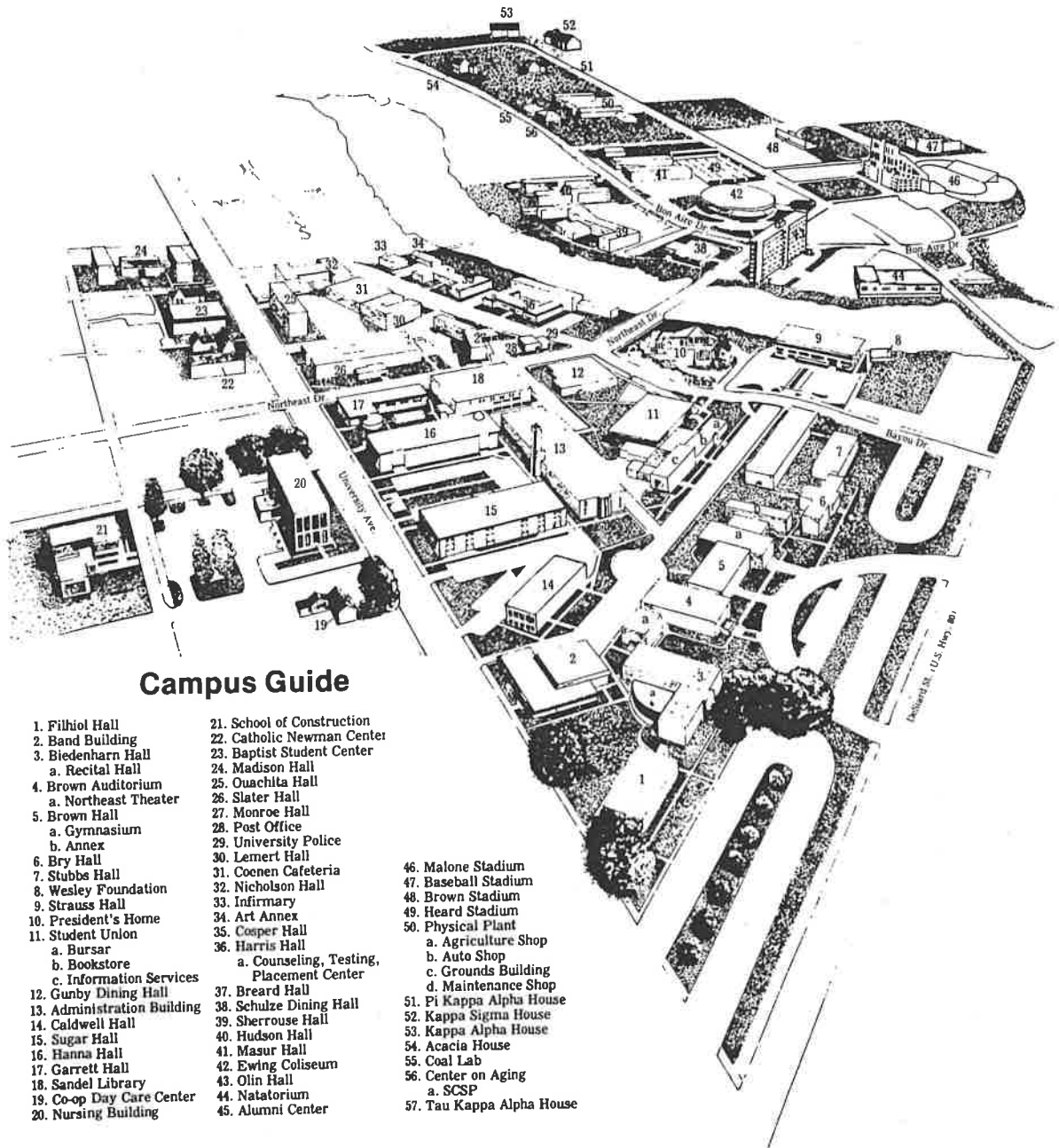


Northeast
Louisiana
University

Faculty Handbook
1981-82

Northeast Louisiana University



Campus Guide

- | | | |
|-----------------------------|---|---------------------------|
| 1. Filhol Hall | 21. School of Construction | 46. Malone Stadium |
| 2. Band Building | 22. Catholic Newman Center | 47. Baseball Stadium |
| 3. Biedenharn Hall | 23. Baptist Student Center | 48. Brown Stadium |
| a. Recital Hall | 24. Madison Hall | 49. Heard Stadium |
| 4. Brown Auditorium | 25. Ouachita Hall | 50. Physical Plant |
| a. Northeast Theater | 26. Slater Hall | a. Agriculture Shop |
| 5. Brown Hall | 27. Monroe Hall | b. Auto Shop |
| a. Gymnasium | 28. Post Office | c. Grounds Building |
| b. Annex | 29. University Police | d. Maintenance Shop |
| 6. Bry Hall | 30. Lemert Hall | 51. Pi Kappa Alpha House |
| 7. Stubbs Hall | 31. Coenen Cafeteria | 52. Kappa Sigma House |
| 8. Wesley Foundation | 32. Nicholson Hall | 53. Kappa Alpha House |
| 9. Strauss Hall | 33. Infirmary | 54. Acacia House |
| 10. President's Home | 34. Art Annex | 55. Coal Lab |
| 11. Student Union | 35. Cosper Hall | 56. Center on Aging |
| a. Bursar | 36. Harris Hall | a. SCSP |
| b. Bookstore | a. Counseling, Testing,
Placement Center | 57. Tau Kappa Alpha House |
| c. Information Services | 37. Breard Hall | |
| 12. Gunby Dining Hall | 38. Schulze Dining Hall | |
| 13. Administration Building | 39. Sherrouse Hall | |
| 14. Caldwell Hall | 40. Hudson Hall | |
| 15. Sugar Hall | 41. Masur Hall | |
| 16. Hanna Hall | 42. Ewing Coliseum | |
| 17. Garrett Hall | 43. Olin Hall | |
| 18. Sandel Library | 44. Natatorium | |
| 19. Co-op Day Care Center | 45. Alumni Center | |
| 20. Nursing Building | | |

FACULTY HANDBOOK

AUGUST, 1981

NORTHEAST LOUISIANA UNIVERSITY

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INTRODUCTION

The harmonious, effective functioning of an institution is greatly dependent upon the knowledge, by all of its personnel, of the mission of the institution, and of the policies, procedures, and guidelines governing its operation. Such knowledge can reduce misunderstanding and confusion. The Northeast Louisiana University Faculty Handbook attempts to provide in readily available form a statement of University policies, procedures, and guidelines and of the privileges and obligations affecting the status and relationships of professional staff members.

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

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

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

Under proper conditions, some requirements may be waived.

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

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

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

THE UNIVERSITY ORGANIZATION

Structure and Responsibilities

GOVERNING BODY

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

PRESIDENT

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

EXECUTIVE VICE PRESIDENT

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

VICE PRESIDENT FOR ACADEMIC AFFAIRS

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

DEAN FOR STUDENT AFFAIRS

The Dean for Student Affairs, who reports directly to the President, provides administrative supervision of student activities and interests on and off campus. Reporting to him is the Dean of Students, who supervises the Infirmary, Student Development, and University Housing. Also reporting to the Dean for Student Affairs are Financial Aid; Counseling, Testing, and Placement; Office of the Registrar; and University Police.

PRESIDENT'S COUNCIL

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

DEAN OF STUDENTS

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

DEAN OF UNIVERSITY RELATIONS

The Dean of University Relations, who reports directly to the President, provides consultative services on request to University personnel and students regarding University policies and procedures. Activities concerning students are coordinated with the Dean for Student Affairs.

His responsibilities include research proposal preparation for federal financial support in coordination with the Director of Research and Projects, and consultation with University administrators concerning compliance with federal regulations. As requested by the President, he prepares studies, reports, and analyses of University activities and developments.

ACADEMIC DIVISIONS

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

Each of the colleges has several departments. Three colleges support schools. The College of Education has the School of Music; the College of Pharmacy and Health Sciences has the School of Nursing, the School of Pharmacy, and the School of Allied Health Sciences; the College of Pure and Applied Sciences has the School of Construction.

ACADEMIC DEANS

Deans of the Undergraduate Colleges

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

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

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

DEAN OF THE GRADUATE SCHOOL

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

DEPARTMENT HEADS

A department head is appointed by the President upon the recommendation of the academic dean and the Vice President for Academic Affairs. He is responsible to his academic dean for the management, supervision, and improvement of his department and to his faculty for representing their needs, suggestions, and accomplishments. He recommends faculty to his academic dean for employment, salary increases, promotions, separation, and leaves of absence.

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

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

FACULTY COMMITTEES AND COUNCILS

Faculty committees and councils are appointed by the President's Council upon the recommendation of Department Heads, the Council of Academic Deans, and the Vice President for Academic Affairs. These groups aid in the effective operation of the University by studying and recommending policies, procedures, and changes.

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

Reporting to the Vice President for Academic Affairs are the Council for Teacher Education, the Graduate Council, and the Council of Academic Deans, along with the committees on Academic Standards; Admissions and Credits; Commencement; Computer Utilization; Curriculum; Educational Television; Lectures, Concerts, and Assemblies; Publications; Library; International Education; and Research.

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

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

FISCAL INFORMATION AND FRINGE BENEFITS

SALARY SCHEDULE

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

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

Instructor	\$12,667 – 22,197
Assistant Professor	\$13,873 – 27,747
Associate Professor	\$15,683 – 35,467
Professor	\$17,794 – 42,344

2. Initial appointments shall be made at any point within the limits set in Paragraphs 1, 3, and 4.

3. A person who has earned one year (twenty-four semester hours) of graduate credit in his teaching field or work leading to a higher degree in his major field, after completion of the requirements for the master's degree, shall be paid \$500 above the salary to which he is entitled by his rank and his current salary, and for two years (forty-eight semester hours), or upon completion of the comprehensive general examination for the terminal degree, he shall be paid \$1000.

4. A person who has earned the doctor's degree shall be paid \$2,000 (i.e., \$1,000 above the maximum amount provided for in Paragraph 3) above the salary to which he is entitled by his rank and his current salary.

5. The salary of an individual may not be increased above the maximum for his rank as shown in Paragraph 1 above, except as required by the implementation of Paragraphs 3 and 4.

6. The minimum salary in universities under the jurisdiction of the Board shall be no less than the State minimum salary schedule of individuals employed in the public school system of the State.

SALARY CHECKS

Salary checks are distributed through department heads on the last banking day of each month. Exceptions include paying on the last day before Christmas holidays and the end of the spring semester.

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

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

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

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

LEAVES OF ABSENCE

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

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

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

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

LEAVES FOR MILITARY DUTY

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

SABBATICAL LEAVE

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

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

1. Every faculty member or administrator may be eligible for leave for the purpose of professional or cultural improvement or for the purpose of rest and recuperation for the two semesters immediately following any six (6) or more consecutive fiscal years of active service in the institution where such teacher is employed or for one semester following three (3) or more consecutive fiscal years of such service; provided that absence on sick leave shall not be deemed to interrupt the active service herein provided for. The work is normally to consist of advanced courses in the instructor's teaching field or in a program leading to an advanced degree in that field. A sabbatical leave taken during a summer session shall be considered a semester for leave purposes.

2. Faculty members and administrators may be granted leave for the purpose of study or research. In those cases where the faculty member or administrator receives outside compensation for such study or research such payment is to be approved in writing, in advance, by the President as supportive of the purposes of the leave.

3. No person whose application for leave has been granted shall be denied such leave. Every application shall specify (a) the period for which leave is requested; (b) whether leave is requested for the purpose of professional or cultural improvement, or for the purpose of rest and recuperation; (c) the precise manner, insofar as possible, in which such leave, if granted, will be spent; (d) the semesters spent in active service in the institution from which leave is requested; and (e) the date of birth of applicant. Said application shall contain a statement, over the signature of the applicant, that he agrees to comply with the provisions of this enactment. Every application for leave for the purpose of rest and recuperation shall be accompanied by

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

4. After each leave period is finished, evidence must be submitted to indicate that the purpose for which the leave was granted has been achieved. For those not holding the doctorate, official transcripts must be sent to the appropriate academic dean; for those holding doctorates, adequate written evidence must be submitted to the appropriate dean by the individual and, whenever possible, corroborated by the institution(s) concerned.

5. The compensation for the period of leave approved shall be at the rate of seventy-five (75%) percent of the salary the individual will receive during the current fiscal year for the period of time leave is applied for and granted. Individuals shall contribute to the retirement system on the basis of annual salary rate. Compensation payable to persons on leave shall be paid at the same times at which salaries of other members of the teaching staff are paid, and in the same manner. Prior approval must be secured from the Board of Trustees before any replacement is secured for the person granted leave. Institutions should utilize faculties to the fullest extent before requesting such replacements.

6. Refusal by a faculty member to comply with the provisions of this policy shall result in the forfeiture of tenure and ineligibility for increase of salary and promotion in rank until the requirements shall have been met.

7. In accepting a leave of absence with pay, a faculty member shall be understood to assume a moral obligation to return to his institution for at least one year of further service.

TRAVEL AND UNIVERSITY VEHICLE POLICY

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

Travel to states, nations, or territories outside the continental United States must be approved by the Commissioner of Administration prior to the time the travel is accomplished.

The University maintains a motor pool for the support of authorized travel as well as to meet other University transportation requirements. Following are the University policies which relate to travel and to the use of University vehicles. These policies have been established in accordance with official state policy promulgated by the Division of Administration in Baton Rouge.

TRAVEL POLICY

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

2. Funds for Travel Expense Persons traveling on official business will provide themselves with sufficient funds for all routine expenses. **Advances of funds for travel shall be made only for extraordinary travel and should be repaid within 30 days after submitting a travel voucher covering the related travel.** The final paycheck in the fiscal year (May for nine-month and June for twelve-month personnel) will not be issued until the employee has settled all outstanding travel advances.

All prepaid travel expenses, such as airline tickets, registration fees, etc., will be paid from the traveler's personal funds or from a travel advance. Subsequently, those expenses may be claimed and reimbursed on the travel expense voucher.

3. Claims All claims for reimbursement for travel shall be submitted on NLU Form 1446 Travel Expense Account, shall include all details provided for on the forms, and must be signed by the person claiming reimbursement and approved by his requesting and approving agents. In all cases, the date and hour of departure from and return to domicile must be shown. **All expenses incurred on any official trip shall be paid by the traveler and his expense account shall show all such expenses in detail to the end that the total cost of the trip shall be reflected by the expense account.** In all cases, and under any travel status, cost of meals shall be paid by the traveler and claimed on the travel voucher for reimbursement, and not charged to the State agency. The Travel Expense Account forms may be secured from the Controller's Office. The Controller has been directed to return for correction or clarification any expense account which does not seem to be in full compliance with these regulations.

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

5. Travel Routes The most direct and usually-traveled route must be used by official University travelers. If an indirect route is used in place of the direct route for the convenience of the traveler, reimbursement of travel costs will include only charges which would have been incurred had travel been by the direct and usual route.

6. Method of Transportation The most economical as well as the most expedient method of travel shall be used for both in-state and out-of-state travel. When two or more persons travel in a personally-owned car, only one charge may be made for the use of the car. The person claiming reimbursement shall report the name of other passengers.

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

7. Credit Cards The following will govern the use of credit cards:

a. University Credit Cards—The use of University credit cards for the purpose of securing transportation, hotel accommodations, meals, telephone, telegraph, and for the operation of privately-owned vehicles is **prohibited**.

University credit cards will be used to purchase gasoline and oil for University-owned automobiles only.

b. **Personal Credit Cards**—The use of personal credit cards to purchase gasoline and oil for **University-owned** automobiles is **prohibited**.

8. **Common Carriers** Reimbursement may be claimed for the following types of transportation: All necessary official travel on railroads, air lines, buses, and other usual means of travel, and also Pullman berth for overnight travel and Pullman chair car for distances over 50 miles. Air travelers' insurance and other types of travel insurance will not be reimbursed.

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

10. **Lodging and Meals** In-State/Out-of-State Travel for purposes of reimbursement, the following rates will apply:

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

Breakfast	\$ 3.00
Lunch	4.00
Dinner	<u>8.00</u>
	\$ 15.00

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

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

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

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

Dinner: When travel begins by/or before 4:00 p.m. on the first day of travel, or extends beyond 8:00 p.m. on the last day of travel, and for any intervening days.

c. **Lodging Only** Employees may be reimbursed actual expenses for lodging, not to exceed \$35 (plus tax) per day. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to the travel voucher.

d. Approval for in-state travel will be secured through the normal channels before a trip is made by completing the **Request for Use of University Automobiles**. If a University automobile is not available, private automobiles may be used only after prior approval has been obtained from the employee's department head or approving agent. A mileage allowance not to exceed 21¢ per mile will be allowed for the use of personally-owned automobiles being operated on official University business. Mileage will be computed as provided for in Section V of the official State of Louisiana General Travel Regulations. A travel expense voucher for reimbursement of expenses must be submitted to the Controller's Office within one week of the date of travel.

e. Approval for out-of-state travel will be secured through the normal channels before the trip is made. All travel to states, nations or territories outside the continental United States must be approved by the Commissioner of Administration prior to the time the travel is accomplished. The request for approval must include the data indicated on the Travel Data Sheet. A travel expense voucher must be submitted to the Controller's Office within one week of the completion of the trip.

f. A common carrier—train, bus or plane—shall be used whenever feasible for out-of-state travel. If an employee uses a personally-owned automobile, the employee shall be reimbursed travel costs, including lodging and meals, in an amount not exceeding the cost of travel by coach/economy class air rates or first-class train fare plus one Pullman accommodation. Reimbursement shall be on the basis of the most direct route.

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

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

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

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

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

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

Dinner: When travel begins by/or before 4:00 p.m. on the first day of travel, or extends beyond 8:00 p.m. on the last day of travel, and for any intervening days.

c. **Lodging Only** Employees may be reimbursed actual expenses for lodging, not to exceed \$52 (plus tax) per day in the High Cost Area. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to the travel voucher.

d. **Extended Stays** For travel assignment involving duty for extended periods, usually in excess of thirty (30) days, at a fixed location outside of the State, the reimbursement rate indicated in Items a and b above **should be adjusted downward** whenever possible. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses. The traveler is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. It is the responsibility of each agency head to authorize only such travel allowances as justified by the circumstances affecting the travel. The rates authorized will not exceed reimbursable allowances stated herein, unless special approval is granted by the Commissioner of Administration.

e. **High Cost Areas**

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

Miami, Florida
 Minneapolis/St. Paul, Minnesota
 New Orleans, Louisiana
 New York, New York
 Philadelphia, Pennsylvania
 Pittsburgh, Pennsylvania
 St. Louis, Missouri
 San Francisco, California
 Seattle, Washington
 Washington, D.C.

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

- a. Communication expense relative to official state business.
- b. Registration fees at conferences (meals that are a designated integral part of the conference may be reimbursed on an actual expense basis with prior approval by the department head).
- c. Charges for storage and handling of equipment.
- d. Taxi and bus fares.
- e. Tips (for baggage handling only).
- f. Limousine services to and from terminals or stations.
- g. Vehicle Rental – A letter of request should be submitted to the President in advance of any trip that includes the planned rental of a vehicle. An approved copy of this letter will be included as a part of the travel expense voucher, and should contain written approval of the President. Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purpose of the trip can be accomplished. Documentation showing cost effectiveness of available options must be readily available in the department's travel reimbursement file.

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

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

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

a. Permission to incur expenses relative to Special Meals must be obtained from the Commissioner of Administration prior to the time of departure. The request for permission must include a statement of justification which fully describes the purpose of the gathering and why it is in the best interest of the state. Additionally, such a request must list all persons to attend by name and title. If any of the persons attending are state employees on travel status, such employees are required to deduct from their subsistence reimbursement claim the value of the meal(s) furnished.

b. Subsequent to a Special Meal and prior to actual reimbursement a detailed breakdown of all expenses incurred accompanied by receipts must be sent to the Commissioner of Administration for review and approval.

c. For the purpose of this section there will be **no reimbursement for alcoholic beverages** either separately or as part of a Special Meal reimbursement as provided for above.

14. Restrictions Governing Claims for Reimbursement

a. Travel allowances shall not be granted for travel accomplished on Saturday, Sunday, or holidays unless approved in writing by the head of the department or his designee. (Approval and justification must be readily available in the department's reimbursement file.)

b. No claim for reimbursement shall be made for any lodging and/or meals furnished at a State institution or other State agency.

c. In case an employee travels by an indirect route for his/her own convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and usually-traveled route.

d. Items included in any expense account which do not fully conform to these regulations will be disallowed for payment.

15. Receipts or Other Support

- a. Receipts or other support required:
 - (1) Lodging

- (2) Passage on airplane and extra fare trains
 - (3) Pullman accommodations (ticket stubs or receipts)
 - (4) Taxicab or local public transportation \$10.00 and over
 - (5) Hire of special conveyance
 - (6) Gasoline and oil
 - (7) Car storage or parking at self-service lots when \$5.00 and over
 - (8) All items over \$1.00 except where impractical or included in sub-section b of this section
 - (9) Special meals (See item 13 above)
 - (10) Meal receipts must be furnished for teams, bands, and other groups
- b. Receipts not required:
- (1) Taxicab nor local public transportation less than \$10.00
 - (2) Routine meals (number of meals must be shown on expense vouchers)
 - (3) Telephone and telegraph under \$3.00
 - (4) Tips for baggage handling
 - (5) Parking at self-service lots when less than \$5.00. The location of the lot and length of time parked must be indicated on the travel voucher in these cases.

16. **Reimbursement for travel outside the continental United States** All travel outside the continental United States must be approved by the Commissioner of Administration prior to the time of departure.

17. For a more comprehensive detail of State Travel Policies, please refer to the "Fiscal Policy and Procedure Memorandum Number 49" on General Travel Regulations effective August 20, 1980 and the revision mailed to all Department Heads on January 16, 1981.

UNIVERSITY VEHICLE POLICY

General Regulations

1. University-owned vehicles will be used only on official University business.
2. Only full-time employees of the University are authorized to request University-owned vehicles.
3. Only full-time employees of the University and graduate assistants are allowed to operate University-owned vehicles. No other students are allowed to operate these vehicles.
4. University-owned vehicles will not be operated in violation of any state or local laws.
5. The University has property-damage liability insurance coverage on University-owned vehicles in the amount of \$300,000 for injury to one person; \$600,000 for injuries to all persons involved in one occurrence and \$100,000 per occurrence to property of others. This coverage pays for the investigation, defense of lawsuits, settlement and payments of judgments up to the \$300,000, \$600,000 and \$100,000 limits.
6. This coverage insures and protects the University and authorized drivers from claims made by members of the public or any third party arising out of accidents involving University-owned vehicles.
7. Full-time University employees are covered by workmen's compensation in case of an injury which would result from a vehicle accident.
8. All authorized persons using the University bus are covered under the University liability insurance program. The liability insurance is the same for the bus as it is for the other vehicles, except the limits are \$300,000 per person, \$600,000 for all persons and \$100,000 property damage.

Accidents

1. If you are involved in an accident, call an ambulance for anyone seriously injured; then call the police.

2. Secure names and addresses of all persons in the other car, description of car and license number. Be sure to obtain names and addresses of all witnesses.
3. Do not admit responsibility in the accident.
4. If the vehicle cannot be driven, notify the head of Auto Services at telephone 342-3129 or at his home telephone 323-4118. The department head should also be notified. Long distance calls should be charged to telephone 342-3129.
5. If the vehicle cannot be driven, have it towed to the manufacturer's dealer. If a manufacturer's dealer is not available, have vehicle towed to the nearest repair shop.
6. All vehicle accidents are to be reported as soon as possible. A written report must be submitted to the Executive Vice President within 24 hours. The necessary forms for making the accident report may be obtained from the head of the Purchasing Department.

Credit Cards

1. Credit cards may be picked up in the Purchasing Department between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday. They are to be returned to the Purchasing Department as soon as possible upon return to the campus. (Credit cards are not to be mailed.)
2. University credit cards are to be used only for purchases made for University vehicles.
3. The use of University credit cards for the purpose of securing transportation, hotel accommodations, meals, telephone and telegraph is prohibited.
4. Gasoline, oil, minor accessory items and minor repairs up to \$25 may be purchased on credit cards.
5. Employees are not to make purchases with a University credit card in the Monroe-West Monroe vicinity. All vehicle supplies will be obtained at the Auto Shop while in the Monroe area.
6. All purchases made on a University credit card must be signed for by the employee making the purchase. The license number of the vehicle and the unit price of the commodity purchased must be noted on the delivery ticket. A copy of the delivery ticket must be attached to the employee's expense account.

MOTOR POOL VEHICLES

Requests

1. All requests for use of the motor pool vehicles shall be made on a "Request For Use of University Automobile" form. **Telephone requests will not be accepted.**
2. Requests for the use of a motor pool vehicle for a round trip that exceeds 700 miles must be approved by the appropriate vice president.
3. The request shall be forwarded through appropriate departmental channels to the head of Auto Services.
4. Assignment of motor pool vehicles will be made on a first-come-first-served basis.
5. Confirmation of the vehicle assignment will be forwarded through campus mail.

Drivers and Passengers

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

Securing and Returning Motor Pool Vehicles

1. Auto Services is open between the hours of 7:30 A.M. to 4:00 P.M., Monday through Friday; and vehicles and/or keys must be picked up during this time. If the

trip is scheduled to begin prior to the opening of Auto Services, the keys and a "Trip Report" form must be picked up the previous day. The vehicle will be parked outside the fence adjacent to Auto Services and shall be picked up on departure date.

2. If Auto Services is closed upon return from a trip, the vehicle must be parked at the fence. The keys and "Trip Report" must be placed in the key box at the gate.

3. University vehicles are not to be taken home.

Vehicle Charges and Servicing

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

Sedans	\$.20
Vans	.50
Bus	1.00

2. When it is received by the employee, the vehicle will be fully serviced and filled with gas and oil and a mileage charge slip will be prepared.

3. When the vehicle is returned, Auto Services personnel will take a mileage reading and complete the mileage charge slip calculating the total miles by the appropriate rate and sending a copy to the appropriate department head. All fuel cost on the use of motor pool vehicles will be charged to Auto Services.

UNIVERSITY BUS

1. Reservations for the bus must be made through proper University channels and submitted to the head of Auto Services who will schedule requests on a first-come-first-served basis.

2. When the bus is requested there shall be a faculty member in charge of the passengers. This person's name should appear on the request form where driver's name appears. The faculty member shall make reservations at intended destinations and arrange for motels, bus accommodations and meals. He shall also determine in advance the route to be traveled. The driver shall be furnished an itinerary before the trip commences.

3. The University bus will be driven only by a duly authorized driver as determined by the University administration.

4. The University bus will be used on trips wherein at least fifteen (15) persons are in the group making the trip.

5. All bus expenses will be handled by the driver of the bus.

PERSONALLY-OWNED VEHICLES

1. No personally-owned vehicle may be used on official state business unless prior written approval has been granted by the department head.

2. No personally-owned vehicle may be operated on official state business in violation of the generally recognized state and local laws.

3. No personally-owned vehicle may be used on official business unless it is covered by automobile liability and property damage insurance, at the expense of the owner, in the amount required by the Financial Responsibility Law of 1952.

ASSIGNED VEHICLES

1. There are certain vehicles which are permanently assigned to various departments such as Operation of Buildings, Grounds, University Police, etc. These vehicles are assigned for official University business only and are not to be taken home overnight.

2. These vehicles shall be inspected by Auto Services on a periodic basis; however,

it is the responsibility of the department to which the vehicle is assigned to report any known problem to Auto Services.

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

GROUP INSURANCE

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

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

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

Payroll deductions covering the annual cost of hospitalization insurance will be made from nine checks for nine-month faculty and each month for twelve-month employees. The annual hospitalization premium for the faculty or staff member only (no dependents) is \$260.16. Coverage for the faculty or staff member and one dependent (including maternity coverage) is set. annually. Coverage for the faculty or staff member and family is \$633.36 annually.

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

The following schedule determines the amount life insurance available:

Salary Rate	Life Insurance Available
9,333.34 – 10,000.00	17,000
10,000.01 – 10,666.66	18,000
10,666.67 – 11,333.33	19,000
11,333.34 – 13,333.33	20,000
13,333.34 – 14,000.00	21,000
14,000.01 – 14,666.66	22,000
14,666.67 – 15,333.33	23,000
15,333.34 – 16,000.00	24,000
16,000.01 – 16,666.66	25,000
16,666.67 – 17,333.33	26,000
17,333.34 – 18,000.00	27,000
18,000.01 – 18,666.66	28,000
18,666.67 – 19,333.33	29,000
19,333.34 – 20,000.00	30,000
20,000.01 – 20,666.66	31,000
20,666.67 – 21,333.33	32,000
21,333.34 – 22,000.00	33,000
22,000.01 – 22,666.66	34,000
22,666.67 – 23,333.33	35,000
23,333.34 – 24,000.00	36,000
24,000.01 – 24,666.66	37,000
24,666.67 – 25,333.33	38,000
25,333.34 – 26,000.00	39,000
26,000.01 & Over	40,000

The basic hospitalization and surgical plan for faculty members and their dependents provides up to \$60 per day for room and board, plus \$20 per day under major medical for medical, and a maximum benefit of \$900 for special hospital charges. Surgical benefits are on a schedule basis, with a maximum benefit of \$750.

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

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

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

LONG-TERM DISABILITY INSURANCE

Available to all regular faculty members is an insurance program providing income protection in the event of long-term disability. The plan provides employees with a total of 60 per cent of the first \$30,000 of their annual salary up to a maximum benefit payment of \$18,000 per annum in case of disability from sickness or accident. Cost of these benefits is .0089 times the annual salary. Participation in the program is voluntary, with the total premium paid by the employee through monthly payroll deductions. This policy is written by the Fireman's Fund Insurance Company.

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

INDIVIDUAL CANCER INSURANCE

An individual cancer insurance program is available through payroll deduction. Participation in the program is voluntary, with the total premium paid by the employee through monthly payroll deductions.

The program's basic benefits are limited to specific treatments. After 90 consecutive days of hospitalization, the program's extended benefits become effective. The monthly cost ranges from \$4.44 for the \$100,000 plan to \$10.62 for the \$250,000 plan.

Further details may be obtained from the Agent of Record, Mike John, at telephone number 323-2014.

ANNUITY PROGRAM

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

The representatives of companies receiving NLU bids are as follows:

Fixed Annuity Program
(Southwestern Life Insurance Co.)
Telephone: 325-6337

Variable Annuity Program
(Prudential Insurance Company of America)
Telephone: 323-9605

Fixed/Variable Annuity Program
(Deferred Compensation Corp. of Louisiana)
Telephone: (504) 927-0214

— Mr. Hulon H. Riche, CLU
110 Tupelo Drive
West Monroe, LA 71291

— Mr. J. Arthur Smith, Jr.
CLU
Post Office Box 2624
Monroe, LA 71201

— Mr. John Whaley
9414 Interline Avenue
Baton Rouge, LA 70809

New employees who have already entered an annuity program with some other company may continue their contracts and will be accommodated through payroll deduction at NLU if the company already has other employee clients at NLU.

CREDIT UNION

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

STATE RETIREMENT

Membership in the Teachers' Retirement System of Louisiana is compulsory for full-time faculty. All teachers under age 60 must join the System as a condition of their employment, except that no person who has attained the age of 60 is eligible to become a member unless such persons can establish enough credit to total 10 years of creditable service by age 70. All new faculty members ineligible for membership in the Teachers' Retirement System must enroll under Social Security.

Retirement benefits are based on annual salary. Members contribute 7 per cent of the total annual salary and the State contributes 9 per cent, although these percentages may be changed to maintain a sound System.

SERVICES AND PRIVILEGES

COMPUTING CENTER

The Computing Center, housed in the Administration Building, maintains an IBM 370/148 (2 mega bytes of main memory) computer with an IBM disk operating system/virtual storage (DOS/VS). The configuration includes two IBM printers (1403 and 3203), an IBM 2540 card reader/punch, and an IBM 2501 reader. On-line storage devices include two IBM 3410 tape drives, an IBM 3340 disk storage unit, and an IBM 3344 disk storage unit. Several IBM 3277 type CRT terminals have been placed in academic laboratories. Off-line peripheral equipment includes the IBM 3881 optical mark reader with attached IBM 3410 tape unit and punched card equipment. The computing equipment at the University is available to the faculty for instruction, research, and related professional activities. The Coordinator of Academic User Services is available in the Computing Center to assist faculty and students in their professional computer activities.

ATHLETIC AND CONCERT TICKETS

Faculty members may purchase season tickets to all home football games at a considerable saving. A faculty member may purchase additional season tickets at a reduced price for spouse or children, but for no other relatives or friends. The Family Plan, whereby a faculty member may purchase season tickets in Section N at the faculty price and additional Youth Tickets and Student Tickets is available. Under this plan, all tickets purchased are for reserved seats. Similar plans are offered for basketball season tickets.

Additional athletic ticket information can be obtained by calling or going by the Athletic Ticket Office in Ewing Coliseum, Room 123, Telephone 342-4086. The offices are open Monday through Friday from 8:00 A.M. to 5:00 P.M.

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

NATATORIUM

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

Additional information can be obtained by contacting the Natatorium Manager, telephone number 342-2050.

EDUCATIONAL OPPORTUNITIES

Full-time faculty members may enroll in courses which are job related and which will either increase their skills on their present job or help to prepare them for another position in the normal line of job progression. Fees for such courses are waived upon the recommendation of the department head and with the approval of the Dean and the Academic Vice President. Generally, faculty members will not be permitted to take more than three semester hours at any one time, and in no instance will they be permitted to enroll in more than six semester hours. Courses which would interfere in any way with the performance of regular duties will not be approved.

CLERICAL ASSISTANCE

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

LIBRARY SERVICES

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

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

Other services related to both research and teaching include inter-library loan, expedited by use of a computer terminal linked to a national data base for location purposes and by TWX for rapid transmission of requests.

The SOLAR (Sandel On-Line Automated Retrieval) service offers access to more than 100 computerized bibliographic data bases (Chemical Abstracts, ERIC, Psychological Abstracts, Medline, etc.). Searches of these data bases are available to the academic community at cost, the average cost being \$15. Further information regarding SOLAR may be obtained from Information Services personnel.

To assist faculty in collection development in their areas of interest, subject specialists have been assigned to each department. These librarians not only order new materials but also evaluate the existing collection for quality, recency, and relevance to the University's curricular offerings. Faculty members may request library materials by submitting request forms to their departmental coordinator, who forwards them to the Head of Acquisitions for processing.

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

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

MAIL SERVICE

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

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

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

PHYSICAL PLANT

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

1. Requests for repair of existing facilities should be telephoned to Operation of Buildings at extension 2150.

2. Requests for additions or alterations to existing facilities should be documented on a Maintenance Work Request form, approved through the department head, and forwarded to the Physical Plant Director. These requests will be evaluated to determine the material and labor costs and will then be forwarded to the Executive Vice President for approval before proceeding.

3. Requests for janitorial services should be telephoned to the Custodial Services Department at extension 4134.

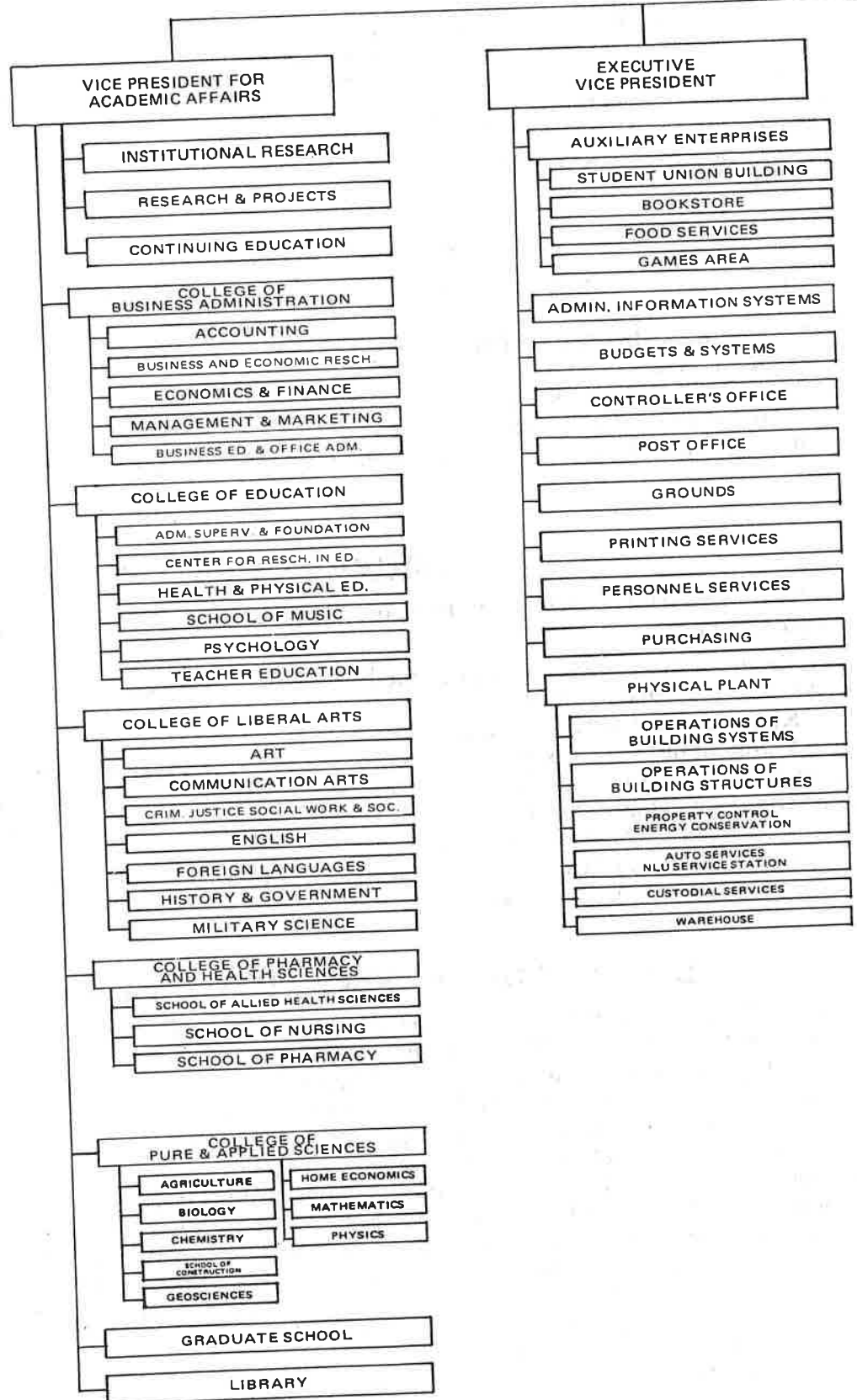
DIVISION OF INFORMATION SERVICES

The Division of Information Services has a primary role in the overall public relations efforts of the University. Among the many activities of the public relations program is the dissemination of newsworthy information to appropriate news media, including newspapers, radio and television stations.

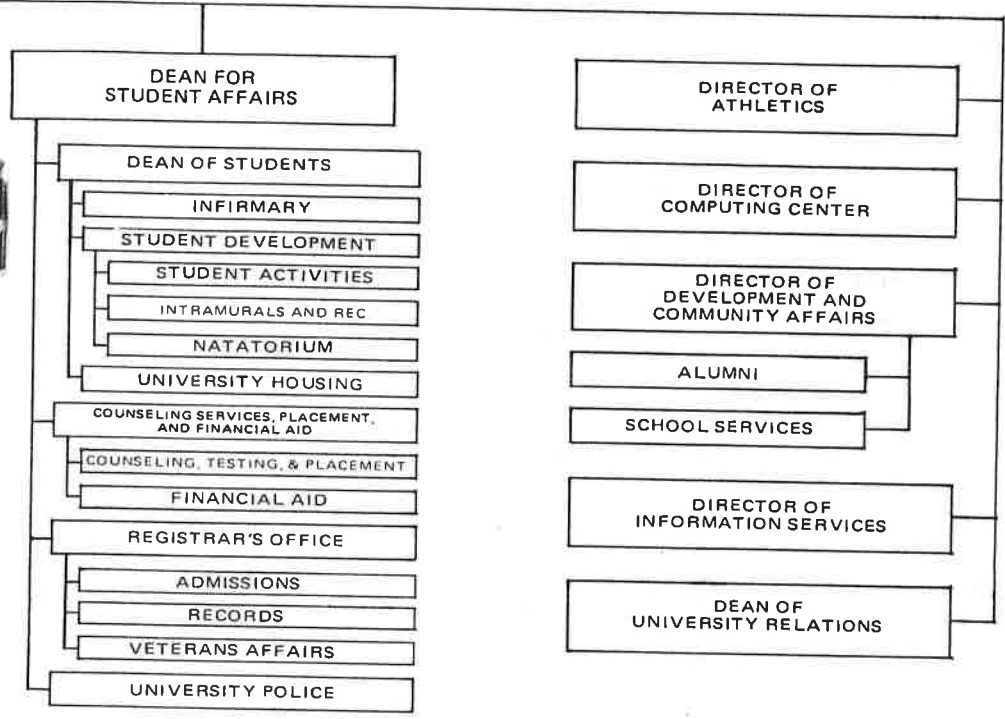
To develop maximum media coverage for the University and to maintain continuity for the University's public information program, it is necessary that information concerning the University and its activities be disseminated to the media through the Division of Information Services. Faculty members should work through their respective department heads to keep the Division informed of any professional recognition they may receive through publication, research, election to office or other related activities. Advisors of student organizations should inform officers of the organizations to work through the Division for proper dissemination of information to the news media.

A copy of the University's guide to public and press relations is available through department heads or from the Division of Information Services.

PRESIDENT



ES AND UNIVERSITIES



Organization Chart
East Louisiana University
August, 1981

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

PRINTING SERVICES

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

Copier-duplicator service is provided by xerox copiers and electrostatic plates. An offset process camera is also available for making offset metal plates.

The use of a folder, paper cutter, stapler, paper drill, paper shredder, and other equipment and assistance concerning content, format, and reproduction of official mailing pieces are also available.

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

PARKING

Vehicles of faculty members must be registered with the University Police Department and decals obtained within twenty-four hours after vehicles are brought to the campus. Special parking areas have been designated for the faculty. It is important that campus regulations, as outlined in the NLU traffic and parking regulations, be studied and observed.

RESEARCH, PROFESSIONAL WRITING, AND PUBLICATION

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

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

SUPPLIES AND EQUIPMENT

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

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

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

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

TELEPHONING SYSTEM

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

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

FACULTY EMPLOYMENT POLICIES

INITIAL APPOINTMENT

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

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

Terms of temporary and part-time appointments are specified in the appointment letters.

ACADEMIC FREEDOM AND PROFESSIONAL RESPONSIBILITY

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

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

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

USE AND PROTECTION OF NLU RESOURCES

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

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

RADIATION SAFETY

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

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

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

FACULTY ABSENCES

Faculty members desiring to be away from assigned duties should discuss the proposal with their department heads and secure prior approval several days in advance, except in emergencies. Plans must be made for the faculty member's classes or other assigned duties to be covered during any absence. Department heads must be notified of emergency absences as soon as possible. Outside interests must not be permitted to conflict with University responsibilities.

ASSIGNMENTS

Teaching assignments may be changed both within the department and across departmental lines with the approval of the appropriate administrative supervisors.

FACULTY MEETINGS

Meetings of the faculty may be called by the President as he deems necessary. Each full-time member is expected to attend. Teaching assistants and part-time faculty members do not attend general faculty meetings.

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

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

NEPOTISM

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

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

SUMMER EMPLOYMENT

Because of a summer enrollment of about one-half the fall enrollment, not all faculty members can be employed for the summer session. The first consideration in summer staffing is the need for courses. In deciding who will teach in each department, the department heads consider departmental requirements, administrative work which must continue, faculty qualifications, and seniority. Rotational or other systems may be used to guide faculty selection. Faculty members not teaching in the summer are encouraged to broaden their knowledge in their teaching areas.

OUTSIDE EMPLOYMENT

It is recognized that the faculty of Northeast Louisiana University is composed of persons with such competence in their fields that their services in a professional capacity will be sought outside the University. Hence, a faculty member should have the opportunity, with prior approval of University authorities, to accept such outside activities as consulting for pay during the months of regular employment. Such outside employment should not interfere with his normal duties, including those extra responsibilities expected of all faculty members. The amount of time involved and absence from the campus while rendering outside services, therefore, are of primary concern.

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

PROMOTIONS

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

FACULTY RANK

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

Special care shall be exercised in assigning faculty rank to new appointees and in making promotions in rank from year to year. The following table provides guidelines and limitations on assignments of rank within each institution:

<u>Academic Rank</u>	<u>Range</u>	<u>Percentage Not To Exceed</u>
Professor	20 — 35%	35%
Associate Professor	25 — 35%	35%

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

CRITERIA RELATING TO FACULTY RANK

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

Group I. Minimum Graduate Study and Experience Requirements. (Attainment of minimum does not imply promotion.)

1. **INSTRUCTOR:** Earned master's (or equivalent or higher) degree in field of specialization.
2. **ASSISTANT PROFESSOR:**
 - a. Earned master's degree in field of specialization plus either three years of appropriate professional experience or one additional year of graduate work in field of specialization, or
 - b. Earned doctor's degree in field of specialization.
3. **ASSOCIATE PROFESSOR:**
 - a. Earned master's degree plus one year of additional graduate work in field of specialization and seven years of appropriate professional experience, or
 - b. Earned doctor's degree in field of specialization plus three years of appropriate professional experience.
4. **PROFESSOR:** Earned doctor's degree in field of specialization plus ten years of appropriate professional experience.

Group II. Quantitative and Qualitative Qualifications for Promotion

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

1. TEACHING EFFECTIVENESS

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

2. RESEARCH AND PROFESSIONAL DEVELOPMENT

- a. Publications
 - (1) Books
 - (a) Sole author of a work which makes a significant contribution to scholarly knowledge

- (b) Co-author
- (c) Major contributor (single author of chapter)
- (d) Editor
- (2) Articles
 - (a) Refereed
 - (1) Refereed journals or publications
 - (2) Editorial board publications
 - (b) Non-Refereed
 - (1) Symposia and published proceedings
 - (2) Regional journals
 - (3) State and local journals
 - (4) Curriculum guides and other printed materials
- (3) Reviews
 - (a) Books
 - (b) Articles
- b. Special Research and Publications
 - (1) Paintings, sculptures, musical compositions and arrangements, movies, radio-television productions, choreography, creative literature
 - (2) Technical theatre staging, drama and musical directing
 - (3) Recitals and exhibits
- c. Grants and Contracts Funded
 - (1) Research grants and contracts (non-University awards)
 - (a) Principal investigator(s)
 - (b) Co-investigator(s)
 - (2) Non-research grants and contracts funded (demonstration or educational types and non-University)
 - (a) Principal investigator(s)
 - (b) Co-investigator(s)
 - (3) University research awards
- d. Research and Contract Proposals Not Funded (non-University)
 - (1) Principal investigator(s)
 - (2) Co-investigator(s)
- e. Professional Development
 - (1) Program participant
 - (a) Paper presentation
 - (1) National
 - (2) Regional
 - (3) State and local
 - (b) Program chairman
 - (1) National
 - (2) Regional
 - (3) State and local
 - (c) Session chairman
 - (1) National
 - (2) Regional
 - (3) State and local
 - (d) Panelist or discussant
 - (1) National
 - (2) Regional
 - (3) State and local
 - (2) Officer in professional organizations
 - (a) National
 - (b) Regional
 - (c) State and local
 - (3) Membership in professional organizations
 - (a) National

- (b) Regional
- (c) State and local
- (4) Participation in on-campus professional development programs
- 3. UNIVERSITY AND COMMUNITY SERVICES
 - a. Graduate Committees
 - (1) Doctoral
 - (a) Chairman
 - (b) Member
 - (2) Specialist
 - (a) Chairman
 - (b) Member
 - (3) Master's
 - (a) Chairman
 - (b) Member
 - b. Other Committees
 - (1) Standing Committees
 - (a) University chairman
 - (b) University member
 - (c) College chairman
 - (d) College member
 - (e) School or departmental chairman
 - (f) School or departmental member
 - (2) Ad hoc University committees
 - (a) Chairman
 - (b) Member
 - c. Organizing and Participating in University— or College—Sponsored Seminars and Workshops for Students, Faculty, and Community Groups
 - d. Advising Campus Student Organizations
 - e. University— or College—Approved Service of an Unusual Nature
 - f. Special Recognition by Professional Organizations for Achievements during the Current Year
 - g. Other

- Notes:** The above criteria are to be administered in the light of these concepts:
1. The criteria set forth herein are to be considered as minimums; their achievement does not imply automatic promotion. Moreover, it is recognized that there may be exceptional circumstances surrounding some cases for promotion which would justify the waiving of certain minimum standards contained in the criteria.
 2. Weighing of criteria will, among the staff devoted primarily to teaching, emphasize skill in teaching.
 3. To be considered for promotion to professor, a faculty member should have made outstanding contributions in two of the three areas in Group II and some contributions in the third area.
 4. Nominees for promotion will be evaluated in the light of their achievements and contributions since their last promotion. The record of a successful nominee, therefore, should demonstrate sustained productivity.
 5. Application of the criteria will be increasingly stringent for each higher rank.
 6. Relative weight of the criteria is to be determined by each academic unit.
 7. Effort will be made to continue improving standards for promotions.

FACULTY EVALUATION

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

CRITERIA AND PROCEDURE FOR DETERMINATION OF MERIT RAISES

1. Criteria used in evaluating the faculty for merit increases include:
 - a. Faculty performance evaluation form completed by department head or director. (Group II quantitative and qualitative qualifications for promotion as published in this Faculty Handbook correspond closely with items on the faculty performance evaluation form.)
 - b. Teacher evaluation form (completed by students)
 - c. Various other statements of criteria as expressed in faculty meetings and memoranda
2. Department head or director evaluates each faculty member's performance at the end of the year and makes salary recommendations, using:
 - a. Guidelines and restraints established by the central administration
 - b. Performance appraisal by department head or director
 - c. Faculty member's self-evaluation
 - d. Student evaluations of teaching effectiveness
 - e. Other departmental or college evaluation instruments
3. Dean reviews recommendations with department heads and/or directors from the college perspective.
4. Vice President and President make further adjustments as deemed necessary, taking into account such factors as:
 - a. Acceptability of the proposed raises by the governing boards and the Legislature
 - b. Equal employment opportunity considerations
 - c. Appropriate balance at the University level

NOTE: The preceding Criteria and Procedure are to be administered in the light of these concepts:

1. Merit increases are intended to reward outstanding performance.
2. Merit increases are competitive, not universal.
3. Merit increases should be considered to be different from cost of living increases, adjustments to meet market conditions, adjustments to achieve internal equity, and other adjustments.
4. The value of a university teacher depends only partly upon degrees, years in service, research, publications, scholarly activity, professional service, and other quantifiable factors. It also depends greatly upon talent, intellectual curiosity, creativity, enthusiasm, attitude, rapport with students and colleagues, the ability to motivate, teaching ability and effectiveness, and many other intangible qualitative factors which cannot be measured quantitatively. Comprehensive professional evaluations of a university teacher, therefore, must utilize subjective as well as objective professional judgments.

FACULTY TENURE

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

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

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

2. Faculty members shall be on annual appointment at the instructor level.

3. Faculty members shall not be eligible for tenure at the instructor level.

4. Assistant professor or equivalent shall be eligible for tenure after serving the established probationary period. Previous years of service at the rank of instructor do not apply toward tenure.

5. Faculty members promoted to the rank of associate professor, professor, or equivalent shall be awarded indeterminate tenure and shall be informed in writing within ninety days of Board of Trustees' action.

6. Faculty members initially employed at the rank of associate professor or equivalent shall serve a probationary period of at least one year, but no more than four years.

7. Faculty members initially employed at the rank of professor or equivalent may be granted tenure upon appointment, or, at the discretion of the institution, may be required to serve a probationary period not to exceed four years.

8. Faculty members appointed to the rank of professor or associate professor while being paid from a grant or contract for services such as special lecturer, consultant, or visiting professor may not be granted indeterminate tenure, but may be granted limited tenure, not exceeding the duration of the grant or contract.

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

1. At the end of the fifth year of continuous service, such faculty members shall be evaluated for the purpose of determining eligibility for tenure.

2. At the end of the sixth year, the results of each individual's evaluation shall be provided to that individual. In the event tenure is to be denied to an assistant professor, twelve months' written notice of termination shall be given. In the event tenure is to be awarded, affected faculty members shall be informed in writing.

3. For the purpose of the probationary period, credit may be given for prior service at other institutions with the mutual consent of the individual institution and the Board of Trustees.

4. Recommendation of those to be considered for tenure shall originate in the various structural units, with tenured faculty and unit heads initiating the recommendations. Final authority for granting or denying tenure shall rest with the Board of Trustees.

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

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

1. All persons holding tenure on the effective date of this policy shall retain their tenure.

2. Any person in the employ of an affected institution on the effective date of this policy shall be eligible to earn tenure under the terms and conditions of the policy in force and in effect at the time of that person's employment at that institution.

3. This policy shall in no way affect any rights acquired by any person employed by an institution prior to the effective date of this policy.

TENURE PROCEDURE

1. The academic department head, after consultation with tenured faculty members in that department, initiates recommendations for granting or not granting of tenure to individual faculty members. Recommendations and supporting data are forwarded to the appropriate academic dean. Supporting data should include, but not be limited to, a comprehensive vita, measures of teaching effectiveness, and evaluations by the academic department head of scholarly activity and other aspects of performance.

2. The academic dean, in consultation with the academic department head, reviews all recommendations. Qualifications are thoroughly reviewed and discussed. Consideration is given to differences among disciplines and the relative proportions of the faculty already tenured.

3. Recommendations from each college are then forwarded to the Vice President for Academic Affairs. Qualifications of faculty members under consideration for tenure are again reviewed with the dean and the department head.

4. Recommendations are forwarded to the President for his decision and for his submission of those which he approves to the Board of Trustees.

TERMINATION OF FACULTY APPOINTMENTS

Faculty members under tenure may terminate their appointments by submitting their resignation in writing to their academic deans by March 1 for termination at the end of the school year or at a mutually agreed-upon time. Termination by the faculty member may also be effected through retirement or mutual agreement between the administration and the faculty member.

Faculty appointments of non-tenured teachers expire at the end of each academic year or terminate at the close of the period specified in the appointment letter and carry no obligation for reappointment.

GRANTS AND CONTRACTS

Equipment, Materials and Supplies Obtained Through Grants or Contracts

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

Closeout of Grants or Contracts

Upon conclusion of work or research sponsored under a grant or contract, whether such conclusion is brought about by (a) completion of all work, (b) discontinuance of the work by the grantee, (c) expenditure of all funds, (d) decision on the part of the granting or contracting agency not to continue work under the grant or

contract, or (e) termination of the employee to whom the grant or contract is assigned, an expeditious effort shall be made by the grantee to close out the grant completely and correctly. Closeout requires, as applicable, submission of the documents and fulfillment of the other obligations stated below:

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

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

TERMINATION OF SERVICE OF TENURED ACADEMIC STAFF

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

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

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

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

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

TERMINATION OF NON-TENURED FACULTY

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

TERMINATION OF EMPLOYMENT

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

POLICY STATEMENT FOR POSSIBLE REDUCTION IN FACULTY

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

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

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

ANNUAL LEAVE AND HOLIDAYS

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

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

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

<u>Years of Service</u>	<u>Work Days of Annual Leave Earned Per Month</u>	<u>Work Days of Annual Leave Earned Per Year</u>
Less than three years	1	12
Three but less than five	1 ¼	15
Five but less than ten	1 ½	18
Ten but less than fifteen	1 ¾	21
Fifteen or more	2	24

SICK LEAVE

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

Sick leave with pay may be taken by an employee who has sufficient leave to his credit for illness or injury, medical or dental treatment. The minimum charge for sick leave shall be four hours (½ day).

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

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

SUBSTITUTE AND OVERLOAD COMPENSATION FOR SICK LEAVE

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

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

1. For periods of one week or less, faculty will continue to cover the classes on a professional-courtesy basis with no additional remuneration. (If no faculty member has the needed expertise, the classes will be covered according to number 2 below.)

2. For periods longer than one week, beginning with the second week, the University will pay "overload compensation" to currently employed faculty who assume part of the load and "substitute compensation" to additional faculty employed for this purpose.

3. The University will establish a "Sick-Leave Teaching Fund" categorical account.

4. "Substitute" and "overload" compensation will be based on the "amount and rank policy" utilized for "overload pay for off-campus classes":

\$1,000	Instructor
1,200	Assistant Professor
1,400	Associate Professor
1,600	Professor

5. Actual pay per class, during a summer term or during a regular semester, will be computed using 45 class meetings per semester and 24 class meetings per summer term.

6. Sick leave will be charged on a day-by-day basis for every day that a faculty member is unable to fulfill responsibilities for health reasons.

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

MATERNITY LEAVE

Maternity leave is a right and will be granted upon written request to any female employee who has achieved permanent employment status. It is recognized that dif-

ferent female employees require maternity leaves of varying duration. Therefore, it is necessary that each maternity leave applicant work closely with her supervisor in determining a reasonable period of maternity leave. Consideration must be given to the requirements of the position and to the employee's physical and mental ability to perform her duties.

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

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

FACULTY APPEAL PROCEDURE

It is in the best interest of a faculty member and the University to have problems brought into the open and resolved. An effort will be made to resolve these problems as expeditiously as possible. Therefore, if anything is of concern to a faculty member, he is urged immediately to seek a resolution of the matter.

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

1. A faculty member should always discuss a problem first with his Department Head or School Director, who has the responsibility of finding solutions to most faculty problems.

2. To appeal an alleged grievance beyond this first level in the procedure, a faculty member must reduce the matter to writing on a form provided by the Department Head or School Director. The faculty member must state the specific problem, the specific evidence in support of it, and the specific redress requested to resolve it; he must date and sign the form. Once stated, the matter cannot be expanded.

3. If a faculty member feels that the Department Head or School Director has not satisfactorily resolved the problem, he should indicate his desire to consult his Academic Dean by submitting to the Dean the written grievance with a request for an appointment.

4. A faculty member who feels that the problem has not been equitably resolved at the Dean's level may then appeal to the Vice President for Academic Affairs, by forwarding the written grievance with a request for an appointment. Every reasonable effort will be made to resolve the problem without further appeal.

5. If a faculty member is still dissatisfied, he may then petition the Faculty Appeals Committee for a hearing. Appointed by the President of the University, this Committee, which consists of at least one person from each College and includes at least one department head or school director, and one academic dean, acts as a referral body to hear grievances which have not been previously resolved. Serving as a hearing and recommending body, the Committee reports its findings and recommendations to the President.

6. After reviewing the report of the Faculty Appeals Committee, the President will make his disposition of the matter and notify the principal parties.

7. If a faculty member believes that the problem has not been equitably resolved, he may appeal to the President.

8. A faculty member who feels that the problem still has not been equitably resolved may appeal it through the proper channels to the Board of Trustees for State Colleges and Universities.

FACULTY SENATE

The purposes of the Faculty Senate are:

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

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

ACADEMIC RESPONSIBILITIES OF FACULTY

EXAMINATIONS, GRADING, AND OTHER ACADEMIC REGULATIONS

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

COURSE REQUIREMENTS

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

STUDENT APPEALS RELATED TO GRADES AND OTHER ACADEMIC MATTERS

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

CLASS RECORD BOOKS

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

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

CLASS ATTENDANCE AND RECORDS

In accordance with the policy established by the Board of Trustees for State Colleges and Universities, each faculty member shall keep a permanent attendance record for each class. A copy of the attendance regulations may be found in the General Bulletin. Veterans attendance regulations are included in the Standards of Progress for veterans. These standards are issued periodically by the Office of International Students, under the direction of the Office of the Registrar. Students must not be penalized for excused absences.

FINAL EXAMINATIONS

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

REPORTING OF FINAL GRADES

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

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

CHANGING OF GRADES

Grades that have been submitted to the Registrar's Office may be changed only by a letter of explanation certifying that an error has been made by the instructor. This certification of error will not be valid unless approved by the instructor's department head and academic dean and by the Vice President for Academic Affairs. A request for final grade change must be initiated by the faculty within 30 days after the end of the semester or term in which the grade was earned.

CLASS MEETINGS

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

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

CODE OF ETHICS FOR PUBLIC EMPLOYEES

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

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

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

CLEAN AIR POLICY

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

OFFICE HOURS

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

A minimum of two hours each day should be set aside for student conferences. A card for listing office hours may be secured from the department head. The faculty member's office hours and teaching schedule should be posted on his door.

SEEKING OR HOLDING PUBLIC OFFICE

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

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

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

APPROVAL OF FIELD TRIPS

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

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

Guidelines for Planning Field Trips

1. The field trip should contribute to the students' academic program.
2. Field trips should be conducted in such a fashion that distance traveled, time, and expense are minimal to accomplish the objectives of the trip.

3. Field trips should be evaluated in terms of the impact on the students' total program.
4. Field trips should be planned and conducted in such a fashion as to enhance the image of the University.
5. Adequate planning with the agency visited should precede any field trip.

Administrative Procedures Governing Field Trips

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

CLASS AND LABORATORY FEES

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

SELECTION OF TEXTBOOKS AND PURCHASE OF MATERIALS AND SUPPLIES

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

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

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

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

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

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

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

3. All department heads must provide enrollment reports to the University Bookstore the day after registration so that shortages can be dealt with properly.

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

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

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

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

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

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

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

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

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

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

UNIVERSITY SPONSORED ACTIVITIES

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

SCHEDULING UNIVERSITY FACILITIES

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

1. The Office of Institutional Research schedules and keeps a record of classes and special events programmed in Brown Auditorium, Biedenharn Recital Hall, Northeast Theatre, Strauss Auditorium, Sugar Auditorium, classrooms, and all other instructional areas and will notify the requesting department by memorandum with a copy to the Office of Student Development.

2. The Office of Student Development schedules and keeps a record of events that meet in the SUB Auditorium and SUB second floor meeting rooms. All events concerning student organizations must be cleared with the Director of Student Development. This office provides an official notice to the student group concerning clearance of the facility requested. A copy of this notice is sent to the Office of Institutional Research.

3. The Circulation Desk in Sandel Library schedules all use of conference rooms for group study, the audiovisual room, and other library facilities.

4. The Office of Auxiliary Enterprises schedules and keeps a record of events that meet in the dining halls, snack bar, and games area of the Student Union Building. Advance notice of two weeks is required for events entailing meals.

5. The Basketball Office is responsible for scheduling and keeping a record of events scheduled in the Ewing Coliseum Arena.

6. The Office of Student Development is responsible for scheduling intramural and recreational activities in Brown Gymnasium and the Natatorium. Each of these activities is supervised by a member of the faculty or the recreational staff. Other departments or student groups requesting the use of Brown Gymnasium or the Natatorium will be notified by memorandum from the Director of Student Development with a copy to the Office of Institutional Research.

7. The tennis coach schedules the tennis courts and the track coach schedules Brown Stadium.

8. All proposed events involving intercollegiate and interscholastic athletic competition must be cleared with the Athletic Director.

9. Requests for facilities must be made in writing by the department head to the appropriate office and must indicate the exact time the facility is desired. If time is needed to prepare for the activity, this time should be included in the request.

10. Requests must include any special equipment necessary for the scheduled event, such as speaker stands, public address systems, and related items.

11. Off-campus groups who request the use of University facilities, regardless of the facility requested, must have the approval of the Dean for Student Affairs. Consequently, all such requests are to be referred to the Dean for Student Affairs. Publicity must not be released until confirmation of the facility requested has been received. An off-campus group is notified by the Dean for Student Affairs or his representative concerning the use of the requested facility. A written policy for use of University facilities by off-campus groups is on file in the Office of the Dean for Student Affairs.

CAMPUS ACCIDENT OR HEALTH EMERGENCIES

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

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

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

- | | |
|----------------------|----------------|
| 1. University Police | Ext. 4180 |
| 2. Infirmary | Ext. 3114 |
| 3. Ambulance | Phone 325-4306 |
| 4. Dean of Students | Ext. 3053 |
| 5. Department Head | |

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

- | | |
|----------------------|-----------|
| 1. University Police | Ext. 4180 |
| 2. Infirmary | Ext. 3114 |
| 3. Dean of Students | Ext. 3053 |
| 4. Department Head | |

Radiation Safety Officer	Ext. 4148
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