, and serve on and chair field study, thesis and dissertation committees.

An Associate Member has an earned doctorate or highest earned terminal degree from an accredited institution in field of specialization and evidence of acceptable scholarly activities. (See the [ULM Graduate Faculty Membership Policy](#)) 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.

A Clinical Member has a) an earned doctorate or highest earned terminal degree from an accredited institution in field of specialization; b) a record of appropriate clinical experience; c) a current certification and/or licensure as specified by the program of appointment; d) experience in clinical or other professional practice; e) evidence of a publication within the last five years; f) evidence of professional productivity within the last five years. (See the [ULM Graduate Faculty Membership](#)

[Policy](#)) Clinical Membership is for full-time, adjunct, or visiting faculty engaging in application of clinical/practical knowledge and practical instruction of professional students. A Clinical Member may teach graduate courses and serve on field study, thesis, and dissertation committees.

6.2.3.2 Academic Rank

Academic rank is an indication of one's achievement as a professional in academia. Standard ranks are Instructor, Assistant Professor, Associate Professor, and Professor and were defined in the previous section.

6.2.3.3 Academic Promotion

Academic promotion refers to an elevation in academic rank, either from Assistant Professor to Associate Professor, or from Associate Professor to Professor. Seeking promotion is a significant milestone in the ongoing process of faculty development. The year that one applies for promotion is the culmination of years of professional effort. The promotion criteria and procedures reflect the importance of those efforts. Faculty at the rank of Assistant Professor or above may apply for tenure and promotion concurrently.

6.2.3.4 Qualifications for Promotion

The value of university faculty depends only partly upon degrees, years of service, research, publications, scholarly activity, professional service, and other quantifiable factors. It also depends significantly on talent, teaching ability and effectiveness, intellectual curiosity, creativity, enthusiasm, attitude, rapport with students and colleagues, the ability to motivate, professional behavior, and many other intangible qualitative factors that cannot be measured quantitatively. Candidates will be expected to interact productively with other faculty and students and to demonstrate a fair, diligent, and positive attitude toward the functioning of the department and the university; failure to exhibit these qualities may be considered an instance of non-collegiality and, as such, grounds for denial of promotion.

Each school/department/program should develop its criteria for promotion in the areas of teaching, research and scholarship, service, and collegiality with the relative weight of each area and provided in writing to the faculty upon employment. These criteria should consider the program's contributions to the strategic plans of the school, college, and university. They also should be consistent with the university's [Faculty Workload Policy](#). The criteria in force at the time when a faculty member is hired will be those used to assess the promotion portfolio. Annual evaluations of the faculty member should be carefully considered by administrators in the assessment of an application for promotion and, when permitted by the applicant, by the school and college committees.

School/program criteria are minimum requirements; their achievement does not imply automatic promotion. Faculty achievements and contributions since their last promotion will be used to evaluate nominees. The record of a successful nominee, therefore, should demonstrate sustained productivity.

A faculty member applying for promotion may request that the school director/department head assign a faculty mentor or a group of faculty mentors, not to exceed three, to serve in an advisory capacity in the promotion process. If applying for tenure concurrently, a mentor will be automatically assigned (see Tenure section).

For faculty seeking promotion to Full Professor, mentors shall meet the following criteria:

1. All appointed faculty mentors will be chosen from the specific discipline of each employee seeking promotion. If potential mentors do not exist in the same discipline, the school director/department head/program director, in consultation with the applicant, will assign a mentor or a group of mentors from closely aligned disciplines.
2. All appointed faculty mentors must hold at least the rank to which the applicant aspires.

6.2.3.5 Academic Promotion Timeline

[ULM Promotion and Tenure Timetable](#)

The Vice President for Academic Affairs (VPAA) will notify the academic deans and school directors of the timetable during the fall semester for the processing of applications for promotion.

Early in the fall semester, the faculty member seeking promotion should meet with the school director to discuss the possibility of the applicant applying for promotion. The applicant should be provided with information about the amount and type of documentation needed and the application process.

By the third week of September, the school director will form a School Faculty Promotion Committee. Each committee will elect a chair and a secretary. Reasonable security measures will be taken at all levels of the procedure to ensure confidentiality.

By the first week of February, the faculty applicant for promotion will submit a portfolio consisting of a cover letter, application form, vitae and supporting documentation to the dean. The [Promotion and Tenure website](#) provides additional information about the portfolio and the process.

6.2.3.6 Academic Promotion Procedure

The procedure for evaluating a faculty member's application for promotion will be the one in force at the time of application.

- a. The school director will appoint a School Faculty Promotion Committee comprised of at least three tenured faculty from the applicant's school, department, or program at or above the rank for which the applicant is

- applying. For example, only full professors may serve if the application is for promotion to full professor.
- b. If there are not at least three tenured faculty members of appropriate rank in the applicant's discipline or related discipline, the school director, in conjunction with the faculty member, will identify other non-administrative tenured faculty of appropriate rank from closely aligned programs/disciplines to serve on the School Faculty Promotion Committee. Committees formed in this way require separate approval by the academic dean and the VPAA.
 - c. The school director will submit the proposed School Faculty Promotion Committee membership to the academic dean and VPAA for approval.
 - d. The dean will make the candidate's portfolio and a copy of the relevant promotion criteria available to the chair of the School Faculty Promotion Committee.
 1. The chair will make arrangements for the portfolio of the applicant and the appropriate promotion criteria to be reviewed by the members of the committee.
 2. The chair will schedule a meeting for all committee members to discuss the applicant and make a recommendation either for or against promotion.
 3. The chair then submits a memo indicating the committee's recommendation to the school director for review. Vote tallies should be included.
 - e. After reviewing the submitted portfolio and the relevant promotion criteria, the school director forwards their recommendation, the recommendation from the School Faculty Promotion Committee, and a copy of the relevant promotion criteria to the dean.
 - f. The dean convenes a meeting of the College Promotion Committee, which will consist of the chairs of all of the Faculty Promotion Committees within the college and a professor or associate professor from those disciplines within the college that did not have a Faculty Promotion Committee.
 - g. In some situations, if faculty of appropriate rank are not available in the college, faculty of appropriate rank outside of the college may need to be selected to serve. In those cases, approval from the Vice President of Academic Affairs is required.
 - h. The College Promotion Committee will follow the procedures as outlined for their college's Faculty Promotion Committee. Only committee members at appropriate rank can vote for specific candidates (i.e., an Associate Professor can only vote on an Associate Professor candidate and cannot cast a vote for a Full Professor candidate; a Professor, however, can vote on both Associate Professor and Professor promotion candidates).
 - i. After review of all previous documentation, the college committee chair and secretary will add the committee's written recommendation to the materials and forward to the dean. Vote tallies should be included.
 - j. The dean will review all documentation, which now includes the recommendations of
 1. The School Promotion Committee

2. The School Director
 3. The College Promotion Committee
- k. The dean, who may consult with faculty and the school director/department head/program director, will make a recommendation and forward all documentation to the VPAA.
 - l. Each dean will meet individually with the VPAA to discuss each applicant from their college.
 - m. The VPAA, who may also consult with the school director/department head/program director and faculty members, will make a recommendation concerning promotion to the President.

At each level of the promotion process, the faculty applicant will be informed of the resulting recommendation by the committee chair, school director, dean, or VPAA. At any point in the process, the faculty applicant may choose to withdraw their application for promotion.

6.2.4 Academic Tenure

The purpose of academic 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 is not the primary purpose of tenure. A faculty member awarded tenure who continues to perform his/her duties effectively can typically expect a continuation in this position. However, tenure is not an unconditional guarantee of lifetime employment. For tenure-track faculty, promotion from Assistant Professor to Associate Professor often coincides with an application for tenure, though not always. Promotion and tenure are separate processes.

The two types of tenure status for full-time faculty at the rank of Assistant Professor or above are tenured and tenure-track. Tenured faculty have been awarded an indeterminate appointment. Tenure-track faculty serve a probationary period while preparing to apply for tenure.

6.2.4.1 Tenure Eligibility

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 possession of both the institution and the employee before the appointment begins. Only those faculty members holding degrees recognized as appropriate terminal degrees are considered for tenure in most cases.

Indeterminate tenure shall be earned by full-time academic personnel as related to academic rank according to the following rules.

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

- b. Faculty 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 given indeterminate tenure, but may be granted limited tenure, not exceeding the duration of the grant or contract.
- c. Part-time/adjunct faculty members do not earn credit toward tenure.
- d. 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.
- e. Temporary faculty members who teach full-time for one or more semesters or years and obtain temporary appointments do not earn credit toward tenure during their temporary appointments.
- f. Faculty members at the rank of instructor or higher who are non-tenure track do not serve a probationary period and are not eligible for tenure.

6.2.4.2 Tenure Probationary Periods and Academic Rank

The probationary period for tenure consideration varies by rank. Years of service are counted beginning with the individual's first full-time fall semester.

Appointment to Assistant Professor

Full-time academic personnel initially employed at the rank of assistant professor will serve a probationary period not to exceed six years of continuous service. To calculate the tenure review year, faculty should add five years to the first academic year tenure track begins. For example, an Assistant Professor begins employment August 2018; tenure review year is 2023-24. For an Assistant Professor who begins employment January 2019, however, the tenure review year is 2024-25. Typically during the fifth year of continuous service (probationary period), a faculty member will be evaluated to determine eligibility for tenure. After eligibility for tenure is determined, the faculty member assembles their application with supporting documentation for submission during the next academic year.

Appointment to Associate Professor

Faculty members initially employed at the rank of associate professor will serve a probationary period of at least one year, not to exceed four years.

Appointment to Professor

Faculty members initially employed at the rank of professor 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.

Special Circumstances

- a. For the probationary period, credit may be given for prior service at other institutions with the mutual consent of the University and the ULS Board of Supervisors.
- b. Continuous service includes leaves approved by the ULS Board of Supervisors during the maximum seven-year probationary period.

- c. 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 faculty 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.
- d. In exceptional cases, the VPAA may recommend tenure for extraordinarily meritorious faculty members before completion of the stipulated probationary period.

6.2.4.3 Tenure Criteria

The value of university faculty depends only partly upon degrees, years of service, research, publications, scholarly activity, professional service, and other quantifiable factors. It also depends significantly on talent, teaching ability and effectiveness, intellectual curiosity, creativity, enthusiasm, attitude, rapport with students and colleagues, the ability to motivate, professional behavior, and many other intangible qualitative factors that cannot be measured quantitatively. Candidates will be expected to interact productively with other faculty and students and to demonstrate a fair, diligent, and positive attitude toward the functioning of the department and the university; failure to exhibit these qualities may be considered an instance of non-collegiality and, as such, grounds for denial of tenure.

Each school/department/program should develop its criteria for tenure in the areas of teaching, research and scholarship, service, and collegiality with the relative weight of each area and provided in writing to the faculty upon employment. The criteria in force at the time when a faculty member is hired will be those used to assess the tenure portfolio. Annual evaluations of the faculty member should be carefully considered in the assessment of an application for tenure.

School/program criteria are minimum requirements; their achievement does not imply automatic tenure. Moreover, there may be exceptional circumstances surrounding some cases for tenure which would justify the waiving of specific minimum standards contained in the criteria. The record of a successful candidate, therefore, should demonstrate sustained productivity.

6.2.4.4 Tenure Process

Seeking tenure is a process that begins upon appointment to a tenure-track faculty position. Each newly hired tenure-track faculty member will be appointed an agreed upon tenured faculty mentor who, together with the school director, will advise the tenure-track faculty member throughout the process. The tenure-track faculty member will also participate in a third-year review process to assist with progress toward tenure. The tenure application and associated procedures are significant events in the overall process of faculty development. Each faculty member's application for tenure, as well as his/her assessment during the third-year review, will be evaluated according to tenure criteria in force when hired.

6.2.4.5 Faculty Mentors for Tenure

Early support and mentorship should result in substantial input from senior faculty, especially the faculty mentor/mentors, to junior colleagues during the pre-application period. Every school director/department head/program director will identify and appoint each newly hired tenure-track employee a faculty mentor, or multiple faculty mentors (not exceeding a total of three), during the first semester of employment. The school director/department head/program director will primarily serve in an administrative capacity in this process and will not serve as an appointed faculty mentor for any tenure-track employee.

All faculty mentors for tenure-track employees will meet the following criteria:

- a. Tenure-track faculty mentors are appointed from the individual's specific discipline. If potential mentors do not exist in the same discipline, the school director/department head/program director will appoint a mentor or a group of mentors from closely aligned disciplines.
- b. Faculty mentors must be tenured.

The faculty mentor/mentors serve in an advisory capacity to their assigned tenure-track colleague, from the first semester of hire through the tenure and promotion process. The school director/department head/program director will appoint the faculty mentor or one faculty member from the group of mentors as a member or the chair of the Faculty Tenure Committee.

6.2.4.6 Third Year Review

During the third year of the tenure process, the school director/department head/program director initiates a comprehensive review of the candidate's progress toward successfully attaining tenure. No later than September 15th, the school director/department head/program director notifies the candidate in writing that the third year review has begun. The candidate is encouraged to review archived examples of tenured faculty application portfolios. The candidate constructs a portfolio that parallels the structure and content of a tenure review portfolio, reflecting his/her progress toward tenure. During this time, the school director/department head/program director forms a Third Year Review Committee consisting of a minimum of three tenured faculty members. Some programs may choose to use their Faculty Tenure Committee as their Third Year Review Committee.

After the faculty member submits the third year review portfolio, the faculty mentor or mentors, school director/department head/program director, and the Third Year Review Committee review the documents for breadth and depth.

No later than April 15th, the Third Year Review Committee will provide written and verbal comments about strengths, issues of concern, and/or issues that require attention during the final three years are communicated to the candidate. By May 15th, the school director/ department head/program director will discuss the outcome of the review with the candidate. The school director/ department head/program director retains documentation of the third year review of the candidate.

6.2.4.7 Academic Tenure Review Year Timeline

[ULM Promotion and Tenure Timetable](#)

- a. During the fall semester of the tenure review year, the faculty member seeking tenure should meet with the school director/department head/program director. The applicant should be provided with information about the amount and type of documentation needed and the application process.
- b. By the third week of September, the school director/department head/program director will form a Faculty Tenure Committee. Each committee will elect a chair and a secretary. Reasonable security measures will be taken at all levels of the procedure to ensure confidentiality.
- c. The Vice President for Academic Affairs (VPAA) will notify the academic deans and school directors of the timetable during the fall semester for the processing of applications for tenure.
- d. By the first week of February, the faculty applicant for tenure will submit a portfolio consisting of a cover letter, application form, vitae and supporting documentation to the dean. The [Promotion and Tenure website](#) provides additional information about the portfolio and the process.

6.2.4.8 Academic Tenure Evaluation Procedure

The procedure for evaluating a faculty member's application for tenure will be the one in force at the time of application.

- a. The school director will appoint a Faculty Tenure Committee, comprised of all tenured faculty from the applicant's school, department, or program.
- b. If there are not at least three tenured faculty in the applicant's discipline or related discipline, the school director, will identify other non-administrative tenured faculty members from closely aligned programs/disciplines to serve on the School Faculty Tenure Committee. Committees formed in this way require separate approval by the academic dean and the VPAA.
- c. The school director will submit the proposed School Faculty Tenure Committee membership to the academic dean and VPAA for approval.
- d. The dean will make the candidate's portfolio available to the chair of the School Faculty Tenure Committee.
 1. The chair will make arrangements for the portfolio of the applicant to be reviewed by the members of the committee.
 2. The chair will schedule a meeting for all committee members to discuss the applicant and make a recommendation either for or against tenure.
 3. The chair then submits the committee's recommendation to the school director for review. Vote tallies should be included.
- e. After reviewing the submitted portfolio, the school director forwards their recommendation along with the recommendation from the School Faculty Tenure Committee to the dean.
- f. The dean convenes a meeting of the College Tenure Committee, which will consist of the chairs of all of the Faculty Tenure Committees within the

- college and a tenured faculty member from those disciplines within the college that did not have a Faculty Tenure Committee.
- g. The College Tenure Committee will follow the procedures as outlined for their college's Faculty Tenure Committee.
 - h. After review of all previous documentation, the committee chair and secretary will add the committee's written recommendation to the materials and forward to the dean. Vote tallies should be included.
 - i. The dean will review all documentation, which now includes the recommendations of
 1. The School Tenure Committee
 2. The School Director
 3. The College Tenure Committee.
 - j. The dean, who may consult with faculty and the school director/department head/program director, will make a recommendation and forward all documentation to the VPAA.
 - k. Each dean will meet individually with the VPAA to discuss each applicant from their college.
 - l. The VPAA, who may also consult with the school director/department head/program director, and faculty members, will make a recommendation concerning tenure to the President.
 - m. At each level of the tenure process, the faculty applicant will be informed of the resulting recommendation by the committee chair, school director, dean, or VPAA, but no reason for the decision may be provided. At any point in the process, the faculty applicant may choose to withdraw their application for tenure.

6.2.4.8.1 Tenure Decision

At the end of the penultimate year of the probationary period, the school director or dean reviews the results of the tenure evaluation with the faculty member. When tenure is denied, twelve month written notice of termination shall be given. In the event that tenure is to be awarded, the affected faculty member will be informed and tenure will be effective with the next letter of appointment.

6.2.4.8.2 Tenure Status

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

6.2.4.8.3 Appeal Process

The applicant reserves the right to submit an appeal to the VPAA at any step of the tenure/promotion process in which their application is denied if they believe the process has been violated. To begin the formal appeals process, the applicant must submit a summary of his/her concerns about the process to the VPAA. The appropriate school director/department head/program director must

also submit a response to the VPAA. The VPAA will contact the Faculty Senate president who will then assemble the Tenure and Promotion Appeals Committee. Once assembled, the VPAA will forward both documents to the committee chair. If, after reviewing the documents, the committee finds the process was violated, it will review the applicant's material again with the goal of assuring that the process will be followed. If the committee finds the process was not violated, yet the applicant feels there has been discrimination based on equal opportunity issues, the applicant may file a faculty appeal according to the guidelines listed in section 6.2.5 of the Faculty Handbook.

The decision of the President or Board of Supervisors to deny promotion or tenure is not appealable.

6.2.4.8.4 Promotion and Tenure Appeals Committee

The University Tenure and Promotion Appeals Committee will be composed of nine tenured faculty members holding the rank of full professor. In the semester in which an appeal is submitted, an ad-hoc committee will be selected by the Faculty Senate president and will include two (2) professors from each of the four colleges, and one (1) at-large faculty senator holding the rank of professor. The at-large senator will serve as chair of the committee. The members of the school/program/department/college promotion and/or tenure committees are prohibited from serving on the Tenure and Promotion Appeals Committee.

The charge from the Faculty Senate president to the Tenure and Promotion Appeals Committee is to investigate the processes related to the tenure and/or promotion review. The appeals committee only convenes if an applicant wishes to submit an appeal regarding the process of tenure and/or promotion review.

6.2.5 Faculty Appeal Process

It is in the best interest of the faculty member and the University to have problems brought into the open and resolved. An effort will be made to resolve these problems as quickly and expeditiously as possible. 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 potential of resolving the problem at each level before appealing it to the next level:

- a. Faculty should always discuss a problem first with their school director, who has the responsibility of finding solutions to most faculty problems.
- b. In the event that the grievance is with the school director, faculty should discuss the problem with their Dean, who has the responsibility of finding solutions to school problems. In some cases, it may be necessary to concurrently: a) file a written complaint with the Human Resources Office, and b) apprise the VPAA of the unwillingness or inability to resolve the problem(s) at the school and/or college level.

- c. If faculty believe that the school director has not satisfactorily resolved the problem, they should indicate their desire to meet with their Academic Dean by submitting to the Dean the written grievance with a request for an appointment. The written grievance should state the specific problem, provide specific evidence to support their claim, and state the specific redress requested to resolve the problem. The faculty must sign and date the memo and submit it to their dean. Once stated and submitted, 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 this level an attorney is optional and is to serve in an advisory role only.
- d. Faculty who believe 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.
- e. Any faculty who is still dissatisfied may petition the Faculty Appeals Committee through the ULM President for a hearing. Appointed by the president, this ad-hoc committee consists of at least one faculty member from each College, at least one school director, and one academic dean. The committee 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 believe a hearing is not appropriate.
- f. After reviewing the report of the Faculty Appeals Committee, the President will concur or reject the committee's recommendation and inform the faculty of the decision.
- g. Faculty who believe that the problem still has not been equitably resolved may file an appeal through the proper channels with the University of Louisiana System Board of Supervisors.

At every level, the appeal to the next level must be made within ten working days following a decision or the grievance will 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.

6.3 Administrative Leave

The [ULS Policy on Emergency Administrative Leave for Unclassified Staff \(includes Faculty\)](#) should be followed pertaining to administrative leave.

6.4 Separation of Faculty Through Termination or Resignation

University of Louisiana System policy has specific procedures and guidelines governing termination of faculty appointments, which can be found in [Chapter 3: XV. Policy on Termination.](#)

6.4.1 Termination or Resignation: Instructors and Non-Tenure Track Faculty

Non-tenure track faculty and other special appointees are temporarily employed with appointment letters. Their appointments expire at the end of the term specified in their appointment letter. However, in the specific case of program discontinuance or cause, an instructor or other non-tenure track faculty may be terminated upon one month's notice.

6.4.2 Termination or Resignation: Tenure Track Faculty

Per [UL System Policy](#), a tenure-track appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the discretion of the institution with the approval of the Board of Supervisors. The non-reappointment of a faculty member does not necessarily reflect on the faculty member's work record or behavior. The determination to reappoint, or not to reappoint, should be based upon a review of the specific conditions relating to the position. Notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment as follows:

- a. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination. In the specific case of program discontinuance, the notice requirement shall be at least three months in advance of termination.
- b. Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year, or at least six months in advance of its termination. However, in the specific case of program discontinuance, the notice requirement shall be at least three months in advance of termination.
- c. At least 12 months before the expiration of an appointment after two or more years of uninterrupted service at the institution. However, in the specific case of program discontinuance, the notice requirement shall be at least three months in advance of termination.

6.4.3 Termination of Service/Discipline of Tenured Faculty

[UL System Policy](#) states, "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". In addition, "Financial Exigency constitutes cause, as does program discontinuance."

In the event that concerns are expressed about the competency and effectiveness of a tenured faculty member, the President of the University will appoint an ad-hoc committee of at least three tenured faculty members who will hear charges brought against a faculty member for termination of contract, discharge, or demotion in academic rank. The principles of due process will be applied in such matters:

- The administrator bringing charges against the faculty member must notify that individual and the chair of the committee of those charges in writing at least five days prior to the hearing before the committee. Information about the policies alleged to have been violated will be included in the document.
- The faculty member being charged will be provided access to all evidence that will be used to determine if the allegations are correct. Similarly, the administrator bringing charges against the faculty member will be provided access to all evidence used in the faculty member's defense. In both cases, this access must occur prior to the hearing and give sufficient time for preparation.
- The hearing before the ad-hoc committee is not a court of law but will be conducted in a professional manner and include a record of proceedings.
- All materials used during the hearing will be provided to each committee member prior to its meeting time.
- Each side will be provided the opportunity to present information supporting its claims and refuting those of the other side. Witnesses may be called to testify for this purpose. An opportunity to cross-exam each witness will be provided. Likewise, committee members will be provided an opportunity to question witnesses.
- Committee members will consider all information provided to them during the hearing and will determine if they believe that substantial and credible evidence supports the charges.
- The committee's findings and recommendations along with all presented material and the record of the hearing will be forwarded to the President of the University who will make a final determination for the institution.

Except in cases where termination occurs pursuant to financial exigency or program discontinuance, the faculty member who has exhausted due process procedures at the institutional level may petition the Board within 30 days when the institution is in session for a review and no official action will be taken by the institution until a final determination is made by the Board.

6.4.4 Reduction in Faculty

ULM follows ULS policies for Financial Exigency and Program Discontinuance.

Financial Exigency: A declaration of financial exigency will represent a determination by the Board of Supervisors, upon recommendation of the ULM President and System President, that the financial condition of the System, an institution, program, or budget unit has reached a crisis in which the entity must carefully reexamine its priorities and reduce programs or personnel or both to effect a cost savings sufficient to alleviate the financial exigency. For more information, see the [UL System Policy for Financial Exigency](#)

Program Discontinuance: Occasionally, for educational and/or budgetary reasons, it may be in the university's best interest to discontinue an academic program. Such a decision should be made after consultation with the appropriate faculty groups and according to

ULS policy. For more information, see the [ULS policy on Academic Program Discontinuance](#).

7. Academic Responsibilities and Professionalism

Upon becoming a member of the ULM community, every individual makes a commitment to the University. Those who accept full-time and part-time appointments are expected to accord the University their primary professional loyalty. Faculty members are central to the University and serve as scholars pursuing the search for knowledge, as teachers instructing and advising students, and as professionals contributing special knowledge and skills through professional service and community participation. In the performance of all these functions, faculty members are held accountable to the University in accordance with state and federal laws and with policies and procedures established by the Board of Regents, UL System, VP of Academic Affairs, each College, and Unit.

7.1 Academic Responsibilities of Faculty

7.1.1 Citizenship and Civility

Politeness and friendliness are virtues that members of the University community seek to demonstrate in their day-to-day interactions. Rude and/or hostile behaviors not only violate the University's tradition of respect for others, but they also undermine rational discourse and interfere with the educational process. As members of a community of scholars, faculty enjoy the freedom to search for the truth in their various disciplines, but they also have certain responsibilities to their colleagues and ULM. Indeed, according to [ULS policy](#), "It is a basic principle that every member of the academic staff, of whatever rank, shall at all times be held responsible for competent and effective performance of their duties." Civil disagreement and a diversity of views are expected, but this debate and dialogue should be respectful at all times not only in person but also in print (e.g. email, social media). In all cases, the faculty should be conscious of their behavior and its consequences. The expectations for faculty further extend to their roles outside the university. Good citizenship, therefore, requires that each faculty member appropriately contribute to their program, school, college, the university, and the community.

7.1.2 Faculty Attendance and Availability

Faculty calendar responsibilities in the Fall and Spring semesters begin with the first day of the semester's faculty activity week and end when the Registrar closes grading submission of the semester. Nine month faculty are expected to be available on campus or by phone until the Registrar closes grade submission at the end of each semester. Faculty responsibilities during intersessions begin with the first day of classes and end the last day grades are due.

Faculty are required to keep scheduled office hours until the Registrar closes grade submission in the semester in which they teach, to be available for consultation with students, and for College/Departmental meetings as scheduled. Additionally, faculty are expected to follow the published final exam schedule, unless written permission has been granted by the dean.

Formal participation in Fall and/or Spring Commencement is considered part of a faculty member's contractual responsibilities. The procedures for participation are developed by the Commencement Committee.

7.1.3 Faculty Meetings

Meetings of the faculty may be called by the President as deemed necessary. Each full-time member is expected to attend except for illness or unforeseen emergency. Teaching assistants and part-time faculty members need not attend general faculty meetings. Academic deans meet regularly with the Vice President for Academic Affairs. In turn, the academic deans will meet regularly with their school directors. The school director holds regular meetings with their program coordinators and faculty members for the purpose of improving instruction, planning departmental procedures, and conducting related professional discussions. Academic deans and school directors may call meetings of their faculty and professional staff whenever the need arises.

7.1.4 Faculty Absences

A faculty member is expected to meet with their classes for instruction, examinations, and clinical and laboratory experiences, according to the course schedule and the University Calendar, except when prevented by illness, other unavoidable causes, or when absent on authorized travel. A faculty member's supervisors must be notified of unplanned absences as soon as possible so that appropriate course coverage can be assigned.

Planned absences must be approved by the Unit Head and other appropriate administrators in advance. It is the joint responsibility of the Unit Head and the faculty member to ensure that arrangements are made for covering instructional and other activities during the period of absence.

7.1.5 Office Hours

As part of good instructional policy, faculty are expected to be available to meet with students during office hours to answer questions, mentor, and to help with career planning. Each semester, faculty must include a statement on availability and contact information in their on campus and online course materials and post their current availability and teaching schedule on their door or wall outside their office. Additionally, they must provide their office hours schedule to their Unit Head. Office hours should be held with diligence.

Office Hours Policy:

- a. Faculty members teaching a full-load Fall and Spring semesters are required to designate ten hours per week for student conferences. These hours should be spread throughout the week and some may be virtual, depending on program policy
- b. Office hours must also be followed during Final Exam week although the schedule may change.

- c. Faculty members teaching summer sessions should set aside five hours per week per 3 credit course for student conferences, depending on program policy.
- d. Deans have the discretion to adjust office hours for special circumstances upon faculty request.

7.1.6 Class Records

Each faculty member must keep an up-to-date class record book or computerized class records. 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 (such as an attorney or a judge) should be able to interpret the records and understand exactly how the final grade was determined. At any time, the school director/department head/program director must be able to obtain a class record book from the previous five years.

Faculty members separating from the University or not teaching during any given semester must submit class records to their immediate academic supervisor. All part-time faculty members and graduate assistants must submit their records in the school director/department head/program director's office at the end of each semester or summer term, even if they are returning the next semester.

7.1.7 FlightPath

FlightPath is ULM's online advising and degree audit system. FlightPath automatically populates students' electronic degree plans as grades are processed through the Registrar. Advisors are expected to use FlightPath to aid in the advising process. FlightPath allows for electronic documentation of recommended courses. Advisors are encouraged to use the comments feature to provide additional information regarding student interests and career plans, students' progression through their program and progress toward graduation. Students can also log into FlightPath and see their degree plans, courses they have already completed, earned grades and credits, courses needed to graduate, sample course syllabi, and a schedule of course offerings expected over the next five years. Students can also use the "What-If" feature to see how their current credits could apply to other degrees, should they decide to change majors.

7.1.8 Academic Advising and TALON

The University of Louisiana Monroe employs an Appreciative Advising Model to help students progress through their curriculum and find solutions to problems before they become so severe that the student cannot succeed academically. Resources to help deliver quality academic advising are available on the [Clark M. Williams Student Success Center \(SSC\) website](#) under "[University Advising Committee Advising Resources.](#)"

Among those resources is [TALON](#), the ULM-developed system designed to improve student retention and graduation rates and reduce faculty advising loads. An advantage of TALON is that faculty will have more time for student mentoring, career exploration, teaching and research. TALON is used to monitor undergraduate student progression and identify students whose indicators show they have a below-average likelihood of

successfully completing their degree requirements. TALON can be accessed through the [myULM portal](#). Information on using TALON can also be found on the SSC website under "[TALON Information.](#)"

Special attention is given to advising new freshmen since even the best of these students often experience difficulties as they adjust to university life and expectations. Thus, all new freshmen and certain continuing students are advised by the professional staff in the SSC. Other undergraduates may not require advising before registering for courses. Consult the [TALON website](#) to determine if an undergraduate is required to be advised. Note that although formal advising under TALON may not be required for some students, all faculty are urged to advise students who seek their help.

Each college has a process for advising and assigns faculty advisors in BANNER. Changes of major are processed in the SSC or in the college into which the student is changing so that advisor assignments can be made in BANNER.

Faculty within graduate programs advise graduate students. Processes associated with that advising are program-dependent and are provided in the program's section of the university's Graduate Catalog or are available through the school director/program director/department head.

7.1.9 Textbook Adoption

The [Textbook Adoption Policy](#) defines the responsibilities of individual faculty members and university administrators for timely ordering of textbooks and other instructional materials. It establishes guidelines aimed at addressing the cost of college textbooks and other instructional materials. Adoption deadlines are usually during early-mid October for Winter session and Spring semester; and early-mid March for Maymester, Summer sessions and Fall semester

7.1.10 Class Meetings

- a. Classes must be held at the hours scheduled through the Office of the Registrar. Written requests to change course schedules after publication must be approved through the school director/program director/department head, academic dean's office and the Office of the Registrar.
- b. In no instance should a faculty member permanently change the meeting location of a class without approval from the school director/department head/program coordinator and coordination with the Office of the Registrar.
- c. The UL System requires that a class strive to meet a minimum of 750 minutes for each credit hour earned. To comply with this requirement, three-semester-hour classes must strive to meet a minimum of 2,250 minutes each semester.
- d. A final examination period may be counted as a full class meeting toward meeting the minimum minutes per semester.
- e. If an additional class meeting is required, the instructor will schedule the time and place of the meeting through the Office of the Registrar.

7.1.11 Syllabi

Each faculty member is expected to produce a syllabus with clearly defined requirements for each course. The syllabus template can be found at the [forms database under academic affairs](#). The syllabus should be located on the course Moodle site, filed with the unit head, and distributed to each student no later than the second class meeting day at the beginning of the course. An updated syllabus must be disseminated for any changes that may impact calculation of grades.

7.1.11.1 Class Attendance/ Makeup Examinations

Every faculty member shall take attendance or roll in each class period in accordance with the policy established by the University of Louisiana System Board of Supervisors. A copy of the attendance regulations may be found in the University Catalog. Veteran's attendance regulations are included in the Standards of Progress for Veterans. These standards are issued periodically by the Office of Veterans' Affairs, under the direction of the Office of the Registrar. Contact the Office of the Registrar for information on Standards of Progress for Veterans or visit the [ULM Veteran Affairs](#) page. Students must not be penalized for excused absences.

Faculty will give fair and appropriate means of making up the examinations and coursework for excused absences and university sanctioned absences. The means and times for making up these examinations are left to the discretion of the instructor, and should be communicated to students in the syllabus.

7.1.11.2 Grades

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: communicate to the academic community and to the community at large a certified level of academic achievement, and provide realistic and reliable feedback for students to use in evaluating individual progress and making decisions about future behavior.

Faculty members are expected to inform classes of the basis for determining final course grades during the first week of classes. The grading policy must be clear and listed on the course syllabus and in online course materials. Faculty should be mindful of best practices related to effective grading as it should be:

- a. appropriate scope, depth, and degree of difficulty for each course;
- b. controls to ensure that students have proper academic qualifications for enrolling in each course; and
- c. adequate measures of performance.

7.1.11.3 Submitting Grades and Student Progress Reports

Faculty are expected to: respond on time to requests for student progress reports, such as Grades First and athletics progress reports; and submit midterm and final grades in Banner ahead of the Registrar's published deadlines.

7.1.11.4 Final Examinations

Final examinations are integral parts of the instructional program and should be given in all courses, unless an exception is approved by the dean. Faculty are expected to adhere to the final examination schedule as published by the [ULM Registrar's Office](#) each semester. Deviations from that schedule must be approved by the dean.

7.1.12 Student Travel and University Sponsored Events

7.1.12.1 Student Travel - Field Trips

A field trip is 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:

- a. Curricular—field trips which satisfy course requirements.
- b. Extracurricular—of academic value, yet not a specific requirement of a particular course.

7.1.12.2 Guidelines for Planning Field Trips

- a. The field trip should contribute to the students' academic program.
- b. Field trips should be conducted in such a fashion that distance traveled, time, and expense are minimal to accomplish the objectives of the trip.
- c. Field trips should be evaluated in terms of the impact on the students' total program.
- d. Field trips should be planned and conducted in such a fashion as to enhance the image of the University.
- e. Adequate planning with the agency visited should precede any field trip. Faculty should endeavor to complete necessary planning and paperwork to receive approval at least a month in advance.

7.1.12.3 Administrative Procedures Governing Field Trips

- a. Prior approval of a field trip must be obtained from a faculty school director/department head/program coordinator and academic dean. The request should be made in writing on an official form and submitted to the Vice President of Student Affairs. The instructions and forms may be found on the ULM Forms page ([Student Travel](#)).
- b. University transportation should be requested and utilized whenever available. Operation of these vehicles must be in accordance with University policy.
- c. Transportation expenses may be financed from school travel funds, if approved by the School Director and dean.
- d. The School Director and dean will be responsible for ensuring that travel regulation requirements are met. Please note that students are prohibited from operating University vehicles unless they are employees and certified as university drivers.

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

Instructions and memo template may be found on the ULM Forms page (Academic Affairs).

7.1.13 Equal Employment Opportunity

The University of Louisiana Monroe follows federal law as it does not discriminate on the basis of race, color, national origin, age, retirement status, religion, sex, sexual orientation, citizenship, Vietnam era or veteran status, sickle cell trait; pregnancy, childbirth or related medical conditions, or disability in admission to, access to, treatment in, or employment in its programs and activities. Further, University policy fully embraces equality of opportunity for all employees by affirming that the University will take action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment, i.e., transfer, promotion, recruitment, advertisement, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and other employment practices. For more information, see the [ULM Equal Employment Opportunity Policy](#).

7.1.14 Anti-Discrimination, Harassment, and Retaliation

The University of Louisiana Monroe is committed to offering all employees, students and visitors, a campus environment free from all forms of harassment, discrimination, and retaliation. All members of the University community should be treated with dignity and fairness without being subjected to conduct which stifles productivity and hinders academic and professional involvement. For more information, see the [ULM Anti-Discrimination, Harassment and Retaliation Policy](#).

7.2 Academic Professionalism

7.2.1 Chain of Command

Faculty members are encouraged to offer suggestions; pose questions, concerns, complaints, or grievances; and seek resolutions first with their direct supervisors. In the case that complaints or grievances involve these direct supervisors, faculty members should seek relief at the next possible higher level of supervision.

7.2.2 Academic Freedom

ULM recognizes that the principle of academic freedom is the cornerstone of the university, offering all faculty members the right to explore fully within their field of expertise or subject matter, as they search for truth. If faculty members are to teach and carry on research effectively, academic freedom is necessary. Both within and outside the classroom, the faculty should demonstrate respect for others' points of view and should refrain from insisting upon the adoption of any particular point of view as authoritative in controversial matters by students or others. The faculty should also exhibit care when interacting with public, making it clear at all times whether they speak as private citizens, as experts on the subject in question, or as institutional

spokesperson. While the expertise of faculty is often called upon outside the university, faculty members need to make clear that their opinions are not those of the university.

The following principles are guidelines for faculty with respect to academic freedom and reflect both [ULS Board Policy on Academic Rights, Duties and Responsibilities](#) and the [AAUP's 1940 Statement of Principles on Academic Freedom](#):

1. Instructors and professors are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, with the expectation that professors will adhere to university policies, procedures, and regulations, including compliance with CITI, IRB, and other regulatory systems. Faculty members are expected to be aware of and to follow all rules, regulations, and guidelines, set forth by the Louisiana Board of Ethics. For more information, a summary of the [Louisiana Code of Governmental Ethics](#) is available online.
2. Faculty are entitled to freedom in the classroom in discussion of their subject, but they should avoid the use of offensive language and be careful not to introduce controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university faculty are citizens, members of a learned profession, and officers of educational institutions. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. At all times faculty should strive to be accurate, exercise appropriate restraint, show respect for the opinions of others, and indicate that they are not speaking for the institution.

7.2.3 Academic and Scientific Misconduct

ULM is strongly committed to personal and institutional integrity, in all academic areas of the university. In particular, integrity and honesty with respect to scientific experiments, data, and publication is paramount. Fraudulent or deliberately misapplied science can have severe, costly, or fatal consequences. In order to protect the public and to continue pursuing scientific discoveries and breakthroughs, ULM will practice honesty, integrity, and vigilance, and will respond appropriately, especially regarding whistleblowers and retaliation.

Whistleblowers, for this policy, refers to a person who makes an allegation of scientific misconduct.

Retaliation is any action that adversely affects the employment, academic status, professional reputation, or other institutional status of an individual or their family that is taken by an institution or an employee because the individual has, in good faith, made an allegation of scientific misconduct or of inadequate institutional response. Good faith allegations means an allegation made with the honest belief that scientific misconduct

may have occurred. An allegation is not in good faith if it is made with reckless disregard, malice, or willful ignorance of facts that would disprove the allegation.

Prevention of scientific misconduct is ultimately more effective than punishment of misconduct which has already occurred. All researchers must complete courses on Responsible Conduct of Research through CITI before beginning work on projects, and every two years to refresh knowledge of research protocols. Should accusations of scientific misconduct be reported, ULM will follow the [Scientific Misconduct Policy](#). All accusations of scientific misconduct will be handled first by the Research Integrity Officer (RIO) in OSPR, who will immediately assess the allegation, simultaneously documenting and maintaining records of the investigation. If the accusation is supported by sufficient evidence, the case will be referred to the Inquiry Committee, who will convene an investigation and report findings to the RIO. All due process will be followed, as outlined in the policy, and administrative action, if necessary, will follow policy guidelines.

7.2.4 Social Media Policy

Intellectual exchange, open dialogue, and honest communication are important values at ULM. Adherence to these values is critical in our approach to the utilization of social media. ULM's [Social Media Policy](#) was designed to protect personal and professional reputations, as well as maximize the impact of ULM's promotional opportunities in social media. Employees should use this as a resource for posting content and managing official ULM social media sites. The policy applies to all ULM faculty and staff and the social media accounts associated with schools, colleges, departments, and offices. All social media accounts (existing and new) associated with ULM must be approved through an application process.

In order to safeguard faculty from misunderstandings, the university recommends the following:

1. On personal sites, if you identify yourself as a ULM faculty or staff member online, be clear the views expressed do not necessarily reflect those of the university. While faculty and staff certainly possess freedom of expression in their personal sites, it is imperative to always remember their association with ULM.
2. Be thoughtful in your postings. If you would not say it at a conference or to a member of the media, do not post it online.
3. Share positive news about your department. Re-post favorable content from ULM's main Facebook site. Visit the [ULM Facebook site](#) and the [ULM News Center](#).
4. Be concise in posting. Facebook status updates should be brief and written in a conversational style.
5. With university accounts, post fresh content 3 to 4 times a week, never exceeding twice a day. Research indicates fans can grow weary from over-posting.
6. Delete the following from university social media pages: solicitors trying to sell a product; hate speech; personal attacks; sexually explicit remarks, and swearing.

Do not delete comments simply because they are negative. Instead, respond to those comments through an open and honest dialogue. If a Facebook administrator needs personal information to assist a student or friend of the university, encourage him or her to contact you offline.

7.2.5 Code of Ethics for Public Employees

As Public Servants/Public Employees faculty are governed by the [Code of Governmental Ethics, RS. 42:1111-1121](#), and are expected to familiarize themselves with their responsibilities. Employees are defined as anyone receiving compensation from ULM for duties assigned; this includes student workers, graduate assistants, full-time faculty, part-time faculty, and all other employees. Thus, anyone receiving compensation from ULM is considered an employee and must conform to the law.

7.2.6 Receiving Something of Economic Value

As public servants, faculty are prohibited from receiving anything of economic value for the performance of duties and responsibilities of their office or position (e.g., money, gifts, food, tickets, etc.). If the student is taking the faculty member's course, has substantial economic interests in the performance of the public servant's job duties or responsibilities, or if the gift is related to the performance of the faculty member's job, then the gift cannot be accepted. See 42:1115 or 1111A. There are, however, scenarios where it would not be prohibited, but faculty should make every effort to avoid any appearance of impropriety. See ([R.S. 42:1111A](#); [R.S. 42:1115](#); [Section 42:1102](#); and the [Louisiana Ethics Administration Program](#)).

7.2.7 Use and Protection of ULM Resources

Each employee has the responsibility to protect and use the University properties for University purposes only. The University's resources (e.g., personnel, facilities, equipment, and supplies) are not to be used for the benefit of individuals, private organizations, or firms and other enterprises which are not sponsored by the University through a supporting agreement approved by the VPAA. 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.

7.2.8 Fundraising Policy

ULM's fund-raising policy establishes the appropriate protocols and practices for university personnel, departments, groups, and organizations who wish to raise funds on behalf of the university, for the affiliated organization, or for the benefit of a third party. The manner in which the funds are generated and how the funds are to be used determines the appropriate fundraising protocol and the type of account that will be used to manage the funds. (<https://webservices.ulm.edu/policies/document.php?i=80059>).

7.2.9 Using Public Office or Employment for Personal/Private Gain

ULM complies with state law ([Louisiana Constitution, Article 7, Section 14, RS 42:1101](#)) as all resources, including person-hours, public office, and employment must be devoted to University business and not be used for personal gain. For example, university faculty members cannot be paid to tutor high school students in their offices at any time (e.g.,

work hours or after hours) or use other university facilities (e.g. labs, clinics) for personal gain as this would be a violation of the Code of Governmental Ethics.

7.2.10 Mandated Annual Ethics Training

All employees are required to complete one hour of training per calendar year on the Code of Governmental Ethics available through the [ULM Online Training System](#) using their ULM email, not a personal email address. ULM has set a deadline of March 31 of each calendar year for completion of Ethics Training for all employees who are continuing their employment from the previous year. New employees are to complete the required Ethics Training within the first week of their employment as part of their official employee check-in. A copy of the *Ethics Training Certificate* should be printed and provided to the employee's supervisor to verify completion of training. Failure to complete the mandatory training will result in disciplinary action from ULM, beginning with a letter of reprimand and being ineligible for pay raise or pay adjustment for the calendar year following the year the training was not completed, and ultimately may lead to termination for repeated violations of the policy. In addition, the Louisiana Board of Ethics can impose sanctions for failure to complete the annual training requirement in a timely manner. More information is available at [Louisiana Ethics Administration Program](#). See [HR004.1 Ethics Education and Training Policy](#).

7.2.11 Financial Conflict of Interest

A faculty member has a conflict of interest when he/she, any of his/her family, or any associated entity possesses a financial interest in an activity which involves his/her responsibilities as an employee of ULM. Included in these responsibilities are all activities in which the faculty member is engaged in the areas of teaching, research, service or administration.

Faculty relationships with outside agencies are expected to be conducted with the highest level of integrity. The [ULM Financial Conflict of Interest Policy](#) serves as a guide for employees to "properly structure their relationships with industry and other outside ventures given their position responsibilities" and to ensure that financial conflicts of interest do not compromise research.

7.2.12 Outside Employment

It is recognized that the faculty of ULM is composed of persons with such competence in their fields that their services in a professional capacity may be sought outside the University. A faculty member may have the opportunity, with prior approval of University authorities, to accept outside activities such as consulting for pay during the months of regular employment. Outside employment may not interfere with University responsibilities expected of faculty. Therefore, both the amount of time involved and absence from official assigned duties while rendering outside services are of primary concern. See [ULS Policy on Outside Employment](#)

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, school director, dean, and vice president.

In addition, all full-time ULM employees must report annually any conflict of commitment or outside employment for which a salary, retainer, fee, or other 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. Such requests must be approved by the appropriate school director, dean, and university president prior to the faculty member engaging in the employment. Faculty will be notified ahead of time of the annual disclosure date. Absence from official duties and responsibilities requires specific written approval from the school director 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 outside monies are earned within the regular 40-hour work week (M-T, 7:30-5:00 and F, 7:30-11:30) and not returned to the University in any manner.

7.2.13 Nepotism

In general, employees from the same budget unit or from the same immediate family although a separate budget unit, may not be employed in a situation where one member may have direct administrative responsibility for the other. The Board may authorize employment of persons from the same economic unit or the same immediate family when allowed by law. Explicit instructions are given in the required annual training for ethics, and exceptions to this policy and definitions of economic unit, immediate family, and other relevant terms can be found at [UL System Policy Chapter 3:IX Nepotism](#).

7.2.14 Sexual Misconduct

ULM is committed to offering all employees and students or users of University facilities a campus environment free from all forms of sexual misconduct and workplace harassment. Specific policies can be found at <https://webservices.ulm.edu/policies/document.php?i=96885>

7.2.15 Student Discipline and Welfare

Disciplinary action regarding disruptive behavior in the classroom will be addressed through due process by the faculty member and documented via online [Maxient Incident Reporting Form](#). Prior to completing this form, please review [ULM's Classroom Behavior Policy](#).

Due process requires that, before punishment is imposed, the student (1) be informed of the alleged policy violation, (2) have an opportunity to see all evidence used against him/her, (3) have an opportunity to present rebuttal evidence, and (3) have the opportunity to question any witnesses used against him/her. The faculty member then may determine the course-related sanction to be imposed against the student, up to and including failure for the course. This sanction should be commensurate with the severity of the policy violation. A letter must be sent to the student stating the imposed sanction and informing the student of his/her right to appeal to the next level in the chain of command. The faculty member is encouraged to use the [Classroom Incident Form](#). A

copy of all documentation must be forwarded to the Office of Student Services (Student Conduct) for record keeping purposes. The importance of timely, consistent documentation cannot be overstated.

Classroom behavior that is considered violent, threatening or harassing may require the immediate attention of the Dean of Students. In the event that the nature of the disruptive behavior occurs at this level, the faculty member shall submit the online Maxient Incident Reporting Form detailing the incident(s). Upon receipt of the online form, disciplinary action may be taken directly through the Office of Student Services by the Dean of Students or designee. Faculty should call the University Police Department (UPD) at 318.342.5350 or 911 for an emergency, if they feel threatened, or have concerns for the safety of a student.

If the alleged incident involves harassment, discrimination, sexual misconduct, sexual assault, dating violence, stalking, or retaliation, reporting should follow Title IX guidelines using the [online Harassment, Discrimination, and Retaliation Complaint Form](#). Prior to completing this form, review [ULM's Title IX Policy](#).

Faculty who notice a non-emergency student issue should complete the online Maxient form which will be routed to the Dean of Students for action. These issues include potential Code of Student Conduct violations and situations outside of the classroom that may include concerns for welfare, health, emotional, or behavioral issues.

7.3 Student Appeals Related to Grading and Other Academic Matters

ULM and its faculty are dedicated to the accurate reporting of grades. In the case that a student has concerns regarding his or her final grade in a course, the student should first consult with the instructor of record. If the grade was reported in error, the faculty member can correct the grade through the Registrar's office. If there is reason to believe that the student was unfairly evaluated, the student may appeal by following the [Course Grade Appeal Policy](#). Faculty should endeavor to diligently resolve the issue expeditiously.

8. Leaves of Absence

Requests for a leave of absence will be submitted to the President of the University for consideration. If recommended by the University President, the leave request will be submitted to the President of the University of Louisiana System for consideration.

[Policy of the ULS Board of Supervisors](#) will determine if individuals are eligible for leaves of absence. 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 related to leaves of absence for faculty members. Leaves of absence, other than for military service, shall not exceed one year. Refusal by a faculty employee or administrator to comply with provisions of this leave will result in forfeiture of tenure and/or employment.

Any additional extensions will 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.

8.1 Annual Leave

Faculty members who have been regularly employed on a twelve-month basis are entitled to annual leave according to the following schedule:

Years of Service	Annual Leave Earned Per Month		Annual Leave Earned Per Year	
	Days	Hours	Days	Hours
Fewer than three years	1	8	12	96
Three but fewer than five	1 ¼	10	15	120
Five but fewer than ten	1 ½	12	18	144
Ten but fewer than fifteen	1 ¾	14	21	168
Fifteen or more	2	16	24	192

Annual leave is scheduled with the consent of the faculty member’s supervisor prior to the leave period. Faculty members employed on a nine-month basis do not earn annual leave; they earn “faculty leave,” which 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 during holiday periods as shown in the official University Calendar. See [ULS Policy FS.III.XXI.-1 Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees](#) for further information.

8.2 Sick Leave

Sick leave is earned by faculty employed on regular full-time appointments at the rate indicated below.

Years of Service	Sick Leave Earned Per Month		Sick Leave Earned Per Year	
	Days	Hours	Days	Hours
Fewer than three years	1	8	12	96
Three but fewer than five	1 ¼	10	15	120
Five but fewer than ten	1 ½	12	18	144
Ten but fewer than fifteen	1 ¾	14	21	168
Fifteen or more	2	16	24	192

Sick leave with pay may be taken by an employee who has sufficient leave to his/her credit for illness or injury that prevents performance of work duties or medical, dental, or optical consultation or treatment. Sick leave will be charged on an hourly basis with no minimum charge. See [ULS Policy FS.III.XXI.-1 Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees](#) for further information.

8.2.1 Sick Leave and Professional Courtesy

Faculty are not expected to remunerate a substitute to teach classes left “uncovered” due to illness. For periods of one week or less, other faculty may be asked to cover the classes on a professional-courtesy basis with no additional remuneration. For periods longer than one week, beginning with the second week, the University will pay “overload compensation” to currently employed SACSCOC-qualified full-time faculty who assume part of the load or will hire part-time faculty as needed.

Actual pay per class will be computed by prorating the expected number of class meetings. Responsibilities will include all performance for which faculty members are accountable and are not limited to the teaching of classes. Activities such as office hours, committee work, and student advising may be included.

8.3 Personal Leave

Nine-month faculty shall be allowed up to two days absence for personal reasons during each academic year without loss of pay. The faculty member requesting personal leave should give notice to his/her school director at least twenty-four hours prior to taking leave. In addition, at the discretion of the appointing authority, a full-time faculty member may be granted leave with pay to attend to personal emergencies. Such time may be charged against sick leave. Personal leave shall be charged against sick leave and does not accumulate year to year. [ULS Policy on Leave Record Establishment and Regulations](#).

8.4 Funeral Leave

Faculty may be given time off without loss of pay, annual leave, or sick leave when attending the funeral of a relative. Funeral Leave is limited to two days on any one occasion. Relatives for purposes of this section include the following: Spouse; Mother; Father; Child; Stepchild; Brother; Sister; Stepbrother; Stepsister; Mother-in-law; Father-in-law; Stepmother; Stepfather; Grandchild; Grandmother; Grandfather; Step-grandmother; Step-grandfather. [ULS Policy on Leave Record Establishment and Regulations](#).

8.5 Military Leave

Faculty who are members of a reserve component of the armed forces of the United States or the National Guard will 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 will not exceed 15 working days in any calendar year. Employees whose appointments extend beyond 15 working days may be granted annual leave or leave without pay in accordance with other leave regulations.

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 will 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 will be reemployed by the university at the beginning of the next semester after the date written notification is received that the individual wishes to return to their position, provided that such notification is given within 40 days after honorable discharge from the Armed Forces. [ULM Veteran Affairs](#)

8.6 Maternity Leave

A ULM employee may use sick leave for maternity purposes when her postnatal or prenatal condition prevents the performance of usual duties, provided she has sufficient sick leave credit. The limit to the use of sick leave for a postnatal condition will be six weeks unless a physician certifies the employee's inability to return to work. Employees are encouraged to consult the [Family and Medical Leave Act policy](#) and discuss with personnel in the Office of Human Resources matters of leave outside those conditions. They also should notify Human Resources of the proposed leave at least two months in advance to ensure that appropriate arrangements are made for work to be completed while on leave.

8.7 Family and Medical Leave Policy

The ULM Family and Medical Leave Policy is governed by the Family and Medical Leave Act (FMLA) and is maintained by Human Resources. [Family and Medical Leave Act Policy](#)

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons, after they have exhausted sick and annual leave. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

8.8 Sabbatical Leave

Sabbatical leave can be granted only as funds are available per approval by the ULS Board of Supervisors. ULM adheres to the [UL System Policy on Sabbatical Leave](#). Provisions for leave with pay for the purpose of professional/cultural improvement or for the purpose of renewal are designed to improve the quality of university administrators or faculty. Prior approval from the ULS Board of Supervisors and the ULM President is required to take sabbatical leave. In addition, when administrators or faculty members receive outside compensation for research during their sabbatical, payment must be approved in writing in advance by the President. The Board provides for faculty leaves of absence under the following conditions:

- a. After six or more consecutive fiscal years of active service at ULM, the individual is eligible for one academic year of sabbatical leave.
- b. After three or more consecutive fiscal years of active service at ULM, the individual is eligible for one semester of sabbatical leave.

- c. Extensive sick leave time taken during a semester or academic year will not be counted as part of the years of active service when considering sabbatical leave.
- d. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.
- e. Refusal by a faculty member to comply with the provisions of the Board of Supervisors Sabbatical policy will result in the forfeiture of tenure and/or employment.
- f. Per Louisiana law, following a leave of absence with pay, a faculty member is obligated to return to his/her institution for at least one year of further service. [\[Acts 1991, 858 \(R.S. 17:3328\)\]](#)

8.9 Public Payroll Fraud

Faculty should be mindful of the relationship between leave and what constitutes Public Payroll Fraud, which is addressed in [Article 7, Section 14, RS 14:138](#) of the Louisiana Constitution. Faculty will not receive overload pay for extra services rendered during their regular university work schedule. The official approving agent is charged with ensuring compliance with this policy when approving payments to subordinates.

A succinct definition of payroll fraud is when any person knowingly receives compensation for services not rendered, allows another individual to be compensated for services not rendered, or is over compensated for the nature of the work.

Example: An employee does not work one day, but submits a time sheet indicating that an entire week was worked; the supervisor approves the time sheet without the leave being reported. In this case, both the employee and the supervisor have committed payroll fraud.

Although there are numerous other examples, if faculty have questions, Human Resources should be contacted.

8.10 Shared Sick Leave Program

Shared Sick Leave is leave hours donated by faculty and/or unclassified staff into a shared sick leave pool. It may be used by eligible faculty and/or unclassified staff who are suffering from their own serious health condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment. Faculty and/or unclassified employees may irrevocably donate sick leave to the shared sick leave pool. [ULM Shared Sick Leave Program](#)

9. Faculty Resources

ULM faculty have many resources available to help them fulfill their duties. A few of these assets are listed below. A more complete listing is available on the [Faculty & Staff website](#).

9.1 Academic Innovation Center

The mission of the ULM [Academic Innovation Center](#) is to support of the University strategic plan, and to promote collaboration and creativity to further academic excellence and

professional development. The vision for the Academic Innovation Center is that it will provide an environment to promote the development of the next generation of academic leaders, support collaboration, and offer opportunities for inspiration and shared knowledge.

9.2 Office of Sponsored Programs and Research

The purpose of the Office of Sponsored Programs and Research is to provide “support for the pursuit of new knowledge, service to the betterment of society, and rewarding collaborations.” OSPR serve the University by facilitating a variety of initiatives and ensuring ULM personnel maintain full-compliance with university policies for sponsored programs, as well as state and federal regulations.” [ULM Office of Sponsored Programs and Research](#)

9.3 Intellectual Property

The University recognizes that academic research and scholarship should be encouraged without regard to potential gain from licensing fees, royalties, or other income; however, it also recognizes that Intellectual Properties and discoveries may arise from the activities of faculty, staff, and students in the course of their institutional activities and duties or through the use, by any person, of institutional resources such as facilities, equipment, or funds.

ULM adheres to the [ULS Intellectual Property and Shared Royalties Policy](#)

10. Faculty Benefits

ULM has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness, disability, or death, and help employees plan for retirement, deal with job-related or personal problems, and enhance job-related skills. For complete information regarding benefit programs, please refer to the Human Resources section on the ULM website at. [ULM Human Resources](#)

10.1 Health, Retirement, Flexible Spending, Tuition Exemption

Health Benefits: There are a variety of health insurance plans available to faculty through the Office of Group Benefits. [ULM Human Resources- Office of Group Benefits](#)

Retirement: Faculty are eligible to participate in the Louisiana Teacher Retirement System ([ULM Human Resources- Retirement](#)) or through an Optional Retirement Program ([TRSL Optional Retirement Plan](#)).

Flexible Spending: The State of Louisiana, through the office of Group Benefits, offers a flexible benefits plan for both dependent care and medical care. Premiums and contributions are deducted from faculty’s gross salary before taxes, which could provide a tax benefit. Consult the [Insurance & Health Related](#) website for additional information.

Tuition and Fee Policy: The ULS established an Employee Tuition and Fee Policy as a benefit for all eligible employees of the institutions within the UL System. Employees and their spouses and dependent children may enroll at any institution within the UL System for undergraduate coursework at a reduced tuition, plus certain applicable fees. Each UL

System institution, as a host institution, has some discretion to establish additional benefit eligibility. See [ULM Employee Tuition and Fee Policy](#) for additional information.

11. Faculty Lagniappe

Faculty have access to a number of attractions, services, and events, sometimes at a reduced rate. Some of these include athletics, visual and performing arts, Activity Center membership, campus dining, campus bookstore, free parking in faculty-designated areas.

11.1 Campus Clinics and Other Resources Available to Faculty

Autism Center <http://www.ulm.edu/autismcenter/index.html>

Career Connections <http://www.ulm.edu/careerconnections/>

Counseling Clinic <http://www.ulm.edu/counseling/clinicold.html>

Dental Hygiene Clinic <http://www.ulm.edu/dentalhygiene/>

Kitty DeGree Speech and Hearing Center <http://www.ulm.edu/slp/clinic.html>

Literacy Clinic <http://www.ulm.edu/slp/literacy-clinic.html>

Marriage and Family Therapy Clinic <http://www.ulm.edu/chps/mftcs/clinic.html>

Occupational Therapy Clinic <http://www.ulm.edu/ot/documents/brochure.pdf>

Small Business Development Center <http://www.lsbdc.org/>

ULM Health Clinic <http://www.ulm.edu/healthclinic/>

12. Other Policies

12.1 Community Service Speaking Opportunities

University faculty have areas of experience, expertise, and scholarship that are sought by community groups. Faculty who wish to present programs to organizations in the Ouachita Parish 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 Marketing and Communications](#) to register their special areas of expertise. This office will coordinate any contacts between faculty and the media. A list of participants can be viewed on the [Speaker Directory website](#).

12.2 Seeking or Holding Public Office

“Every employee has the constitutional right to seek and hold public office. In so doing, the employee must meet the following conditions: (a) notify the institutional president of the employee’s intention prior to the date of qualification; (b) continue normal workload, including teaching and all other duties and office hours required by the institution. If the employee is unable to meet condition (b) above, annual leave or leave without pay may be requested for the appropriate period of time, in accordance with the leave rules of the Board. Additionally, such an employee should be accurate in his statements and make every effort to indicate that he is not a spokesperson for the institution.”

[ULS Policy on Seeking and Holding Public Office](#)

12.3 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 ULM Foundation. 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 Monroe and its subunits other than the athletic department, are executed through the ULM Foundation. 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.

[ULS Policy on University Foundations and Other Affiliate Organizations](#)

12.4 Cash Handling Policy

The proper handling of cash is necessary to ensure funds are not misappropriated and to fulfill the University's responsibility to care for public property.

Cash is defined as currency, coin, check, money order, travelers check, credit card, or debit card.

- a. University employees who receive and/or deposit cash must properly safeguard the cash and deposit it timely with La Capitol Federal Credit Union (La Cap) by the next business day.
- b. Only University employees (full, part-time, or student) are permitted to handle cash as defined under this policy and in accordance with the procedures outlined below.
- c. The full amount of all cash collected, including cash collected by departments, must be deposited with La Cap. Cash collected is not to be used to make disbursements or refunds, and deductions may not be made to pay expenses. If a department requires a petty cash fund to provide change to customers or to make small purchases, a request for a Permanent or Temporary Petty Cash may be requested from the Controller.
- d. Access to cash should be restricted. All cash, including cash collected by individual departments, must be safeguarded from fire and theft and stored in a locked safe, cabinet, or drawer depending on the amount of the cash. When possible, departments should encourage the use of check payments instead of currency. An individual department should not accept payments by cash without prior approval of the Controller's Office.
- e. All checks should be made payable to "The University of Louisiana Monroe" or "ULM". Checks payable to The University of Louisiana Monroe cannot be deposited with the ULM Foundation and checks payable to the University Foundation cannot be deposited with ULM.
- f. All bank accounts for the University must be set up by the Controller's Office. No employee may establish a University bank account or deposit University funds into an unauthorized bank account. Only the President, Chief Business Officer, the Controller and the Budget Officer are allowed to establish a University bank account. If any one else establishes a bank account using the University's name, this will be considered an unauthorized bank account.

For additional information on procedures, see the [ULM Cash Handling Policy and Procedures](#).

12.5 Approval of University-Wide Email and Memoranda Distribution

Any email or memorandum to be distributed to all employees must be approved through appropriate university channels. [Group E-Mail Policy and Guidelines](#).

12.6 Clean Air Policy

In compliance with Louisiana state law, smoking is not permitted in auditoriums, classrooms, laboratories, and other instructional support areas. In addition, the west side of campus is a smoke-free zone. [Tobacco-Free Policy](#).

12.7 Drug-Free Workplace Policy

It is the policy of the University of Louisiana Monroe to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited. Counseling, rehabilitation, and employee assistance programs are available. Employees may be required to satisfactorily complete a drug abuse assistance or rehabilitation program in addition to other personnel action, up to and including termination. [Drug-Free Workplace](#).

12.8 Scheduling University Facilities

The policy for scheduling activities in different facilities on campus depends on the venue. Publicity must not be released until confirmation of the reservation for the facility requested has been received.

1. Scheduling activities in classrooms: Office of the Registrar.
2. Kitty DeGree Nursing Auditorium: Kitty DeGree School of Nursing
3. Activity Center, University Park: Office of Recreational Services
4. Visual and Performing Arts Activities: VAPA office
5. Student Union Building (SUB) and the Student Center: Office of Student Life and Leadership
6. Library: Library Director's Office
7. Athletic Facilities: Director of Athletics
8. International Student Center, University Conference Center, University House, Laird-Weems Alumni Center, Bayou Pointe: contact the specific venue

12.9 Lost and Found

A "Lost and Found" service, operated by the University Police, is open 24 hours a day. Any questions may be directed to the University Police, Filhiol Hall, Ext. 5350.

13. Foundation Awards for Excellence

The University of Louisiana Monroe Foundation has made possible an annual award to recognize excellence in ULM faculty and staff in six major areas: Faculty Creative/Artistic Activity, Faculty Teaching, Faculty Research, Service by Faculty, Service by Unclassified Staff, and Service by Classified Staff. Recipients are recognized during the fall University Week.

Further information about the awards and their nomination and selection processes is available online at [ULM Foundation Awards for Excellence](#).

14. Campus Accident or Health Emergencies

In the event of an accident or emergency illness, immediately notify the University Police (Ext. 5350). The University Police can normally determine if the individual needs to be evacuated from the area and by what means or if a visit to Student Health Services (Affinity Health Clinic at ULM) is necessary.

If possible, the University Police should determine the need for an ambulance. If an ambulance is required, the request should be made by the University Police to assure speedy dispatch. The ambulance company will not normally respond to an individual's call from the campus unless the individual is willing to give his name and be held responsible for the ambulance bill. In cases of extreme emergency, it may be necessary for an individual to call for ambulance services direct. Dial 9-1-911. This is a matter of judgement on the part of the individual concerned. Expenses incurred as a result of an accident or illness must be paid by the individual.

15. Emergency Alert System

Warhawk Alert is an emergency notification system that provides instant notification capabilities during a crisis on campus. As a member of the ULM community, you are registered with Warhawk Alert through your ULM-issued email account. To update your information, you can access Warhawk Alert by using your initial log-in information that was sent to you. This information was sent to your university-issued email account (example@ulm.edu).